

Request for Proposal (RFP)

“Developing Course Content, Training and other learning material including multi-media teaching aids based on National Occupational Standards For Selected Job Roles” for Sports, Physical Education, Fitness & Leisure Skills Council.”

Reference# SPEFL-SC/TM/RFP/01/2018

Proprietary & Confidential

Issued by:

**Sports, Physical Education, Fitness & Leisure Skills Council,
FICCI, Federation House, Tansen Marg, New Delhi-110001**

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1. ADMINISTRATIVE DETAILS

A. CONFIDENTIALITY

All information included in this RFP is confidential and only for the use and knowledge of the recipient. No information included in this document or in discussions connected to it, may be disclosed.

B. RFP PROCEDURE

I. Contact Details

Ritu Singh (Manager-Standards & Quality Assurance)
SPEFL-SC, FICCI Federation House, Tansen Marg,
New Delhi-110001
E-mail: ritu.singh@sportsskills.in

II. Critical Information

This Request for Proposal (RFP) contains the details regarding scope, eligibility for participation, evaluation methodology, project timelines, terms & conditions and other relevant details. Bidding organization(s) are advised to study the RFP document carefully before submitting their proposals. Submission of a proposal shall be deemed to have been done after careful study and examination of this document with full understanding of its terms, conditions and implications.

III. Contents of Solicitation Documents

Proposals must offer services for the total requirement as stated in the RFP. Proposals offering only part of the requirement will be rejected. The Bidder is expected to examine all corresponding instructions, forms, terms and specifications contained in the Solicitation Documents. Failure to comply with these documents will be at the Bidder's risk and may affect the evaluation of the Proposal.

C. SCHEDULE OF EVENTS

The following table provides a schedule of events relating to this request.

Event	Target Date	Processing Fee (INR)
RFP issue date, published on the SPEFL-SC website.	09-10-2018	2000
Pre bid meeting	11-10-2018	
Last date of submission of Proposals/Bid	13-10-2018	
Opening of Technical Bid	17-10-2018	

Event	Target Date	Processing Fee (INR)
Decision on short-listed firms for technical presentations	17-10-2018	
Technical presentations	17-10-2018	
Financial bid opening	18-10-2018	
Commencement of project implementation	20-10-2018	

NOTES

- Processing fee should be in the form of DD in favour of SPEFL-SC payable at New Delhi.
- The dates furnished above are subject to revision by SPEFL-SC (to be notified on its website)
- This Document is not transferable
- Based on pre-bid meeting correction/modification of the document will be done and it will be uploaded on the SPEFL-SC website.

D. ABBREVIATIONS

SPEFL-SC	Sports, Physical Education, Fitness & Leisure Skills Council
NSDC	National Skill Development Corporation
SSC	Sector Skill Council
QP	Qualification Pack
NOS	National Occupational Standards
NSQF	National Skill Qualifications Framework
RFP	Requestion for Proposal
PPP	Public-Private Partnership
FICCI	Federation of Indian Chambers of Commerce & Industry
MSDE	Ministry of Skill Development & Entrepreneurship

2. INTRODUCTION OF SPEFL-SC

SPEFL-SC is Not-for-Profit Organization, registered under the Societies Registration Act, 1860. The Council has been promoted by the Federation of Indian Chambers of Commerce and Industry (FICCI) with financial support by National Skill Development Corporation (NSDC).

The purpose of establishing SPEFL-SC was to ensure that the Sports Sector & industry is able to grow with skilled manpower, increase productivity and profitability. SPEFL-SC will encourage the sector to employ skilled and certified manpower. In its endeavour to build capacity through Private sector participation, SPEFL-SC is expected to create a dynamic LMIS to keep track of labour market skill gaps, frame Occupational Standards, facilitate development of practical and high quality training content, ensure adequate availability of faculty through Train The Trainer initiatives, build accreditation and certification mechanisms and encourage capacity building through private sector participation with industries.

The key objective of the SPEFL-SC is to create a robust & vibrant eco-system for quality education and skill development in the sports sector in the country.

The mandate for SPEFL-SC is:

- Carry out a Functional and Occupational Mapping and develop a Catalogue of Industry.
- Occupations/ Job Roles in the Sports Sector.
- Develop & Set National Occupational Standards for select Job Roles in the Sector.
- Develop & Put in place an Assessment & Certification mechanism for the Trainers, Assessors and Trainees.
- Develop and put out an Affiliation / Accreditation system for Training Institutes to deliver.
- Competency based training as per content and curriculum developed based on the NOS.
- Promote academies of Excellence.
- Put in Place an Effective Labour Market Information System.

3. BACKGROUND AND RATIONALE FOR RFP

As it is evident, Sports Sector is extremely crucial for the development of the country's youth and health as it is considered to be a strategic sector having a multiplier effect and bearing on the growth of the overall nation as well. The sector in India presents unique opportunities and challenges with deficit of skilled manpower because of which the productivities and efficiencies in the sector are low. This has serious economic and strategic implications for the country. Out of the few key sectors identified by NSDC, Sports Sector is one of the key sectors where planned skill development with consistent standards of performance is required to increase production, improve productivity as well as quality of jobs and products.

With this context, SPEFL-SC has undertaken Occupational and Functional Mapping with development of Qualification Packs and National Occupational Standards (NOS) for selected job roles/occupations in the Sports Sector / Industry. The deliverable of this would be utilized by NSDC in building strategies to boost the skill levels and professionalism in the sports industry by working closely with the private sector, universities and other institutions of learning by designing training programs to ensure that adequate trained and skilled manpower is available to the industry which can give consistent standards of performance.

SPEFL-SC, through this Request for Proposal (RFP), would select Partner (referred as Bidder/Proposer in the rest of the document) with relevant experience and capacity to work on the scope of RFP and maintain information thereof.

4. OBJECTIVE OF THE PROJECT

Draft high quality course content and other teaching and learning material in English, Hindi and regional languages as also multi-media teaching aids based on the Occupational and Functional Mapping for 4 Qualification Packs (QPs) and National Occupational Standards (NOS) for selected job roles occupations of SPEFL-SC.

The training material would be developed in a manner that they take care the following **Sports Industry sub sectors: - Sports Science and Technology; Sports Fitness and Leisure.**

This training material will be used to provide a foundation for standardised education & training, basis of affiliation / accreditation and quality assurance of potential training partners, facilitating recruitment and articulating career paths etc; an overall clear objective of ensuring availability of competent and certified skilled manpower to the Sports Sector.

5. REQUEST FOR PROPOSAL

SPEFL-SC through this Request for Proposal (RFP) seeks to select a competent consulting firm/ consortium/ agency/ organization with relevant experience and capabilities in various sub-sectors of SPEFL-SC to develop Course content and other training and learning material including multi-media aids (in phased manner) based on the Qualifications Packs of National Occupational Standards (NOS) for selected job-roles, developed by SPEFL-SC.

6. SCOPE OF WORK

A. SCOPE

The details of the scope are mentioned below.

1. Development of course content and other training/ learning material

Develop Course content and other training and learning material including multi-media teaching AIDs based on Qualification Packs and National Occupational Standards for □ trades (Job Roles) prepared by SPEFL-SC. Job roles that cut across the Sports sub sectors are:

- Fitness Trainer
- Sports Masseur
- Lifeguard Pool & Beach
- Physical Activity Trainer

Final Version of the Course Content and other training and learning material should cover training to the floor workers/ supervisors/ Managers etc. as per NOS & QPs. Course content should be in modular form for up-gradation of the skills. The course would be designed in a modular basis so that people can upgrade their skill level by taking

additional modules for training. The course Content should be compliant with the NSQF, notified by Ministry of Skill Development and Entrepreneurship.

While preparing Course content and other training and learning material, all existing training material in the Sports Sector including those in other countries, shall be studied and assessed and best practices be taken into consideration.

The number of QPs may change and the approved rate per QP shall apply to the enhanced numbers. The fees approved will be for 4 QPs. In case the number of QPs exceeds 4, the approved rate per QP will be decided based on total engagement fees divided by 4. The validity of the rates will remain valid for one year and can be extended up to 2 years from the date of submission of final course content.

B. SCHEDULE OF ACTIVITIES

S.No.	Activity	Date
1.	Presentation of detailed work plan with details of workforce/resource persons associated with the project.	10/10/2018
2.	Preparing draft course content and other training & learning material in English for selected 4 job roles (one from each sub-sector).	12/10/2018
3.	Preparing final course content and other training and learning material in English for all 4 job roles (including multimedia script).	Within 45 days after signing Contract
4.	Closure meeting for sharing overall work products and closure report.	

Priority of development of course types to be decided during the meeting to discuss final outcome. The meeting will be held immediately after the approval of the Interim Report.

Notes:

- a. NSDC's definitions of various terms and standards should be followed on the subject.
- b. Reports would be reviewed and validated by the team of experts and stakeholders and the bidder would have to update it accordingly.

C. ELIGIBILITY AND PRE QUALIFICATION CRITERIA

Bid evaluation criteria:

Bids will be evaluated on quality cum cost basis analysis. Two bid system will be followed and the bid should be in two separate sealed envelopes clearly

mentioned as “Technical Bid” and “Financial Bid” and both the sealed envelopes to be put into another envelope and it should be super scribed as “Bid for “Developing Course Content, Training and other learning material including multi- media teaching aids based on National Occupational Standards for selected job roles in Sports Industry”.

Technical Eligibility Criteria (Documentary Evidence to be attached)

- a. A registered firm / Organization (under applicable act) with appropriate credentials having experience of at least five years in providing services (in relevant area) to Central Government/State Government Department Institute /Research or Academic Institution including Public sector Companies/Undertaking/Autonomous Bodies)/ Multinational Companies/Private Institutions and must have successful audit report for the aforesaid period, for the work done in the following categories:
 - Capability to develop such Course Content, Training and other learning material including multi-media teaching aids,
 - Office establishment for secretarial and administrative support, and
 - Access to database of organizations related to this field, ensuring that there is no stealing of pictures/content/ process/product etc from other institute/individual patented works and SPEFL-SC shall not liable for any IPR related issue subsequently. At the same time the document prepared with such intellectual inputs shall be the property of SPEFL-SC.
- b. The agency should have valid PAN/TAN/GSTN/VAT Registration as applicable and should submit a copy of each of the documents along with Acknowledgement copies of their IT Returns for the last 3 years 2015-16, 2016-17 & 2017-18).
- c. The Individual/ Agency should have average annual financial turnover of Rs. 25 Lakh during the last 3 years ending 31st March of the previous financial years. Audited Balance sheet and profit and loss account to be enclosed along with application.
- d. The details of current /previous clients are to be submitted as below:
 - Name of the company /organization /office,
 - Contact person with telephone number and Email IDs,
 - Contract Period and volume of work like value, area covered and manpower deployed, and
 - Copy of contract/agreement/experience and satisfactory work completed certificate to be enclosed
- e. Technical Bid: Shall consist of following documents:
 - Technical specifications compliance sheet as per the formats given under Technical Bid Annexure-I,
 - All the documentary proof in support of the technical bid.

The agency who qualifies the Technical Eligibility Criteria only will be eligible for attending the Technical Presentation.

Financial Bid

Financial Bid duly filled in with quotes as per Annexure-II.

In Financial Bids evaluation, marks will be awarded on the basis of price quoted in the Financial Bid as per following criteria:

FORMULA: Lowest Quote = 30 Marks

$$2^{\text{nd}} \text{ Lowest Quote} = \frac{30 \times L1 \text{ Price}}{L2} \quad \text{marks and so on}$$

(L2)

Out of the 100 marks the weightage in evaluation will be as under. The technical proposal will be allotted weightage of 70% while the financial proposal will be allotted weightage of 30%.

7. PROPOSAL OPENING AND EVALUATION

A. Presentation by Bidders & Opening of the Bid.

Selected bidders based on technical bids would be asked to make presentations of their Technical Bids to the evaluating Committee.

B. Clarification of proposals

- I. To assist in the examination, evaluation and comparison of proposals, SPEFL-SC may at its discretion, ask the Bidder for clarification of its Proposal.
- II. SPEFL-SC 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 in order.
- III. Prior to the detailed evaluation, SPEFL-SC will determine the substantial responsiveness of each Proposal to the Request for Proposal (RFP). For the purpose of these Clauses, a substantially responsive Proposal is one which conforms to all the terms and conditions of the RFP without material deviations. SPEFL-SC's determination of a Proposal's responsiveness is based on the contents of the Proposal itself without recourse to extrinsic evidence.
- IV. A Proposal determined as not substantially responsive will be rejected by SPEFL-SC and may not subsequently be made responsive by the Bidder by correction of the non-conformity.

C. Evaluation and comparison of proposals

- I. SPEFL-SC would evaluate the response to the RFP and all supporting documents / documentary evidence. Inability to submit requisite supporting documents/ documentary evidence shall be rejected.
- II. Each of the responses shall be evaluated to validate compliance of the bidders according to the prescribed criteria as per format and supporting documents mentioned against each clause.

