

## **Request for Proposal (RFP) for Apprenticeship Study (NAPS) development for Automotive Skill Development Council (ASDC)**

Automotive Skill Development Council (ASDC) invites Developers for developing Apprenticeship Study (NAPS) for the automotive sector to understand feedback and learning of Industries, TPAs, Candidates undergoing apprenticeship scheme/Act.

Prospective Content publisher who meet the pre-qualification criteria may furnish their Request for Proposal (RFP) with all the necessary documents in a sealed cover along with the covering letter duly signed by an authorized signatory on or before 31<sup>st</sup> May 2022 by 16:00 hours to the following address:

Ms. Priyanka Gupta

Automotive Skill Development Council

E 113 GF,

Okhla Phase III, Okhla Industrial Estate,

New Delhi, Delhi 110020

[priyanka@asdc.org.in](mailto:priyanka@asdc.org.in)- Kindly send soft copy on mentioned email with the hard copy of the document couriered to registered address.

ASDC reserves the right to extend the last date indicated above for which the RFP is invited.

Chief Executive Officer

Automotive Skills Development Council

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## Part I – General Terms

### 1. Objective of RFP

- The Objective of this RFP is to develop apprenticeship study and related documents for the automotive sector to understand the current and future scope/spectrum of apprenticeship in India.
- The apprenticeship study and related document shall be developed for Industry, Ministry, candidates and Training Partners for the selected Job Roles.
- The selected Developer would be responsible for development of the required for development and production of the same as per the Terms and Conditions laid down by ASDC
- This invitation of RFP intends to share the details of the scope of work entailed as part of this proposed partnership between the Content Developer and ASDC

### 2. Authority Issuing the RFP

- This RFP is issued by the Automotive Skill Development Council (ASDC)
- The contact person for this RFP is: Ms. Priyanka Gupta

The decision of ASDC with regard to the short listing of developer through this RFP will be final and ASDC reserves the right to reject any or all the RFPs received without assigning any reason.

### 3. Tentative Calendar of Events

The following table indicates important milestones and timelines for completion of bidding activities:

<i>S. No.</i>	<i>Milestone</i>	<i>Date</i>
1	Release of Invitation of Request for Proposal (RFP)	22 <sup>nd</sup> May' 23
2	Last date for submission of written questions by the prospective Developers	26 <sup>th</sup> May' 23
3	Clarifications issued by ASDC for the questions raised by prospective Content Developers (to be published on ASDC Website)	29 <sup>th</sup> May' 23
4	Last date for submission of RFP	31 <sup>st</sup> May' 23
5	Opening of RFPs	2 <sup>nd</sup> June 23
6	Evaluation of RFPs and finalization of Applicants for Presentation to ASDC	05 <sup>th</sup> June 23
7	Presentation to ASDC by shortlisted Applicants	08 <sup>th</sup> June 23
8	Declaration of shortlisted Developer	13 <sup>th</sup> June 23

Note: Kindly share your queries over email at priyanka@asdc.org.in

### 4. Availability of RFP Document

Invitation for RFP can be downloaded from the ASDC website ([www.asdc.org.in](http://www.asdc.org.in)). All prospective Developers are expected to read carefully all instructions, forms, terms, requirements and other details in the RFP documents. Failure to furnish the complete information sought for in the RFP documents or submission of a proposal not substantially responsive to the RFP documents in every respect will be at the Developers risk and may result in the rejection of the RFP.

## 5. Venue and Deadline of Submission of RFP

The RFP in its complete form in all respects as specified in this invitation of RFP must be submitted to ASDC at the address given below.

Ms. Priyanka Gupta

Automotive Skill Development Council

E 113 GF,

Okhla Phase III, Okhla Industrial Estate,

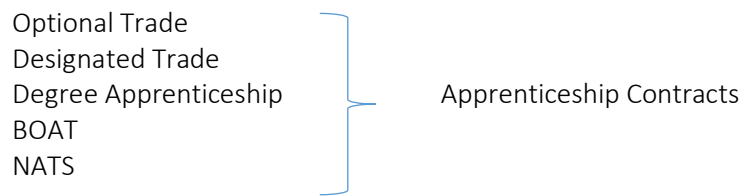
New Delhi, Delhi 110020

[priyanka@asdc.org.in](mailto:priyanka@asdc.org.in)- Kindly send soft copy on mentioned email with the hard copy of the document couriered to registered address.

ASDC may at its discretion extend the deadline for submission of proposal by issuing an addendum to be made available on the website [www.asdc.org.in](http://www.asdc.org.in)

## Part 2 – Background and Scope of Services

- About ASDC: Automotive Skill Development Council is an industry body promoted by SIAM, ACMA & FADA & involved in monitoring the apprenticeship scheme for Automotive Industry. The Domain covered are manufacturing and R & D, Sales, service & Road Transportation. ASDC Partner with Training Providers and Assessment bodies for imparting training, certification & constantly upgrading the skilling eco-system.
- ASDC intends to partner with agency to develop and to understand feedback and learning of Industries, TPAs, Candidates undergoing apprenticeship scheme/Act.
- The scope of work would include development of
  - Automotive Landscape for Apprenticeship (Total Opportunity in Organized sector)  
*SUB-Sector wise: Employment, opportunity (no. of est, sub sector wise, state wise)*
  - Current Status: Apprenticeship training landscape changes since 2014 which special focus since the last major amendment in 2019, also covers NAPS.



- Current Impact Analysis (OT): Industries should be in line with MSME.  
*Qualitative, quantitative (more popular job roles in OT, job role analysis)*  
*What happens when a apprentice complete it 36 months/contract?*  
*Do the ecosystem is aware about 36 months contracts*  
*What % of contracts converts into employment?*  
*Analysis on termination (Interaction with candidates, TPA & Establishment)*



- Way ahead till FY26- what the custodians should be doing for this ACT in line with the budget presented.
  - ASDC
  - Industry
  - Government
- The documents shall be developed in English language.

## **Part 3 – Bidding Terms and Pre-Qualification Criteria**

### **1. Conditions of the Issue of RFP**

- RFP is not an offer and does not carry any commitment to engage with the Developers who submits the same or any other commitment related there to.
- ASDC reserves the right to withdraw this RFP and change or vary any part thereof at any stage if ASDC feels that such action is in the best interest of the ASDC.
- Timing and sequence of events resulting from this RFP shall ultimately be determined by ASDC.
- Each applicant shall submit only one RFP.

### **2. IPR of the Content Developed as part of this RFP**

- The IPR of the Developed Study as part of this RFP shall be solely owned by ASDC.

### **3. Language of RFP**

- The proposal and all correspondence and documents shall be written in English.

### **4. Pre-Qualification Criteria**

The invitation for bids is open to all entities in India who fulfill pre-qualification criteria as specified below:

- a) Corporate/Organizations registered under Companies Act or Societies Registration Act or registered as a Trust and is active and operational continuously anywhere in the country for the last three years on the date of application.
- b) The prospective Developer should have a minimum 3 years of experience in making of Report and related document development.
- c) The prospective Content Developer should preferably have report related partnership with some sector skill councils in India.
- d) The prospective Developer should preferably have operational experience and report development for the Automotive Sector.
- e) Prospective Developer should have a valid GST number.
- f) The Developer should not have been blacklisted by any donor agency/State Government / Central Government or its agencies.

## 5. Evaluation of RFP and Selection of Content Developer

Evaluation of RFP shall be done on the Quality and Cost Basis with the following details:

### ***Selection Criteria 1*** – Quality Criteria/ Experience of Publishing

<b>Quality Criteria/ Experience of Content Developer</b>
Years of experience in Report making /Content creation/Publishing
Years of Experience of working in the Automotive Sector for Report making/Content creation
Existing Partnership with Sector Skill Councils for Report making/Content creation (Please mentioned the SSC name and No of report developed)
Education qualification and years of experience of Report making and publishing

### ***Selection Criteria 2*** – Presentation by prospective Content Developer

### ***Selection Criteria 3*** – Value of the Quotation

- Top five prospective Developers shall be called for Presentation to the ASDC Team provided they meet the pre-selection norms set by ASDC.
- Selection of final Developer shall be made as per the highest total marks received adding all the four selection criteria among the top Five shortlisted applicants after the presentation.
- ASDC may finally shortlist one or two Content Developers as part of this partnership.

## 6. Check List for RFP Submission

Applicants should ensure that the following documents are submitted with documentary evidences, while submitting the completed RFP:

- i. Letter of Submission of RFP (Form 1 in Formats)
- ii. Application Form of RFP (Form 2 in Formats)
- iii. Copy of the Registration Certificate of the Content Developer
- iv. Copy of GST Registration Certificate
- v. Copy of Audited Balance Sheet for the last 3 years.

## Part IV – Formats

### Letter for Submission of RFP

**Date: Place:**

Ms. Priyanka Gupta  
Automotive Skill Development Council  
E 113 GF,  
Okhla Phase III, Okhla Industrial Estate,  
New Delhi, Delhi 110020

**Subject: Submission of RFP for Apprenticeship Study in Partnership with ASDC**

We hereby submit our RFP in response to the application for RFP for Apprenticeship Study and related document Development issued by ASDC and we hereby confirm the following:

1. The RFP submitted by \_\_\_\_\_ (Name of the company) is as per the Terms and Conditions of the RFP issued by ASDC
2. We have examined in detail and have understood and abide by all the terms and conditions stipulated in the RFP Document issued by ASDC. Our application is consistent with all the requirements stated in the RFP Document.
3. The information submitted in our Application is complete, is strictly as per the requirements as stipulated in the RFP Document, and is correct to the best of our knowledge and understanding. We shall be solely responsible for any errors or omissions or misrepresentations in our Bid.
4. We understand that ASDC reserves the right to cancel this RFP at anytime without assigning any reason whatsoever.
5. This RFP is valid for a period of 90 days from the time of submission

**Signature of Authorized Representative of the Company**  
(along with Company Stamp)

**Designation:**



## Part IV – Formats

## 1. Application Form for Submission of RFP

### 1.1 Applicant Details

Name of Organization	
Address	
Email	
Contact Person	
Contact Mobile/ Landline	
Website	
Company Registration Type and Registration Number	
Total Number of Employees	
Year of Incorporation	
Total Experience of Report/Content Development	
Education qualification and total Experience of Subject Matter Expert (SME)	
Annual Turnover of Company	2017-18 2016-17 2015-16
Annual Turnover from Report/Content Development	2017-18 2016-17 2015-16

### 1.2 Project Details (Details of Report/Content Development Projects executed in the last three years)

S. No.	Name of Client	Details of Industry Manuals and Candidates Manuals Developed

### 1.3 List of Sector Skill Councils with whom the applicant has a report/content development partnership MOU

[illegible]

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#### 1.4 Experience of working in the Automotive Sector

<i>Total Number of Automotive Skilling Report/Content developed till date</i>	
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#### 1.5 Proposed quotation for Development

	<i>Type of Report/Content to be developed</i>	<i>Quote in Rupees for Development</i>
(A)	Study formatting (Language correction, Design, Secondary research, Additional details to be incorporated)	

I hereby declare that the information furnished is true to the best of my knowledge.

Signature of Authorized Representative of the Company  
(along with Company Stamp)  
Designation: