

## Request for Proposal (RFP) for Qualification Pack (QP) development for Automotive Skills Development Council (ASDC)

Automotive Skills Development Council (ASDC) invites Developers for developing Qualification Pack (QP) for the automotive sector to improve learning of trainees undergoing skilling programs offered by ASDC.

Prospective Providers 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 11<sup>th</sup> July 2022 by 16:00 hours to the following address:

Ms. Garima Jhamb  
Automotive Skills Development Council  
Leela Building, 153 GF,  
Okhla Phase III, Okhla Industrial Estate,  
New Delhi, Delhi 110020

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



Arindam Lahiri  
Chief Executive Officer (CEO)  
Automotive Skills Development Council

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## Part I – General Terms

### 1. Objective of RFP

- The Objective of this RFP is to develop 23 Qualification Pack and related documents (as mentioned in Part 2, scope of work) for the automotive sector to enhance the quality of learning for the courses offered by ASDC
- The Qualification Pack and related document (as mentioned in Part 2, scope of work) shall be developed for Trainees and Trainers for the selected Job Roles by ASDC as per the demand of the Automotive Industry
- 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 Developer and ASDC

### 2. Authority Issuing the RFP

- This RFP is issued by the Automotive Skills Development Council (ASDC)
- The contact person for this RFP is: Ms Garima Jhamb

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)                              | 04 <sup>th</sup> July 22 |
| 2             | Last date for submission of written questions by the prospective Developers      | 07 <sup>th</sup> July 22 |
| 3             | Clarifications issued by ASDC for the questions raised by prospective Developers | 08 <sup>th</sup> July 22 |
| 4             | Last date for submission of RFP through email                                    | 11 <sup>th</sup> July 22 |
| 5             | Last date for submission of RFP courier                                          | 12 <sup>th</sup> July 22 |
| 6             | Opening of RFPs                                                                  | 13 <sup>th</sup> July 22 |
| 7             | Evaluation of RFPs and finalization of Applicants for Presentation to ASDC       | 18 <sup>th</sup> July 22 |
| 8             | Presentation to ASDC by shortlisted Applicants                                   | 19 <sup>th</sup> July 22 |
| 9             | Declaration of shortlisted Developer                                             | 20 <sup>th</sup> July 22 |

### 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. Garima Jhamb  
Automotive Skills Development Council  
Leela Building, 153 GF,  
Okhla Phase III, Okhla Industrial Estate,  
New Delhi, Delhi 110020

And also email to [garima@asdc.org.in](mailto:garima@asdc.org.in)

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 II – Background and Scope of Services

- About ASDC: Automotive Skills Development Council is an industry body promoted by SIAM, ACMA & FADA & involved in developing Qualification standards. The Domain covered are manufacturing and R & D and service. ASDC Partner with Training Providers and Assessment bodies for imparting training, certification & constantly upgrading the skilling eco-system.
- ASDC intends to partner with Qualification Developers to develop and enhance the quality of Qualification Pack and related documents (as mentioned in Part 2, scope of work) in the automotive sector through ASDC affiliated training providers.
- The scope of work would include development of
  - Qualification Pack (QP)
  - Model Curriculum (MC)
  - Qualification File (Q- File)
  - Equipment List
- All the Qualification documents shall be developed in English and Hindi language.
- Developer shall dispatch the documents within timeline specified in the order

## Part III – 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 Developed as part of this RFP

- The IPR of the Developed Qualification 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 Qualification Pack and related documents (as mentioned in Part 2, scope of work) development
- c) The prospective Developer should preferably have Qualification development related partnership with some sector skill councils in India
- d) The prospective organisation should preferably have Subject Matter Expert (SME) in Manufacturing, Research & Development and Service domain (job roles listed in Annexure 1) under 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 Developer

Evaluation of RFP will be done on 2 stages:

### STAGE 1

#### Technical Bid:

Technical Bid is divided in to two Criteria

#### Criteria 1: Weightage 70 marks

| Quality Criteria/ Experience of Developer                                                                                        | Marks |
|----------------------------------------------------------------------------------------------------------------------------------|-------|
| Years of experience in Vocational Skills Development                                                                             | 20    |
| Years of Experience of working in the Automotive Sector                                                                          | 20    |
| Existing Partnership with Sector Skill Councils for NOS mapped/ developer<br>(Please mentioned the SSC name and No of developed) | 10    |
| Education qualification and years of experience of Subject Matter Expert (please share their profile also)                       | 20    |

#### Criteria 2: Weightage 30 marks

Presentation by prospective Developer

### STAGE 2

#### Financial Bid

- 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 Developers as part of this partnership
- Proposal need to be submitted in 2 separate sealed documents.

## 6. Check List for RFP Submission

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

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

# Annexure 1 :

## List of Qualification

| S. No. | Job Roles                                              | NSQF Level |
|--------|--------------------------------------------------------|------------|
| 1      | Automotive Additive Manufacturing Engineer             | 6          |
| 2      | Automotive Advanced Driver Assistance System Engineer  | 6          |
| 3      | Automotive Cybersecurity Engineer                      | 6          |
| 4      | Automotive Dealership Data Analysis Engineer           | 6          |
| 5      | Automotive Electronic Battery Management Engineer      | 6          |
| 6      | Automotive Manufacturing Data Analysis Engineer        | 6          |
| 7      | Automotive Unified Diagnostic Engineer                 | 6          |
| 8      | Automotive Open System Architecture (AUTOSAR) Engineer | 6          |
| 9      | Automotive Robotics and Automation Simulation Engineer | 6          |
| 10     | Automotive Robotics System Integrator/Planner          | 6          |
| 11     | Automotive Smart Manufacturing Engineer                | 6          |
| 12     | Automotive sustainability Engineer                     | 6          |
| 13     | Electric Vehicle BSS Planning Engineer                 | 6          |
| 20     | Automotive Flex Fuel Design Engineer                   | 6          |
| 14     | Automotive Cybersecurity Manager                       | 7          |
| 15     | Automotive Dealership Data Science Manager             | 7          |
| 16     | Automotive design Safety Manager                       | 7          |
| 17     | Automotive IIOT Application Manager                    | 7          |
| 18     | Automotive Manufacturing Data Science Manager          | 7          |
| 19     | Automotive Robotics and Automation Manager             | 7          |
| 21     | Automotive Smart Manufacturing Specialist              | 7          |
| 22     | Automotive IIOT Application Specialist                 | 8          |
| 23     | Automotive Manufacturing Data Science Specialist       | 8          |

## Part IV – Formats

### Letter for Submission of RFP

**Date:**

**Place:**

Ms. Garima Jhamb  
Automotive Skills Development Council  
Leela Building, 153 GF,  
Okhla Phase III, Okhla Industrial Estate,  
New Delhi, Delhi 110020

**Subject: Submission of RFP for Qualification Pack Development in Partnership with ASDC**

We hereby submit our RFP in response to the application for RFP for Qualification Pack and related document (as mentioned in Part 2, scope of work) 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:**

### 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 Qualification Pack Development                          |                               |
| Education qualification and total Experience of Subject Matter Expert (SME) |                               |
| Annual Turnover of Company                                                  | 2021-22<br>2020-21<br>2019-20 |
| Annual Turnover from Development/Trainer Kit                                | 2021-22<br>2020-21<br>2019-20 |

### 1.2 Project Details (Details of Qualification Pack Development Projects executed in the last three years)

| S. No. | Name of Client | Details of Qualification Development |
|--------|----------------|--------------------------------------|
|        |                |                                      |
|        |                |                                      |
|        |                |                                      |
|        |                |                                      |

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

[illegible]

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

|                                                                                                |  |
|------------------------------------------------------------------------------------------------|--|
| <i>Total Number of Automotive Skilling developed till date<br/>with names of the Job Roles</i> |  |
|------------------------------------------------------------------------------------------------|--|

#### 1.5 Proposed quotation for Development

|     | <i>Type of Qualification to be developed</i>                                                                                                                                               | <i>Quote in Rupees for Development as<br/>per job roles</i> |
|-----|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------|
| (A) | QP formatting (Language correction, Additional details<br>to be incorporated and Excel sheet for SIP uploading)<br>* Person with Disability (PWD), gender sensitization,<br>sustainability |                                                             |
| (B) | Model Curriculum                                                                                                                                                                           |                                                             |
| (D) | Q Files                                                                                                                                                                                    |                                                             |
| (E) | Equipment List                                                                                                                                                                             |                                                             |

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: