



Request for Proposal (RFP)

**Development of
National Occupational Standards for
Job Roles in Infrastructure Equipment**

Issued by:

Infrastructure Equipment Sector Skill Council
23, Institutional Area, Lodi Road, New Delhi

Infrastructure Equipment Skill Council

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Infrastructure Equipment Skill Council

Infrastructure Equipment Sector Skill Council (IESC) is a Not-for-Profit Organization, registered under the Societies Registration Act, 1860. The Council has been promoted by the Confederation of Indian Industry (CII) and leading Indian Construction Equipment Manufacturers' Association (ICEMA) across India, with financial support by National Skill Development Corporation (NSDC). The key objective of the IESC is to create a robust and vibrant eco-system for quality training /education and skill development in Infrastructure Equipment's in the country

The mandate for the IESC is:

- ✓ Carry out Career Progression, Occupational Mapping and Functional analysis and develop a Catalogue of Industry Occupations /Job Roles on Infrastructure Equipment.
- ✓ Develop & Set National Occupational Standards for select Job Roles in Infrastructure Equipment.
- ✓ Develop & Put in place an Assessment & Certification mechanism for Accreditation of Training Institutes / Trainees and Trainers
- ✓ Set-up Centre of Excellence – A simulation center, to increase safety, efficacy and effectiveness of equipment care through innovative, interdisciplinary training of allied staff, perform training of trainers for simulation based education, provide novel innovative technologies that are safe, affordable and for use in the Indian context and to provide benchmark and standard of curriculum and curriculum delivery methods for wide spread training at centers of excellence across the nation.
- ✓ Put in Place an Effective Labor Market Intelligence (LMI) System

REQUEST FOR PROPOSAL

- ✓ IESC seeks RFP from reputed consulting firms which can undertake the job of development of "National Occupational Standards" as per the scope given in this RFP document
- ✓ IESC, through this Request for Proposal (RFP), seeks to select a competent consulting firm with relevant experience and capabilities to develop National Occupational Standards (NOS) for select job-roles in the Infrastructure Equipment sector in India

ICEMA

Indian Construction Equipment Manufacturers Association (ICEMA) is the representative body of the Indian construction equipment industry with members ranging from manufacturers and importers of earthmoving and construction and allied equipment. ICEMA is affiliated to the Confederation of Indian Industry (CII). ICEMA presently has membership of 51 leading companies who manufacture, trade and finance a variety of products such as hydraulic excavators, wheel loaders, backhoe loaders, motor graders, vibratory compactors, cranes, dump trucks, forklift trucks, dozers, pavers, concrete pumps, transit mixers, batching plants, crushing & screening equipment, diesel engines, etc.

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• Current Scenario & Objective of the Project

During the last two decades the Construction and Mining Equipment (CME) industry in India has grown both in size and diversity and has made remarkable progress. The growth of Infrastructure Equipment is directly linked to the growth in Construction and Mining Industry, the overall infrastructure development as well as the economic development in the country. As per the CII-IECIAL study conducted by Accenture in 2011 on The Indian Earthmoving and Construction Equipment Industry Vision 2020: Commanding New Heights (referred to as CII-IECIAL Study), the Construction Equipment industry has the potential to expand six to seven times growing from the total revenue of US\$ 3.3 billion in 2010 to US\$ 20-25 billion in 2020 and the volume of equipment sales is expected to grow from over 60,000 units in 2010 to ~330,000 units in 2020.

The Mining Industry has contributed approximately 2.5% - 3% to the GDP over the last few years and as the sector is poised for rapid expansion it is expected to increase to about 5% to the GDP over the next few years. Naturally, growth in the mining sector translates into an exponential growth for the Indian mining equipment industry. With the planned growth of infrastructure and expected growth in mining of minerals, (viz. Mica, coal, iron, bauxite, limestone, silica, sand etc.) the demand for all metallic and non-metallic minerals will grow which in turn will increase the demand for construction and mining equipment.

The Construction & Mining Equipment (CME) Industry has been facing the challenge of shortage of skilled workforce. To meet the projected equipment sales figure in 2020 for CE, more than 2 million additional personnel (conservatively considering two operators per machine and one maintenance personnel per 15 machines) will be required for maintenance and operations of CE Equipments, further aggravating the crisis. (Source: CII-IECIAL Study). For the Mining Industry; approx. One lakh Operators and Maintenance Personnel need to be trained to take care of future requirements, besides which there is upskilling of current workforce who are working as Operators and Mechanics (Source: IMaCS report on Report on Mapping of Human Resources and Skills for the Mining Industry in India). The shortage of skilled workforce may adversely impact the growth of manufacturers, after-sales support firms, equipment operators & maintenance firms. Since the training by companies is focused on equipment's manufactured by them, it is not scalable to meet the manpower requirement of the industry. There is an urgent need for a collective approach to identify the gaps, assess the demand, build skilled workforce and for this the CME industry needs to collaborate to create an exclusive, nationwide skill initiative with students, institutes and government as stakeholders. -

The purpose of establishing the Infrastructure Equipment Sector Skill Council (IESC) is to ensure that skilled and certified Operators and Maintenance Personnel for construction and mining equipment's, in adequate numbers are provided across industries. The IESC will create a dynamic LMIS to keep track of the labor market, will identify skill gaps, frame Occupational Standards in order to facilitate development of practical and high quality training content, ensure adequate availability of faculty through Train The

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Trainer initiatives, build accreditation and certification mechanisms and encourage capacity building through private sector participation.

We are aware that a Sector Skill Council for the Construction Industry is in the process of formation however, due to the importance of specialized skills required for Operating and Maintaining and Mining Equipments, the uniqueness & technical nature of the job and the acute shortage of this skill set in the country it is felt that a separate skill council for the Construction and Mining Equipment industries is required. Some of the other important reasons for advocating a separate SSC for Construction and Mining Equipment industry are as follows:

1. These equipment require specialized skills not just because of the work they do but also because safety is a key issue while operating these heavy equipment's. We hear of fatal accidents happening at construction and mining sites because one or the other equipment's was not being operated properly.
2. There is a huge shortage of trained operators and maintenance personnel for Construction and Mining Equipment and the current capacity for training new operators and maintenance personnel is very limited.
3. The skills used by other workers in the Infrastructure industry are more artisan level and very different from the skills required for operating Construction and mining equipment. Even the training methodologies are very different and involve technical inputs regarding the equipment hence it needs to be separate from the Construction SSC.
4. The people who know the equipment, what it is designed for and can do; what it should NOT do; how it should be treated; how best to be productive on a job, etc. are the designers and manufacturers, who listen to the operators as part of the process. Having the Construction industry lead this would compromise the man-machine interface knowledge and experience.
5. The Infrastructure equipment is very expensive; the risks to the owner's capital are significant. Even the risks associated with accidents as a result of ill-trained handling of equipment are very high. Hence this requires a special focus different from other construction skills.
6. Infrastructure equipment's are mostly off-highway machines that are driven on wheels or tracks. The functionality and capability of these equipment's also significantly differentiate them from automobiles. If you look at the six categories in which Infrastructure Equipment is classified, there is no overlap with the automobile industry. There is earthmoving category that involve equipment that excavate-load and carry heavy loads. Then there is material handling that includes mostly includes cranes that are employed at construction sites and ports; concreting segment that includes equipment that mix and pump concrete, etc. The overlap in term of skills with the automobile sector is almost negligible because it's not just about driving the equipment around but also using it safely and efficiently. So the training methodologies will be very different.
7. The skills needed to operate the equipment's as well as its limitations are better understood by the manufacturer than the user. It needs to be very clearly understood that these are highly specialized

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equipment with varied controls; they are expensive and if not used properly can cause significant damage to life and property. The user may try to push the equipment to unsafe limits to get more out of it. The manufacturer on the other hand knows what the equipment is capable of and understands the limits to which the equipment can be pushed safely (which may not be understandable to the auto or construction industry).

• Scope of Work

The scope of this project shall include but not necessarily be limited to the following tasks:

A. Research, Analysis and Assessment of the Sector / Sub Sector / Occupations / Functions

■ Demand Side:

- o The size and profile of the sector and geographical location of Infrastructure Equipment service providers (state-wise & city-wise) and workforce at various levels
- o Anticipated changes in employment patterns and future requirements. A study on the number of jobs available in key sub-sectors and verticals and emerging demands

■ Supply Side:

- o Identify the existing supply sources (formal & non-formal education, industrial training institutes, diploma institutes & engineering colleges, etc.) — How the existing demand is met?
- o Develop a database of training programs across academic levels, 'Under-graduate', 'Post Graduate' and 'Vocational' in allied identified infrastructure equipment's

B. Occupational Mapping

- Identify all the Occupations & Job Roles across infrastructure equipment's.
- 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 undergraduate level (job roles which could be offloaded to 10th / 12th standard students)

C. Functional Analysis

- Functional analysis is the main tool used to develop National Occupational Standards
- 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 their job. They must have a clear purpose and outcome that are valuable to the employer

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Function Analysis should follow the stages given below:

- Key purpose
- Identification of Functions (Tasks): "What needs to happen to achieve the key purpose"
- Identification of Possible NOS title: "What needs to happen to achieve each function"
- For each NOS, identify performance (Skill) and Knowledge criteria:
 - o Performance / Skills: What are the activities in each NOS, which are to be performed?
 - o Knowledge: What are the underpinning knowledge attributes which are to be understood to perform each of the above activities

D. Development of National Occupational Standards

- *Develop National Occupational Standards & Qualification Packs for occupations which cover 80% of workforce segments of allied construction and infrastructure industry segments*
- *Validation through Key Stakeholders*
- *Final Version of NOS and Sustainability Plan to maintain the relevance and currency of NOS*

- *While preparing occupational standards, all existing standards in allied Infrastructure Equipment , including those in other countries, shall be studied and assessed and best practices be taken into consideration.*
- *National Occupational Standards should categorically mention Function Description and Competencies - Knowledge (Generic and Domain Specific), Skills (Generic and Domain Specific).*

■ Occupational Standards should also have:

- o *Unique Reference Number: A combination of 3 letter and 4 numbers code that identifies the standards has been set up by Infrastructure Sector Skill Council - (IES/N-0001)*
- o *Qualification Packs to define the set of NOS which are aligned to one Job Role - (IES/Q-0002)*

(Please refer to the attached "NOS Protocol", prepared by NSDC)

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RFP Schedule of Events

SI No	Event	Target D*
1	RFP Issued to the Vendors/Published on the Web Site	26th Sept 2014
2	Pre Bid meeting with Consulting Firms	7th October 2014
3	Last date for Submission of Quotes	5th Nov 2014
4	Award of Contract by IESC	20th Nov 2014
5	Commencement & Implementation of Project	21st Nov 2014

**Dates are subject to Revision by IESC*

PROJECT DELIVERABLES & TIMELINES

SI No	Activity	Timeline*
1	Commencement of Implementation of Project	21st Nov 2014
2	Presentation on Research, Analysis and Assessment of the Sector / Sub sector and draft report on Functional & Occupational Mapping	22nd Dec 2014
3	Presentation of Interim Report on NOS for Functions / Job Roles	21st Jan 2015
4	Presentation of the final report on NOS after taking into consideration the advice/views of IESC and also after extensive consultation with stake holders to ensure validation	20th Feb 2015
5	Presentation of NOS + OP + Sustainability Plan to maintain relevance of NOS	9th March 2015

** Dates are subject to Revision by IESC*

PROPOSAL OPENING AND EVALUATION CRITERIA

IESC has constituted a National Committee on NOS (comprising industry members and CEO of IESC) to open and evaluate the responses of the bidders to the RFP. Select bidder would be required to make a presentation to the IESC National Committee on NOS

Evaluation of Bid

- A two-stage Evaluation Criteria will be adopted in evaluating the bids.

The commercial bids will be opened and evaluated of only those consortia for consulting firms which fulfill the following conditions:

- ✓ *Prior Experience with regard to Preparation of NOS for Infrastructure Equipment Sector either in*

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India or Abroad and;

- ✓ *Secure at least minimum technical score of 70% of the obtainable score of 100 points.*
 - o **Financial Bid:** The Bidder shall indicate the prices of services it proposes to supply under the contract.
 - The contract will be awarded to the consulting firm which qualifies the technical bid and quotes lowest price (1_1) for the services
 - Technical Bid

Consortia / Consulting Firms must:

- A. Have Prior Experience with regard to Preparation of NOS for Infrastructure Equipment sector either in India or abroad and
- B. secure minimum technical score of 70% of the obtainable score of 100 points

Sl. No.	Evaluation Criteria / Definition	Point Score	
1	Profile of the Consultants Executing the Project	25	
	Members executing the project having minimum 5 years of relevant experience; (NOS, HR, Vocational Education, Talent Supply Management, etc.)		20
	Head of the Project having experience of Infrastructure Equipment Sector		5
2	Spread and Reach of the Consortium / Consulting Firm (Presence of operations across states / regions)	15	
3	Experience of the Consortium / Consulting firm in projects in Infrastructure Equipment in India. (any project in addition to experience of creating NOS in Infrastructure Equipment Sector in India and abroad which is a must — as given above "A"). The objective is to understand the depth and knowledge base available with the consortium / consulting firm in Infrastructure Equipment sector, necessary for successful execution of the project. Every relevant project to get 5 marks, Maximum 3 Citations	15	
4	Overall Understanding of the Project (Overall Understanding of the project and knowledge of National Occupational Standards & Qualification Packs and ability to meet the project objectives)	15	
5	Approach & Methodology of Execution (Description of the methodology to be adopted to execute the project. This includes approach, processes, research, access to date primary and secondary, key activities, work plan with timelines, and reporting and control mechanism to be used to efficiently manage the project)	15	
6	Timelines for Execution (Capacity to achieve milestones and complete the project timelines as defined in the RFP)	15	
TOTAL POINTS		100	

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- **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 & Boarding, Local Travel expenses, etc. incurred during the implementation and IESC will not bear any additional costs on these.

PROPOSAL CONTENT GUIDELINES

In order to facilitate the evaluation by the IESC 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 along with Table of Contents, Executive Summary, Vendors Profile

■ Technical Proposal along with:

- A Descriptive Note on the Project & 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 IESC. The description below briefly describes the proposed methodology. The selected vendor may suggest changes/ additions/ modification for more effective achievement of the objective by:
 - Referring to the research studies which have already been conducted so as to have an overall understanding of the Human Resource structure in the Infrastructure Equipment Industry
 - Industry Survey to determine the emerging demands for various Occupations /Job Roles in Infrastructure Equipment
 - Discussions with Industry stakeholders to carry out 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 Infrastructure Equipment
 - Referring to NOS already in existence in other countries (US, UK, Australia) 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
- o Matching the NOS required as per current skills and projected Skills and incorporating potential education and training need in the future to fill in the gap

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o The Format of NOS and Qualification Pack would be exactly as laid down in NSDC NOS

Protocol attached.

- 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 / preference

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 diligence activities, participation in meetings/discussions/presentations, preparation of proposal, in providing any additional information required by IESC to facilitate the evaluation process, and in negotiating a definitive Contract or all such activities related to the bid process. IESC will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the bidding process
- This RFP does not commit IESC 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 IESC and may be returned completely at its sole discretion

BIDDERS' INQUIRIES AND IESC'S RESPONSES

- All enquiries / clarifications from the bidders related to this RFP, must be directed in writing exclusively to Mr. HS Mohan, CEO, Infrastructure Equipment Sector Skill Council at his email ID: ceoiesc@hotmail.com

VENUE AND DEADLINE FOR SUBMISSION

- **Proposals must be received at the address specified below by 1715 hours on 7th November 2014:** by the authorized representative mentioned in the document

Mr. HS Mohan, CEO
Infrastructure Equipment Sector Skill Council
Mantosh Sondhi Center
23, Institutional Area, Lodi Road
New Delhi 110003

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- Any proposal received by the IESC 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!**
- IESC 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
- IESC reserves the right to modify and amend any of the above-stipulated condition/criterion depending upon project priorities vis-a-vis urgent commitments

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 communication to IESC 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 **proposals in 2sets** of printed copies and a non-rewritable CD as a single file in PDF format
The Bid should be submitted in two separate envelopes;
 - o **Technical Proposal**
 - o **Financial Bid**
- All pages of the proposal must be sequentially numbered and shall be initialed by the Authorized Representative of the bidder
- The technical part of the Proposal should not contain any pricing information whatsoever 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 IESC. A Bidder granting the request 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 —

Infrastructure Equipment Skill Council

Mr. HS Mohan
CEO, Infrastructure Equipment Sector Skill Council
Mantosh Sondhi Center
23, Institutional Area, Lodi Road
New Delhi 110 003

Marked Clearly Proposal for — "Development of National Occupational Standards (NOS) for Job Roles in Infrastructure Equipment"

- (a) Both inner envelopes shall indicate the name and address of the Bidder
- (b) The first inner envelope shall contain the technical information with 2 hard copies duly marked "Original" and "Copy" and one soft copy
- (c) The second inner envelope shall include 2 copies of the Financial Bid duly marked "Original" and "Copy"

The hardcopies of the Technical proposal and Financial Bid should be in separate sealed envelopes, clearly marked as "Response to RFP for Development of NOS for Job Role in Infrastructure Equipment (Technical proposal or Financial Bid — as the case maybe)

- (d) 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 IESC at the address specified above

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

RIGHTS OF IESC

- At any time, IESC 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, IESC may, at its discretion, extend the last date for the receipt of Bids
 - The bidders are allowed to resubmit their bid- if required, after such amendments
- If IESC deems it appropriate to revise any 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
- IESC 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

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- IESC may terminate the RFP process at any time without assigning any reason. IESC makes no commitments, express or implied, that this process will result in a business transaction with anyone.
- IESC reserves the right to accept or reject any proposal, and to annul the 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 IESC's action

In addition to the above:

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 HSSC after submission of the invoice or claim by the Service Provider and upon verification and certification by the concerned official. IESC Advisory Committee on NOS 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:

A	Presentation of the detailed Plan of Action with schedule & Signing of Contract	5%
B	Functional & Occupational Mapping Report & Functional Analysis and Development of Functional Maps for functions / job roles covering 80% of the workforce requirement	10%
C	Development of NOS for functions and Job Roles covering 80% of the workforce requirement – Presentation of Interim Report to IESC to seek their advice / views	25%
D	Presentation of the final report on NOS after taking into consideration the advice / views of IESC and also after extensive consultation with stakeholders to ensure their validation	20%
E	Presentation of NOS + OP + Sustainability Plan to maintain relevance of NOS	40%

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Proposal Evaluation

- To assist in the examination, evaluation and comparison of Proposals, IESC may at its discretion, ask 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 IESC 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 IESC Advisory 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
- IESC 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. This will be mutually decided by the selected bidder and IESC while signing the contract
- Within 3 days of receipt of the contract the successful Bidder shall sign and date the contract and return it to the Purchaser

IESC reserves the right to:

- *Reject any or all proposals received*
- *Enter into negotiations with one or more applicant 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 IESC and will contain standard terms and conditions. If, in the opinion of the IESC, it appears that a contract will not be finalized with the selected vendor within three (3) days, negotiations with other vendors submitting responsive proposals may be undertaken
- Final Report will be validated by the IESC National Committee on NOS & Governing Council of IESC

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Proposal Submission Letter

(RFP for Developing National Occupational Standards for Select Job Roles in the Infrastructure Equipment)

(To be on Proposer's letterhead)

To:

Mr. HS Mohan

CEO

Infrastructure Equipment Sector Council

23, Institutional Area, Lodi Road

New Delhi 110 003

Dear Sir,

We, the undersigned, as Proposer, having examined the complete RFP document do hereby offer to **Develop National Occupational Standards for selected Job Roles in the Infrastructure Equipment by IESC** 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 herewith 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

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Letter for Submission of Technical Bid

(To be on Proposer's letterhead)

To:

Mr. HS Mohan

CEO

Infrastructure Equipment Sector Skill Council

23, Institutional Area, Lodi road

New Delhi 110 003

Dear Sir,

Sub: **Your RFP for "Developing National Occupational Standards for Select Job Roles in the Infrastructure Equipment"**

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

- **A Descriptive Note on the Project & Deliverables**
- **Approach Paper with details on methodology**
- **Details of Prior Experience with regard to Preparation of NOS Profile of Consultants Executing the Project**
- **Company Profile, including date of establishment**
- **Nature of Business**
- **Turnover and Profits of last 3 years**
- **Details of office / operations across states / regions**

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

Yours faithfully,

Authorized Signatory of Proposer

(Name & Designation, seal of the firm)

Infrastructure Equipment Skill Council

Letter for Submission of Financial Bid

(To be on Proposer's letterhead)

To:

Date:

Mr. HS Mohan
CEO
Infrastructure Equipment Sector Skill Council
23, Institutional Area, Lodi Road,
New Delhi 110 003

Dear Sir,

Sub: Your RFP for "Developing National Occupational Standards for Select Job Roles in the Infrastructure Equipment"

Having examined and understood the proposal Documents and terms and conditions, the undersigned, offer to **Developing National Occupational Standards for Job Roles in the Infrastructure Equipment**" in conformity with the said proposal documents for the sum of (Rs.)

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.

Schedule of prices (Financial Bid)