

# Power Sector Skill Council

Request for proposal (RFP)

Development of  
Qualification Packs/National Occupational Standards for  
Job Roles in Power Industry & Related Activities

Reference – PSSC/RFP/QP-NOS

Issued by:

**POWER SECTOR SKILL COUNCIL**

Plot No. 4, Institutional Area

CBIP Building (2<sup>nd</sup> Floor)

Malcha Marg, Chanakyapuri

New Delhi – 110 021

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## **Power Sector Skill Council – An Introduction**

Power sector skill council (PSSC) is a not for profit organisation, registered under the Society Registration Act 1860. The council has been promoted by Central Electricity Authority (CEA) on behalf of Ministry of Power, Ministry of New and Renewable Energy (MNRE) and Indian Electrical & Electronics Manufacturers Association (IEEMA) with financial support by National Skill Development Corporation (NSDC). The Key objectives of the PSSC is to ensure that skilled and certified man power in adequate number is made available across various segments of this industry. The PSSC will create a dynamic labour market information system (LMIS) to keep track of the labour market, will identify skill gaps, and frame occupational standards in order to facilitate development of practical and high quality training content.

For the purpose of skill development the scope of operation of the Power Sector Skill Council (PSSC) would cover the following segments, jointly referred as Power Industry:

1. Power Sector: Electricity Generation (Thermal, Hydro, Gas, Nuclear, etc.), Transmission, Power System Operations and Distribution.
2. Renewable Energy Sector
3. Power Equipment Manufacturing Sector including downstream activities.

### **1.1 The mandate for the PSSC is to**

Collate and disseminate labour market information with respect to number of people getting direct and indirect employment in various areas of the industry.

Research and aggregate skill requirements of the Industry including sub-sector requirements, regional requirements and international trends and best practices that can be introduced in the domestic skill development space.

Create skill database of the current and future skill requirements, both in terms of numbers as well as types of skills and investigating the underlying reasons for skill gaps.

Identify changing technologies in the sector and collate technology specific skills which may be required in future. Besides technical skills, list out soft skill requirement in terms of content, the depth of coverage required and practical training requirement etc. and lead the drive to boost skill development to improve productivity, growth & employment

Regulate the skill development activities in the Industry including development of National Occupational Standards and qualifications. It will collaborate with the industry to map typical job profiles, develop the occupational and competency standards for each of the job profiles / roles in the industry, and the career path for all role holders.

Build Capacity for training delivery: Directly influence the planning & funding of education & training across India, working within the distinctive arrangements in each nation. Help in developing training curriculum and assessment criteria, identify institutes who would partner for training and train the trainers

Provide quality assurance via accreditation & certification of training delivery bodies and awarding certification to trainees. Accreditation will include approving the course content, infrastructure requirements, certification of faculty etc. Certification criteria will be developed in conjunction with the Government bodies/Agencies. Develop Centre of Excellence (COE) to serve as Technology Demonstrator for Training, skill development and as benchmark for other training institutes to be set-up thereafter. Several Training centres with latest simulation equipment will need to be established to provide practical training of different types suiting to the organizational/trainee's needs e.g. compact simulator, generic simulator or full-scope/replica simulator etc. COEs would focus on Training, Awareness, Accreditation and other advisory services.

***The PSSC will thus function as the apex body on skill development for the Power Industry as well as coordinate the efforts of various agencies in the area of skill development.***

## **2.0 Request for Proposal (RFP)**

- ➔ PSSC seek RFP from reputed consulting firms which can undertake the job of development of Qualification Packs & National Occupational Standards (QPs & NOS) and related activities as per the Scope given in this RFP document.
- ➔ PSSC through this request for proposal (RFP) seeks to select a competent consulting firm with minimum annual turnover of Rs. 50 Lakhs for similar assignments related to skill gap survey, analysis and QP/NOS development, etc., and relevant experience and capabilities to develop Qualification Packs & National Occupational Standards (QPs & NOS) for select job roles in the power industry.

### **2.1 Scope of Work**

**2.1.1 Development of QP/NOS** - The scope of this project shall include but not necessarily be limited to the following tasks:

- A) Skill gap survey and Analysis of Power Industry
- B) Validation of the skill gaps identified in the Power Industry through in-depth analysis
- C) Occupational Mapping
- D) Functional Analysis
- E) Development of 50 Qualification Packs and related National Occupational Standards registration and their maintenance and industry endorsement validation.
- F) Skill Development Plan

The details of the tasks are mentioned below,

#### **A. Survey and Validation of skill gap identified in Power Industry through in-depth analysis.**

- Profiling of the Power Industry and geographical location of such industry, (state-wise & city wise) and workforce required at various levels.
- Jobs available in these sectors (Power Sector/Renewable Energy sector/Power Equipment manufacturing Sector) and emerging demand including anticipated changes in employment patterns and future requirements over next five years. This would also include growth charts in each sector.
- Identify the existing supply source (formal & non-formal education, training institutes, public and private)
- Age profile of the workforce at various levels from worker to senior management positions.
- Geographical location and the availability of workforce with aspiration motivation and interests to work in Power industry at various levels (State-Wise & City Wise) and Training providers therein.

- Learning opportunities which can enhance skills of the workers.

## **B. Occupational Mapping**

Identify & validate all the entry level occupations & job role across power industry.

- Profiling of Job Roles, including expected outcome and competencies required to achieve the expected outcome.
- Career paths / Opportunity for progression, commencing from entry level to the senior positions.
- Identification and Elucidation of skill deficiencies / gaps - soft, generic and domain specific.
- Employment opportunities for school drop out youth.
- Employment opportunity for 10<sup>th</sup>/12<sup>th</sup> standard pass out students
- Employment opportunity for ITIs/Diploma Holders in Engineering/Graduate Engineers.

## **C. Functional Analysis**

- Functional analysis is the main tool used to develop National Occupational Standards for each Job Role.
- It involves analyzing areas of work and identifying the outcomes that people should achieve.
- Functions mean the activities a person is expected to do as part of his / her job.  
They must have a clear purpose and outcome that are valuable to the employer.

So the functional analysis should follow the stages given below:-

- Identification of Functions (Tasks): “What needs to happen to achieve the key purpose?  
”that is the key elements of performance.
- Identification of Possible NOS Title: “What needs to be done to achieve each function?”

For each NOS, identify performance (Skill), Knowledge and Assessment criteria:

- Performance / Skills: What are the activities for each element in each NOS, which are to be performed?
- Knowledge: What is the underpinning knowledge attributes which are to be understood to perform each of the above activities.
- Assessment: What are the must, should & could criteria on which a candidate has to be assessed.

## **D. Development of National Occupational Standards**

- Develop National Occupational Standards (NOS) and Qualification Packs (QP) for 50 Occupations which cover 80% of workforce segments of power industry.

For developing the QP/NOS undertake end to end process/due-diligence compliance, which includes

- Validation through Key Stakeholders drawn from different regions, sizes, etc. to ensure a fully representative character (at least 30 companies as per NSDC/NSQC norms).
- Prioritizing as per the demand of the sector
- Finalized version of NOS and Sustainability Plan to maintain the relevance and currency of NOS
- While preparing occupational standards, all existing standards in Power industry, including those in other countries, shall be studied and assessed and best practices be taken into consideration.
- While preparing occupational standards, existing regulations issued by CEA vide Government of India notification number CE1/59/CEA/E1, dated 20<sup>th</sup> September 2010 and others, as may be applicable for measures relating to safety and electric supply industry may also be considered.
- National Occupational Standards should categorically mention Function, Description and Competencies –Knowledge (Generic and Domain Specific), Skills (Generic and Domain Specific) and Assessment Criteria.
- NSQF, NCO alignment, NIC and other applicable code alignment of the QPs.
- Include the Assessment Criteria as the entity in every QP.
- Participate in the process of presenting QPs & NOS to the QRC at NSDC/ NSQC other Appointed Agency
- Completion of the Qualification Files (QF) for each QP and ensuring its entry into/acceptance by National Skill Register and/or such other identification marks compliances, approvals, etc. as may be required.

#### **E. Skill Development Plan**

To develop a detailed competency framework and skill development plan for the Power Industry, both individually and collectively.

#### **Occupational Standards should also have:**

- Unique Reference Number: A combination of 3 letter and 4 numbers code that Identifies the standards has been setup by Skill Council for Power Sector and/or such other identification marks as may be required.
- Qualification Packs to define the set of NOS which are aligned to one Job Role.
- Criteria for assessment to be included in the Qualification pack (Please refer to the “NOS Protocol”, prepared by NSDC available at the NSDC web site), as may be applicable amended from time to time.

NOTE:-

- a. Correspondence and communication with the industry at each step is to be recorded and maintained. This is to form part of deliverables and as a proof of due-diligence.
- b. For skill gap analysis and validation, etc., the firm shall ensure to visit and conduct minimum **30 workshops in the area** of Power Generation, Transmission and Distribution in different regions of the country covering Government as well as Private Sector including Renewable Energy (Solar, Wind and others).
- c. Similarly the firms shall ensure to visit and collect data and information from minimum **30 power equipment** manufacturing and downstream units to access the skill gaps.
- d. Firms will have to comply with any changes/amendments/modifications to the process above as and when communicated by NSDC/any higher body.
- e. Recently PSSC has developed on fast track the following eleven QPs/NOS. Skill gap survey, occupational mapping, functional analysis and industry validation will nevertheless be required to be completed and submitted to NSDC for approval for these also. The firm while submitting their proposal may keep note of the same. This will be outside the 50 QPs stated above.

<u>JOB ROLES</u>		<u>AREA</u>
1. Distribution Lineman	]	
2. Senior Lineman Distribution	]	POWER
3. Technical Helper Distribution	]	DISTRIBUTION
4. Lineman Construction – Distribution	]	
5. Consumer Energy Meter Technician	]	
6. Helper-Power System	]	POWER
7. Power System Technician	]	TRANSMISSION
8. Senior Power System Technician	]	
9. Pipe Fitter	]	POWER
10. Power Plant Mill Wright Fitter	]	GENERATION
11. Power Plant High Pressure Welder	]	

- f. The data collected and analysed, validations obtained, etc. from different organisations shall be such that they represent on overall national picture, job role wise and are in compliance with NSDC/NSDA requirement in terms of geographical diversity, ownership structure, size of companies, etc.

2.1.2 **Knowledge Partner:** To provide necessary support, as an effective knowledge partner to deliver on tasks such as research, advocacy ,development of internal system – processes, manuals, benchmarks, etc., effective stakeholders engagement (utilities, industry partners, training providers, assessment bodies, etc.), development of appropriate branding and communication strategy (including development of necessary documents, etc.), support needed from other institutions, developing a framework that facilitates effective interface with various stakeholders for achieving the objectives of PSSC holding periodic workshop/stakeholders consultation conference, etc.

## 2.2 Deliverables:

- 2.2.1 Report on skill gap analysis and validation by the Power Industry (Power Sector, Renewal Energy Sector and Power Equipment Manufacturing) and downstream activities.
- 2.2.2 Report on Occupational Mapping (entry level, career path, employment opportunities, etc.).
- 2.2.3 Report on Functional Analysis
- 2.2.4 Report on National Occupational Standards (NOS) and Qualification Packs (QPs) for 50+ occupations.
- 2.2.5 Report on Skill Development Plan for Power Industry (Power Sector – Generation, Transmission and Distribution, Renewal Energy Sector and Power Equipment Manufacturing) and downstream activities to be drawn up state-wise/utility-wise/company or organisation-wise.

2.3 **Schedule of Events:** The following table provides a schedule of events relating to this request.

SNo.	Event	Target Date
1	RFP issued to the Vendors / Published on the website	27 <sup>th</sup> May 2015
2	Submission of Queries & clarification through mail / in hard copy	10 <sup>th</sup> June 2015
3	Pre-Bid Meeting with Consulting Firm / Consortia	19 <sup>th</sup> June 2015
4	Last date of submission of Proposals	26 <sup>th</sup> June 2015
5	Presentation by technically qualified Vendors	02 <sup>nd</sup> July 2015
6	Award of Contract by PSSC	17 <sup>th</sup> July 2015
7	Commencement of implementation of Project	27 <sup>th</sup> July 2015

The dates furnished above are subject to revision by PSSC.

## 2.4 PROJECT DELIVERABLE & TIMELINES

S.No.	Activity	Time line
1	Commencement of Implementation of Project	T (27 <sup>th</sup> July 2015)
2	Inception report	T+ 2 weeks
3	Presentation on skill gap survey + validation of skill gaps identified in Power Industry	T + 6 weeks
4	Report on Occupational Mapping	T + 8 weeks
5	Report on functional Analysis	T + 9 weeks
6	Presentation on Interim Report on NOS for Functions/Job Roles	T +10 weeks
7	Presentation of the final report on NOS after taking into consideration the advice / views of PSSC and also after extensive consultation with stakeholders to ensure their validation	T + 12 weeks
8	Presentation of NOS, QP, Assessment Criteria and Sustainability plan to maintain relevance of NOS based on modules.	T + 14 weeks



9	Submission to NSDA/ NSDC & follow-up, presentations, etc.	T + 16 weeks
10	Submission of skill development plan (state/utility/organisation wise)	T + 16 weeks
11	Maintenance	up to 2 years
12	Support as Knowledge Partner	up to 1 year

## 2.5 PROPOSAL OPENING AND EVALUATION

2.5.1 PSSC has constituted a National Committee on NOS (comprising industry members, Executive group, Secretary-PSSC and CEO-PSSC to open and evaluate the responses of the bidders to the RFP. Select bidders would be required to make a presentation to the PSSC National Committee on NOS.

### 2.5.2 Evaluation Process

- i. A sub-committee of the National Committee on NOS constituted by the PSSC shall evaluate the responses to the RFP and all supporting documents/documentary evidence. .Inability to submit requisite supporting documents/documentary evidence shall be rejected.
- ii. The decision of the sub-committee of National Committee on NOS in the evaluation of responses to the expression of Interest shall be final. No correspondence will be entertained outside the process of negotiation/discussion with the committee.
- iii. Each of the bidders needs to comply with the short listing/prequalification criteria as defined in the RFP to qualify for subsequent submission of proposal to the RFP for selection of the Bidding Agency.
- iv. Each of the responses shall be evaluated to validate compliance of the bidders according to the following criteria as per format and with supporting documents mentioned against each clause.

### 2.5.3 Clarification of proposals

- To assist in the examination, evaluation and comparison of Proposals, PSSC may at its discretion, ask the Bidder for clarification of its Proposal.
- PSSC will examine the Proposals to determine whether they are complete, whether any computational errors have been made, whether the documents have been properly signed, and whether the Proposals are generally in order.
- Arithmetical errors will be rectified on the following basis: If there is a discrepancy between the unit price and the total price (the total price is obtained by multiplying the unit price and quantity), the unit price shall prevail and the total price shall be rejected.
- Prior to the detailed evaluation, PSSC will determine the substantial responsiveness of each proposal to the request of each proposals (RFP),For purposes of these clauses, a substantially responsive proposal is

one which confirms to all the terms and conditions of the RFP without material deviations. PSSCs determination of a Proposal's responsiveness will be based on the contents of the Proposal itself without recourse to extrinsic evidence.

- A proposal determined as not substantially responsive will be rejected by PSSC and may not subsequently be made responsive by the Bidder by correction of the non-conformity.

## 2.5.4 Evaluation and comparison of proposals

### 2.5.4.1 Evaluation of Bid:

- A two-stage Evaluation Criteria will be adopted in evaluating the bids, with evaluation of the Technical proposal being completed prior to any commercial bid being opened and compared. The commercial bid of the Proposers will be opened only for submissions that passed the minimum technical score of 70% of the obtainable score of 100 points in the evaluation of the technical proposal. The technical proposal will be evaluated on the basis of its meeting the Evaluation parameters in the Table given below in **“Evaluation Criteria for Technical Proposal”**
- In the second stage, the commercial bid of all bidders, who have attained 70% of the technical proposal evaluation criteria will be opened and compared.
- The contract will be awarded to the proposer who scores highest marks aggregated for technical and financial bid (70% weight age to technical proposal and 30% to financial bid).

### 2.5.4.2 Technical Bid

Consortia / Consulting Firms must

- A. Have Prior Experience with regard to Preparation of QPs/NOS, Curriculum, and Syllabus, Courses for Sector Skills Council / Govt. Department / Ministry either in India or abroad.
- B. Secure minimum technical score of 70% of the obtainable score of 100 points.

**Evaluation Criteria for Technical Proposal**

<b>SNo.</b>	<b>Evaluation Criteria / Definition</b>	<b>Point</b>	
1.	<b>Profile of the Firm / Lead Bidder Executing the Project</b>	<b>40</b>	
	1.1 Firm/Lead Bidder with minimum 3 years relevant experience in Skill Development/Vocational Training 3-5 years – 8 marks 6-8 years – 10 marks More than 8 years – 15 marks		<b>15</b>
	1.2 Firm/Lead Bidder with minimum 5 years relevant experience in Power Sector (Skill Development/Institutional Strengthening/Capacity Building)		<b>10</b>
	1.3 Spread and reach of Firm/Consortium- spread over at least 6 States/Metro Cities.	<b>15</b>	
2.	<b>Qualification and Experience of Proposed Team</b>	<b>30</b>	
	2.1 Profile of Team Leader – Post Graduate in Management with 15 years of experience in Institutional strengthening and capacity building with atleast 5 years in Power Sector.		<b>15</b>
	2.2 Profile of Team Members (minimum 3 Resources) – Graduate in Engineering preferably with M.Tech/M.B.A with 5 years experience in Institutional strengthening out of which a minimum of 3 years in Power Sector and skill development on NSQF/NSDC framework	<b>15</b>	
3.	<b>Approach and Methodology of execution of Project</b>	<b>30</b>	
	3.1 Overall understanding of the project, knowledge of National Occupational Standards and Qualification Packs (NOS/QPs) and ability to meet the project objectives, detailed write-up.		<b>10</b>
	3.2 Approach and Methodology of Execution (Description of the methodology to be adopted to execute the project. This includes approach, processes, research, access to data, primary and secondary, key activities, work plan with timelines, reporting and control mechanism to be used to efficiently manage the project. Detailed write-up.		<b>10</b>
	3.3 Timelines for Execution and Resource Plan (Capacity to achieve milestones and complete the project timelines as defined in the RFP). Detailed write-up including time charts, etc.	<b>10</b>	
<b>TOTAL</b>		<b>100</b>	

### 2.5.4.3 Financial Bid

The Bidder shall indicate the prices of services it proposes to supply under the contract  
The financial Bid should cover the following, as given in the scope of work:

Services	Fee for Services (Indian Rupees)
a. Validation of the skill gaps identified in the Power Industry through in-depth analysis (As per Activity 1, 2, 3 of Project Deliverable and Timelines)	
b. Occupational Mapping (As per Activity 4 of Project Deliverable and Timelines)	
c. Functional Analysis (As per Activity 5 of Project Deliverables and Timeline)	
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Additional fee for each QP/NOS beyond 50 job roles	*

\*Not exceeding average per QP/NOS rates quoted as above, to be settled in mutual agreement.

**2.5.4.4 Combined Techno-commercial evaluation:** In respect of all the qualified Bidders, in whose case, the commercial Bid has been opened a combined techno-commercial evaluation will be done by the PSSC as per the following procedure:

A combined "Score(S)" will be arrived at after considering the nominal commercial quote and the marks obtained in technical evaluation with relative weights of 30% for commercials and 70% for technical. The combined evaluation shall be made by applying weightages of 70 and 30 for the technical and commercial scores according to the following formula:

$$\text{Combined score of Firm 'A'} = 70\% \left[ \frac{\text{Tech Score of Firm 'A'}}{\text{Highest Tech Score}} \right] + 30\% \left[ \frac{\text{Lowest Financial Bid}}{\text{Financial Bid of Firm 'A'}} \right]$$

On the basis of the above combined weighted score, the bidders shall be ranked in terms of the total combined score obtained. The Bidder with the highest combined score (H-1) will be declared successful and shall be recommended for award of the contract. After the identification of the successful Bidder, PSSC will follow the internal procedure for necessary approvals and thereafter proceed with notification of award of contract.

### Example:

S.No.	Bidder	Technical Evaluation Marks (T)	Nominal Bid Price (C)	(Lowest C /C) *30	(T / Highest T)*70	Score (S) (Out of 100)
1	ABC	95	71	$60/71 \times 30 = 25.35$	$95/95 \times 70 = 70.00$	95.35
2	UVW	85	65	$60/65 \times 30 = 27.69$	$85/95 \times 70 = 62.63$	90.32
3	XYZ	80	60	$60/60 \times 30 = 30.00$	$80/95 \times 70 = 58.94$	88.94

In the above example, ABC, with the highest score (H-1) becomes the successful bidder.

**Financial Bid:** The Bidder shall indicate the prices of services it proposes to supply under the contract. All costs shall be inclusive of all taxes, duties, charges and levies of State or Central Governments, as applicable, at the date of signing the Agreement and subject to deduction of all statutory deductions applicable, if any. In case of upward revision to duties and taxes the Bidder will be responsible to incur the additional cost. The Bidder has to include all costs like Travel, Lodging and Boarding, Local Travel expenses etc. incurred during the implementation and PSSC will not bear any additional costs on these activities.

#### 2.5.4.5 Award of contract

- The contract will be awarded to the Vendor based on the assessment of the National Committee on NOS of the PSSC.
- The decisions of the National Committee on NOS on the evaluation of the proposals shall be final. No Correspondence will be entertained outside the process of negotiation/discussion with the committee.
- The contract will be awarded to the organisation which qualifies the technical bid and gets the highest score in overall evaluation based on weight age average method.
- For the purpose of evaluation, the weight age given to technical bid score and financial bid score is 70%:30% respectively.
- The scores will be calculated up to one decimal place
- In case of a tie between two bidding organizations for overall evaluation score, the organization with lower financial bid will be awarded the contract.

## 2.6 PROPOSAL CONTENT GUIDELINES

In order to facilitate the evaluation by the PSSC National Committee on NOS and to ensure each proposal receives full consideration, proposals should be accompanied by the documents as listed below:

- **Proposal Submission Letter (Annexure-I) along with Table of Contents, Executive Summary, Vendors Profile**

- Technical Proposal (Annexure-II) along with:

- A Descriptive note on the Project and deliverables as per your understanding.

- Approach paper with details on methodology: This section should demonstrate the Bidder's responsiveness to meet or exceed the specifications, given by PSSC. The Description below briefly describes the proposed methodology.

- Referring to their research studies which have already been conducted so as to have an overall understanding of the Human Resource structure in the Power industry.
- Industry survey to determine the emerging demands trends for various Occupations / Job Roles in Power Industry.
- Discussions with Industry stakeholders to carryout Occupational Analysis and develop Occupational Maps.
- Carry out functional analysis to identify all purposeful activities required to perform the function.
- Identification of existing NOS, if any available, and refer to the same for carrying out functional mapping and developing NOS for the Power industry.
- Referring to NOS already in existence in other countries (US, UK, Canada, Australia, etc.) so as to ensure benchmarking
- Development of NOS with the following characteristics
  - i. Clear, concise and readable, in unambiguous language.
  - ii. Flexible to accommodate changes in future
  - iii. Self-sufficient with minimum cross references
- Matching the NOS required as per current skills and projected skills and incorporating potential education and training needs in the future to fill in the gap.
- The format of NOS and Qualification Pack would be exactly as laid down in NSDC NOS Protocol.
  - > Prior Experience with regard to Preparation of NOS- Details to be attached
  - > Profile of Consultants Executing the Project- Details to be attached
  - > Spread and Reach– Details of office / operations across States / regions
  - > Time-lines for execution of the project – your- estimates.

### 2.6.1 **PROPOSAL PREPARATION COSTS**

- The bidder is responsible for all costs incurred in connection with participation in this process, including, but not limited to, costs incurred in conduct of informative and other due diligence activities, participation in meetings / discussions / presentations, preparation of proposal, in providing any additional information required by PSSC to facilitate the evaluation process and in negotiating a definitive Contract or all such activities related to the bid process. PSSC will in no case be responsible or liable for those costs, regard less of the conduct or outcome of the bidding process.
- This RFP does not commit PSSC to award a contract or to engage in negotiations. Further, no reimbursable cost may be incurred in anticipation of award or for preparing this bid
- All materials submitted by the bidder become the property of PSSC and may be returned completely at its sole discretion.

#### 2.6.2 BIDDERS' INQUIRIES AND PSSC RESPONSES

- All enquiries / clarifications from the bidders related to this RFP must be directed prior to pre-bid conference in writing exclusively to the Chief Executive Officer, Power Sector Skill Council at his email id: [pssc@cbip.org](mailto:pssc@cbip.org)

#### 2.6.3 VENUE AND DEADLINE FOR SUBMISSION

- Proposals must be received at the address specified below by 1400 hours on 26<sup>th</sup> June 2015 and technical bid opened on the same day at 1500 hours by the authorized representative mentioned in the document.

Chief Executive Officer

Power Sector Skill Council (PSSC)

Plot No. 4, Institutional Area, CBIP Building, Malcha Marg, Chankyapuri, New Delhi-110021

- Any proposal received by the PSSC after the above deadline shall be rejected and returned unopened to the Bidder.
- The bids submitted by fax / e-mail etc. shall not be considered. No correspondence will be entertained on this matter.
- PSSC shall not be responsible for any postal delay or non-receipt/non-delivery of the documents. No further correspondence on the subject will be entertained.
- PSSC reserve the right to modify and amend any of the above stipulated condition / criterion depending upon project priorities vis-a-vis urgent commitments

#### 2.7 GENERAL INSTRUCTIONS

- Consulting Firms / Consortia submitting the proposal must be a legal entity duly incorporated under the law.
- Must have a Permanent Account Number (PAN) from Income Tax authorities.
- All the communications to PSSC including the proposal and the bid documents shall be signed on each page by the authorized representative of the bidder and authority letter should be attached with the bid.

- The bidders should submit their proposal in 4 sets of printed copies and a NRW CD as a single file in .pdf format.

The Bid should be submitted in two separate envelopes, as below:-

- Technical Proposal
  - Financial Bid
- All pages of the proposal must be sequentially numbered and shall be initialled by the Authorized Representative of the bidder
  - The technical part of the Proposal should not contain any pricing information what so ever on the services offered. Pricing information shall be separated and only contained in the Financial Bid.
  - Information which the Bidder considers proprietary, if any, should be clearly marked “proprietary” next to the relevant part of the text and it will then be treated as such accordingly
  - All prices shall be quoted in Indian Rupees (INR).
  - Proposals shall remain valid for One Hundred and Twenty (120) days after the date of proposal submission prescribed by the PSSC. A Bidder will not be required nor permitted to modify its proposal.
  - The Bidder shall seal the Proposal in one outer and two inner envelopes, as detailed below.

The outer envelope shall be addressed to:

Chief Executive Officer  
 Power and Power Sector Skill Council (PSSC)  
 Plot No. 4, Institutional Area  
 Malcha Marg  
 Chankyapuri, New Delhi-110021  
 Email: [pssc@cbip.org](mailto:pssc@cbip.org)

Marked Clearly Proposal for–“Development of Qualification Packs (QPs) and National Occupational Standards (NOS) for Job Roles in Power Industry”

- (a) Both inner envelopes shall indicate the name and address of the Bidder.
- (b) The first inner envelope shall contain the technical information with 4 hard copies one duly marked “Original” and three marked “Copy” and one soft copy.
- (c) The second inner envelopes shall include 2 copies of the Financial Bid duly marked “Original” and “Copy”.
- (d) The hard copies of the Technical proposal and Financial Bid should be in separate Sealed envelopes, clearly marked as “Response to RFP for Development of QP/NOS for Job Roles in Power Industry”(Technical proposal or Financial Bid – as the case may be)



- (e) The outer envelope shall indicate the name and address of the bidder to enable the proposal to be returned unopened in case it is declared "late"

Both inner and outer envelopes shall be addressed to PSSC at the specified above.

The Bidder may withdraw its Proposal after the Proposal's submission, provided that written notice of the withdrawal is received by the PSSC prior to the deadline prescribed for submission of Proposals.

## **2.8 General Conditions of Contract**

### **2.8.1 Contract Performance Guarantee**

- As a contract security, the successful bidder to whom the work is awarded shall be required to furnish a performance guarantee from a Nationalised Bank, in the form attached as Annexure in favour of Power Sector Skill Council for an amount equal to 5% of the contract value and it shall guarantee the faithful performance of the contract in accordance with the terms & condition specified in RFP documents. The guarantee shall be valid till the expiry of 8 months after the end of contract (total one year).

### **2.8.2 Liquidated Damages For Delay IN Completion**

- The project is to be completed in a agreed time frame. However if the contractor fails to successfully complete the project and within the agreed time frame, the contractor shall pay to the owner, i.e. PSSC a liquidated damages, not as penalty a sum calculated at the rate of one percent (1%) of the contract value per week or part thereof delay.
- The total amount of liquidated damages for delay/unsuccessful delivery under the contract will be subject to a maximum of three percent (3%) of the total contract price.

2.8.3 In the event of successful bidder/consultant failing to deliver the assignment at any stage, PSSC reserves the right to get the job completed by any other agency/ies at his risk and cost.

### **2.8.4 RIGHT OF PSSC**

- At any time, may, for any reason, modify the RFP Document by an amendment.
- The amendment will be intimated to all proposers who confirm their intention to participate by email.
- In order to accord prospective Bidders reasonable time to take the amendment into account in preparing their bids, PSSC may, at its discretion, extend the last date for the receipt of the Bids.
- The bidders are allowed to resubmit their bid-if required, after such amendments.
- If PSSC deems it appropriate to revise any part of the part of this RFP or to issue additional data to clarify an interpretation of provisions of this RFP, it may issue supplements to this RFP.
- PSSC may at its discretion, extend the deadline for submission of proposals by issuing a corrigendum through email to all confirmed proposers, in which case all rights and obligations of the project and the bidders previously subject to the original deadline will thereafter be subject to the deadline as extended.
- PSSC may terminate the RFP process at anytime without assigning any reason.

PSSC Makes no commitments, express or implied, that this process will result in a business transaction with anyone.

- PSSC reserve the right to accept or reject any proposal, and to annual the short listing process and reject short listing process and reject all responses at any time without thereby incurring any liability to the affected Bidder or Bidders or any obligation to inform the affected bidder or bidders of the grounds for PSSC’S action.

## 2.9 PAYMENT TERMS AND CONDITIONS

1. The contract(s) signed with the successful consultant(s) will be a fixed price contract.
2. In consideration of the contractor satisfactorily completing all of its obligations under this contract, the contractor shall be paid a firm price based on deliverables.
3. Payments shall be made within 15 days by PSSC after submission of the invoice or claim by the Service Provider and upon verification and certification by the concerned official. Head Standards of Executive Group shall certify corresponding milestones agreed and achieved.
4. Payments shall be made in Indian Rupees / INR.
5. Amount payable to the Service Provider as stated in the Contract shall remain non- negotiable and fixed during the tenure of the Contract.
6. It is proposed to enter into a deliverables based payment with the Bidding Agency selected to conduct this exercise details of which are as under:

S.No.	Activity	Payment terms
1	Commencement of Implementation of Project, Presentation of the detailed Action plan with schedule and signing of contract and approval of Inception Report.	10%
2	Subject to approval after the Presentation on Validation of the skills gap identified in the Power Industry	20%
3	Subject to approval of report on Occupational Mapping	15%
4	Subject to approval of report on Functional Analysis	15%
5	Subject to approval after presentation of Interim Report on QP/NOS For Functions / Job Roles, and requisite industry validation.	15%
6	Subject to approval by the competent authorities NSDC/NSDA, etc. after the presentation of the final report on QP/NOS taking into consideration the comments of PSSC/NSDC/NSDA, etc.	20%
7	Subject to approval after the presentation of QP/NOS, Assessment Criteria & Sustainability Plan to maintain relevance of QP/NOS for a period of one year.	5%
8	Preparation and submission of Qualification File (QF) and approval of NSQC for inclusion in the National Skills Registry.	

## 2.10 AWARD OF CONTRACT

- To assist in the examination, evaluation and comparison of Proposals, PSSC may at its discretion, asks the Bidder for clarification / seek information on the proposal.
  - Arithmetical errors in the proposal will be rectified on the following basis. If there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail and the total price shall be corrected. If the Bidder does not accept the correction of errors, its proposal will be rejected.
  - Review meeting with PSSC will be held within 2 weeks of start of the Project and every two weeks in the following weeks or as and when required
- The decision of the PSSC Sub-Committee on NOS in the evaluation of proposals shall be final. No correspondence will be entertained outside the process of negotiation / discussion with the Committee.
- PSSC reserves the right at the time of award of contract to vary the quantity of services and goods specified in the RFP without any change in price or other terms and conditions.
- The contract would clearly mention the Service Levels Agreement for all milestones with defined tasks and timelines.
- The Bidders performance to Service Levels will be assessed as per agreed Service Level Agreements (SLAs). Default will occur if Bidder fails to meet the target service levels, as measured on a monthly basis, for a particular Service Level.
- All delays, failures to adhere to the SLAs will attract a financial penalty, as per the liquidated damages clause specified in GCC.
- Within 3 days of receipt of the contract the successful Bidder shall sign and date the Contract and return it to the Purchaser.
- The PSSC reserves the right to:
  - Reject any or all proposals received
  - Enter into negotiations with one or more Bidders on any aspects of the proposal
  - Accept any proposal in whole or in part
  - Award or negotiate one or more consultancy agreements
  - Verify any or all information provided in the proposal
- The contract to be entered into will be finalized mutually between selected vendor and PSSC and will contain standard terms and conditions. If, in the opinion of the PSSC, it appears that a contract will not be finalized with the selected vendor within five(5) days, negotiations with other vendors submitting responsive proposals may be undertaken.
- Final Report will be validated by the PSSC, National -committee on NOS & Governing Council of PSSC.

## Proposal Submission Letter

Annexure-I

### (RFP for Developing National Occupational Standards for Select Job Roles in the Power Sector)

(to be on Proposer's letterhead)

To:

Chief Executive Officer  
Power Sector Skill Council  
PlotNo.4, Institutional Area,  
CBIP Building Malcha Marg,  
Chankyapuri,  
New Delhi – 110 21

Dear Sir,

We, the undersigned, as Proposer, having examined the complete RFP document do here by offer to develop **National Occupational Standards for selected Job Roles in the Power Industry by PSSC and associated activities** in full conformity of your requirements as elaborated in RFP for the amounts mentioned by us in the Financial bid or such other sums as may be agreed to between us.

We hereby agree to all the terms and conditions stipulated in the RFP and submit here with our proposal for the said Project.

Yours faithfully

(Authorized Signatory)

In the capacity of \_\_\_\_\_duly authorized to sign the proposal for and on behalf of Principal Proposer.

**Letter for Submission of Technical Bid**  
(to be on Proposer's letterhead)

To

Chief Executive Officer  
Power Sector Skill Council  
PlotNo.4, Institutional Area  
Malcha Marg, Chankyapuri,  
New Delhi – 110 021

Dear Sir

**Sub: Your RFP for “Developing National Occupational Standards for Select Job Roles in the Power Industry”**

With reference to the above RFP, having examined and understood the instructions, terms and conditions, we hereby enclose our offer. We also here under submit the required information:

- 1. A Descriptive Note on the Project & Deliverables**
- 2. Approach Paper with details on methodology**
- 3. Details of Prior Experience with regard to Preparation of NOS**
- 4. Profile of Consultants Executing the Project**
- 5. Company Profile, including date of establishment**
- 6. Nature of Business**
- 7. Turnover and Profits of last 3 years**
- 8. Details of office / operations across states / regions**
- 9. Bid Guarantee in the form of Bank Guarantee / Demand draft no-----**

We certify that all statements made with regard to the education and the experience of individuals proposed for completing the subject work are accurate and factual, and we are aware that the PSSC reserves the right to verify any information provided in this regard and that untrue statements may result in the proposal being declared non-responsive or in other action which the PSSC may consider appropriate.

We understand that PSSC is not bound to accept the offer and that PSSC has the right to reject the offer without assigning any reasons whatsoever.

Yours faithfully,

Authorized Proposer Signatory

(Name & Designation, seal of the firm)

Encl.: As above

**Letter for Submission of Financial Bid**  
(to be on Proposer's letterhead)

To:

Date

Chief Executive Officer  
Power Sector Skill Council  
Plot No. 4, Institutional Area  
Malcha Marg, Chanakyapuri,  
New Delhi – 110 021

Dear Sir,

**Sub: Your RFP for “Developing National Occupational Standards for Select Job Roles in the Power Industry”**

Having examined and understood the proposal documents and terms and conditions, the undersigned, offer to develop **National Occupational Standards for Job Roles in the Power Industry and associated activities** in conformity with the said proposal documents for the sum of.... ~ .....(Rs. ). The breakup cost as per the RFP document is enclosed.

We undertake, if our proposal is accepted, to deliver in accordance with the delivery schedule specified in the RFP. Until a formal contract is prepared and executed, this proposal, together with your written acceptance thereof and your notification of award, shall constitute a binding Contract between us.

(Signature)

(Name) (in the capacity of)  
duly authorized to sign  
proposal for and on behalf  
of the Proposer.

Encl.: Schedule of prices (Financial Bid)

PROFORMA OF BANK GUARANTEE FOR CONTRACT PERFORMANCE

(To be stamped in accordance with Stamp Act and the Stamp Paper to be in the name of Executing Bank)

Ref..... Bank Guarantee No.....  
Date.....

To  
The CEO  
Power Sector Skill Council  
Malcha Marg Chankya Puri  
New Delhi

Dear Sir,

In consideration of the .....(hereinafter referred to as the "Owner", which expression shall unless repugnant to the context or meaning thereof include its successors, administrators and assignees) having awarded to M/s..... with its Registered /Head Office at.....(hereinafter referred to as the "Contractor", which expression shall unless repugnant to the context or meaning thereof, include its successors, administrators, executors and assignees), a Contract by issue of Owner's Letter Ward No.....dated.....

And the same having been unequivocally accepted by the Contractor resulting in a "Contract" bearing No.....dated.....

.....valued at.....For.....

..... and the

(Scope of Contract)

Contractor having agreed to provide a Contract Performance Guarantee, for the faithful performance of the entire Contract, equivalent to ----- of the said value of the Contract to the Owner.

We..... having its

(Name & Address)

Head Office at.....(hereinafter referred to the "Bank", which expression shall, unless repugnant to context or meaning thereof, include its successors, administrators, executors and assignees) do hereby guarantee and undertake to pay the Owner, on demand any and all money payable by the Contractor to the extent of.....\*

As aforesaid at any time upto.....\*\*..... without Any demur, reservation, contest, recourse or protest and/or without any reference to the Contractor. Any such demand made by the Owner on the Bank shall be conclusive and binding notwithstanding any difference between the Owner and Contractor or any dispute pending before any Court, Tribunal, Arbitrator or any other Authority. The Bank undertakes not to revoke this guarantee during its currency without previous consent of the Owner and further agrees that the guarantee herein contained shall continue to be enforceable till the Owner discharges this guarantee.

The Owner shall have the fullest liberty without affecting in any way the liberty of the Bank under this guarantee from time to time to extend the time for performance of the Contract by the Contractor. The Owner shall have the fullest liberty, without affecting this guarantee, to postpone from time to time the exercise of any powers vested in them or of any right which they might have against the Contractor and to exercise the same at any time in any manner and either to enforce or to forbear to enforce any covenants, contained or implied, in the Contract between the Owner and the Contractor or any other course or remedy to security available to the Owner. The Bank shall not be released of its obligations under these presents by any exercise by the Owner of its liberty with reference to the matters aforesaid or any of them or by reason of any other acts of omission or commission on the part of the Owner or any other indulgence shown by the Owner or by any other matter or thing whatsoever which under law would, but for this provision, have the effect of relieving the Bank.

The Bank also agrees that the Owner at its option shall be entitled to enforce this guarantee against the Bank as a principal debtor, in the first instance without proceeding against the Contractor and notwithstanding any security or other guarantee that the Owner may have in relation to the Contractor's liabilities.



Notwithstanding anything contained herein above our liability under this guarantee is restricted to.....\*..... And it shall remain in force upto and including.....\*\*.....and shall be extended from time to time for such period (not exceeding one year), as may be desired by M/s.....on whose behalf this guarantee has been given.

Dated this.....day

Of.....200.....at.....

WITNESS

.....

(Signature)

.....

(Signature)

.....

(Name)

.....

(Bank's Rubber Stamp)

.....

(Name)

.....

.....

(Official address)

.....

(Designation with  
Bank Stamp)

Attorney as per Power of Attorney  
No.....

Date.....

**Disclaimer:**

The information provided herein in RFPs belongs solely to the respective Sector Skill Councils (SSCs). National Skill Development Corporation (NSDC) is no way related to these RFPs and/or corrigendum (if any) and has agreed to make this available on its website only for easy retrieval by the stakeholders as a goodwill gesture, on the insistence of the SSCs. NSDC in no manner is responsible for any errors or omissions, or for the results obtained from the use of this information. All information in this RFP and/or corrigendum (if any) is provided "as is", with no guarantee of completeness, accuracy, timeliness or of the results obtained from the use of this information, and without warranty of any kind, express or implied, including, but not limited to warranties of performance, merchantability and fitness for a particular purpose. In no event will NSDC or its directors, employees or agents, be liable for any decision made or action taken in reliance on the information in this RFP and/or corrigendum (if any) or for any consequential, special or similar damages.