

Expression of Interest for development of content "Participant Handbook and Facilitator Guide" for NSQF aligned Job roles/Qualification packs by Food Industry Capacity and Skill Initiative (FICSI), New Delhi

PART I – GENERAL TERMS

1.Objective of EoI

- The Objective of this EoI is to empanel reputed agencies for development of Qualification Packs, Qualification files, Model Curriculum, participant handbooks and facilitators guide/trainer manual based on NSQF aligned qualification packs developed and obtaining industry validations.
- The empaneled Organizations/ agencies (hereinafter referred as content developer/ agency) would be responsible for development of the required skilling content as per the quality standards and protocols laid down by FICSI.
- This invitation of EoI intends to define the scope, criteria and details of work.

2.Authority Issuing the EOI

The contact person for this EOI: Mr. Bhupender Sharma, Sr Manager Finance and Compliances

The decision of FICSI with regard to the short listing of Organisation through this EOI will be final and FICSI reserves the right to reject any or all the EOIs received without assigning any reason.

3. Tentative Calendar of Events

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

S. No	Milestone	Date
1.	Release of Invitation of Request for Proposal (EOI	22 May 2024
2.	Submission queries by the prospective Organisation/ Firm	28 May 2024
3.	Last date for submission of EOI	5 June 2024
4.	Opening of EOIs and finalization of Applicants for Presentation	10 June 2024
5.	Presentation to shortlisted Organisations	11-14 June 2024
6.	Selected Organisations/ Firms to be informed	18 June 2024

Note: The dates furnished above are subject to change

Part II – Background and Scope of Services

FICSI offers skilling programs leading to certification, placement, capacity building and entrepreneurship focusing on the Food Processing Industry.

FICSI has created a vibrant ecosystem that includes standards, model curriculum and learning resources, a network of affiliated training centres and Vocational Colleges, supported by industry experts master trainers and assessors for providing industry relevant skills. The National Council for Vocational Education & Training (a regulatory body under the Union Ministry of Skill Development and Entrepreneurship) has recognised FICSI as an awarding body.

FICSI is a not-for-profit industry led organization promoted by the National Skill Development Corporation (NSDC) and the Federation Indian Chambers of Commerce & Industry (FICCI). It is registered as a Society under the Indian Societies Registration Act, 1860. The Governing Body of FICSI includes some of the top industry leaders representing India's major food processing companies.

FICSI is working with both government and non -government agencies to skill existing workforce or skill those wanting to join the industry as employees or entrepreneurs. We have more than 62 different qualifications which are designed as per the standards of National Qualification Framework and approved by NCVET, based on which skilling programs are designed With over 210 accredited training centres and 269 affiliated B.Voc colleges FICSI has its footprint in most States of India.

FICSI is supporting various skilling initiatives of Central & State Governments as well as top Corporates and NGO's. It has been assigned projects under the flag ship Pradhan Mantri Kaushal Vikas Yojana (PMKVY). It is also the facilitating body for the National Apprenticeship Promotion Scheme (NAPS) of the Union Ministry of Skill Development & Entrepreneurship.

More details can be accessed from website www.ficsi.in

Scope of work

FICSI intends to work with reputed agencies to develop documentation for approval of Qualifications by NCVET, develop participant handbooks and facilitator guides for new and existing food processing related job role.

- The development of participant handbook and facilitator guide shall be done as per prescribed template of National skill development corporation (hereinafter referred as NSDC).
- The development of participant handbook will be based on Qualification pack and model curriculum
- Facilitator guide will be developed with reference to Participant handbook and model curriculum of approved qualification packs
- The work will be considered completed/closed only after the same is validated by a panel of food industry experts

Part III – Bidding Terms and Pre-Qualification Criteria

1. Conditions of the Issue of EOI

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

2. IPR of the Content Developed as part of this EOI

The IPR of the Content Developed as part of this EOI shall be solely owned by FICSI

3. Language of EOI

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

4. The bidder shall not have been blacklisted by any central or state government agency, PSU etc

5. Pre-Qualification Criteria

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

- (i) 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.
- (ii) The prospective Content Developer should have content development related partnership with minimum one sector skill councils in India or NSDC
- (iii) The prospective Content Developer should preferably have operational experience and Content Development experience for the construction Sector
- (iv) The prospective content developer should have experience of developing Trainee Manuals and Trainer Kits mapped to the National Occupational Standards.
- (v) The Content Developer should not have been blacklisted by any donor agency/State Government / Central Government or its agencies
- (vi) The Content developer should have access to pedagogy experts and food processing experts
- (vii) The organization must be at least 3 years in this domain and have an average annual turnover of Rs 2 crores over 3 years.

6. Submission of proposal

Agencies are required to submit a technical proposal and a Financial Proposal as specified below

The Technical Proposal

This shall contain the following documents:

1. Letter of Technical Proposal Submission.
2. Profile and projects handled by the Agency.
3. Sample of content on any one topics/subtopics of qualification packs/Model Curriculums/Participant handbooks prepared in last 6 months
4. Details of the team including food processing industry experts proposed to be deployed to work with FICSI with qualifications, experience and nature of engagement with the organisation of the team members must be provided.

Note: - **The financial bid will be opened for those bidders who score a minimum of 75 percent out of 100 marks allocated against technical bid. The evaluation criteria with weightage to evaluate technical proposal is detailed out below in serial Number -6.**

Shortlisted Agencies will be invited to make presentations on their Technical Proposal at a date/time to be specified and conveyed by FICSI. The presentation would be made by team members identified to work with FICSI

B. Financial proposal

Letter of Financial Proposal should include the cost of development of qualification files including all the NSQC documentation, participant handbook and trainers' guides with food industry experts comments/validations.

Instruction to bidders

1. The Technical Proposal should be placed in a sealed envelope and super scribed "Technical Proposal"
2. The Financial Proposal shall be placed in a sealed envelope and super scribed "Financial Proposal" If the Financial Bid is not submitted in a separate sealed envelope duly superscripted as indicated above, this will constitute grounds for declaring the Bid non-responsive.
3. Both the sealed envelopes should be put into an outer envelope and sealed. The outer envelope shall be super-scribed 'Development of participant hand book and facilitator' guide with the due date for submission.
4. The Bottom Left corner of the outer cover should carry the full name, address, telephone nos.; e-mail ID etc. of the agency submitting the Proposal.

5. The outer envelope containing the sealed Technical and Financial Proposals should be addressed to:

Mr. Bhupender Sharma
Food Industry Capacity & Skill Initiative
Sr Manager Finance and Compliances,
Shriram Bhartiya Kala Kendra (3rd Floor)
Mandi House, 1, Copernicus Marg.
New Delhi 110001

6. No Proposal will be accepted after the deadline for submission and in the event of any proposal being received after the closing time for submission of proposals, the same shall be returned un-opened.

7. Evaluation of EOI

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

A. Weightage allocation against criteria point to evaluate technical bid is listed below:

1 Experience of the Organisation/ Consulting firm (25%)

- a) Total/ overall experience in content development services
- (b) Experience in similar field (NSQF Skill Training Content Development)
- (c) Experience of Development of Facilitator guide/participant hand book for NSQF Skill Qualifications

2 Methodology/ Management process and work plan (25%)

- (a) Method and Flow Chart
- (b) Timelines of delivery of deliverables
- (c) Sample of content submitted

3. Suitability of the Key personnel for the assignment (40%)

- (a) Qualification of subject matter expert
- (b) Relevant domain Experience
- (c) Nature of engagement with organisation.

4. Financial Strength (10%)

8. Check List for EOI Submission

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

- A. Copy of the certificate of incorporation of organisation.
- B. Copy of GST Registration Certificate
- C. Copy of Audited Balance Sheet for the last 3 years.

- D. All Documentary evidence to support the eligibility and technical proposal requirement such as sample of work done in last 6 months, work orders.

9. Communication:

All enquiries / clarifications from the bidders related to this EOI must be directed in Writing to ceo@ficsi.in and ankur@ficsi.in

Sample Forms

Form 1: Application

Date:

To,
Senior Manager (Standards)
FICSI, 3rd Floor Shriram Bhartiya Kala Kendra,
1, Copernicus Marg, Mandi House, New Delhi 110001

Subject: Empanelment as a service provider for the development of content.

Dear Sir,

Having examined the pre-qualification document indicating scope of works, I/We hereby submit our proposal together with all the necessary information and relevant documents for empanelling us with FICSI for the Professional Services of development of content.

The proposal is made by me/us on behalf of.....
(Company/Firm/Association of individuals) in the capacity of duly authorized to submit the proposal.

I/We understand that FICSI reserves the right to reject any proposal without assigning any reasons thereof. I/We undertake that all the information furnished by me/us in the proposal is true to the best of me/our knowledge and belief. If any of the information is found to be false on subsequent verification, I/We undertake that I/We may be excluded from the list of empanelled Firms.

AUTHORISED SIGNATORY
(Name and Designation)

Name of Firm:

Address:

E-mail ID:

Contact details:

Form 2: Relevant Project Experience

S. No.	Name of the Project/Engagement	Client name	Duration (Period)	Value

Form 3: Details of responding organization

S. No.	Particulars	Details to be furnished	
1.	Details of responding Company		
	Name		
	Address		
	Telephone	Fax	
	E-mail	-	Website
2.	Information about responding Company		
	Status of Company (<i>Public Ltd. / Pvt. Ltd etc.</i>)		
	Details of Registration (<i>Ref e.g. ROC Ref #</i>)		Date
			Ref #
	Details of Service Tax Registration		Date
			Ref #
2.	Current Year Turnover (Rs Crores) from development of content and related work;		
3.	Company Profile (Operations in India)		
3.1	Average turnover in last three years	(Turnover in Rs Crores)	
3.2	Full-time professional staff engaged in related consulting services	(Number of Staff)	

3.3	Extent of operations in India (national spread) i.e. number of offices in India (client specific / project specific offices should not be taken into account)	(Number of Offices in different cities/towns and their address)	
4.	Company Experience		
4.1	Experience of working on projects in India/Outside India		(Number of Projects and their brief description)
4.2	Experience of working on similar Specifications		(Number of Projects and their brief description)
4.3	Experience of working with Sector skill councils		(Number of Projects and their brief description)
5	Any Certifications		Provide a copy