- III. SPEFL-SC would constitute an evaluation committee consisting of experts for the purpose of evaluating the proposals received. The committee may also participate in the pre bid meetings, undertake interviews and process monitoring.
- IV. A two-stage procedure will be utilised in evaluating the bids:
- a. Stage 1: Technical Bid
 - a. Evaluation of the technical proposal being completed prior to any financial bid being opened and compared.
 - b. 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”. It will be facilitated through the information with the supporting documents to be supplied as per the details matrix in the specimen format given in the Annexure 1-A. It should on company letter head and signed by authorised signatory.
 - c. The bid submission would be followed by presentation by the bidder.

S.No.	Evaluation Criteria of Technical Bid	Division of score (Written Proposal) + Presentation & Interview
1.	Profile of the Project Management team.	5
2.	Profile of the Project Execution team.	25
3.	Organizational and Technical experience in writing course content, and other training & learning Projects completed in the last 3 years of value 25 lakhs	20
4.	Track record of Timelines for Execution.	10
5.	Experience on related work in similar areas in India or abroad.	20
6.	Methodology for Execution and Field activities.	20
	Total Points	100

- b. Stage 2: Financial Bid
 - a. The Bidder shall indicate the prices of services it proposes to supply under the contract.
 - b. A Score of 20 has been allocated to the financial bid (being 80 for technical).
 - c. The financial bid of the bidder will be opened only for submissions that passed the minimum technical score of 50% of the obtainable score in the evaluation of the technical proposal.
 - d. The selected bidders post technical evaluation would be required to make a detailed presentation of the quoted amount and the rationale.

The contract will be awarded to the consulting firm which qualifies the technical bid and financial bid.

The decisions of the SPEFL-SC Evaluation Committee shall be final and binding.

8. PROJECT METHODOLOGY & REVIEW

A. Project Management and Methodology

The methodologies to be used must follow formal management practice to ensure adherence to schedule, scope and costs. The bidder should also include a methodology to ensure that the SPEFL-SC is informed on an ongoing basis regarding project progress/ performance reporting, change requests, project slippage, risks and issues, and a record of all industry stakeholders contacted or consulted.

B. Project Review & Reporting

- I. Review to be as per the activity charts/ frame work. In addition mid-term review may be organized as per the requirement basis.
- II. The expenses for attending the meeting would be borne by the bidder.

9. GUIDELINES & INSTRUCTIONS FOR BIDDERS

9.1 Required Qualifications, Competencies and Eligibility of the Bidder

- I. The consultancy firm hired should have demonstrated project management capacity with team members who possess relevant and excellent qualification and experience.
- II. Ability to communicate effectively to a wide range of audiences, interact and facilitate communication between partners and industry members and understand causal relationships between enablers and results.
- III. The bidder would be required to work in a participatory mode with SSC team to make the project successful.
- IV. Permanent Account Number (PAN) of Proposer/each Consortium Member should be available from Income Tax authorities.
- V. Any legal entity duly incorporated in India or aboard can participate in the bidding process.
- VI. Understanding and exposure to SSCs in India.
- VII. SPEFL-SC reserves the right to carry out the technical and financial assessment of the bidders and the decision of the SPEFL-SC shall be final in this regard.
- VIII. The bid would be cancelled at any point of time, if the information furnished by the bidder is found to be incorrect. The amount paid till that date should be returned within 15 days of the cancellation of the project contract.

9.2 Completeness of Response

- I. Bidders are advised to study instructions, forms, terms, requirements and other information in the RFP documents carefully. Submission of the bid shall be

deemed to have been done after careful study and examination of the RFP document with full understanding of its implications.

- II. The response to this RFP should be full and complete in all respects. Failure to furnish all information required by the RFP documents or submission of a proposal not substantially responsive to the RFP documents in every respect will be at the Bidder's risk and may result in rejection of its Proposal.

9.3 Proposal Preparation Costs

- I. The bidder is responsible for all cost and expenditures 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 SPEFL-SC to facilitate the evaluation process, and in negotiating a definitive Contract or all such activities related to the bid process. SPEFL-SC will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the bidding process.
- II. This RFP does not commit SPEFL-SC to award a contract or to engage in negotiations. Further, no reimbursable cost may be incurred in anticipation of award for preparing this bid.
- III. All material submitted by the bidder becomes the property of SPEFL-SC and may be returned completely at its sole discretion.

9.4 Bidders' Inquiries and SPEFL-SC Responses

- I. All enquiries / clarifications from the bidders related to this RFP must be directed in writing exclusively to the contact person notified in this RFP document.
- II. The preferred mode of delivering written questions to the aforementioned contact person would be through registered post or email. Telephone calls will not be accepted. In no event will SPEFL-SC be responsible for ensuring that bidders' inquiries have been received by SPEFL-SC.
- III. After distribution of the RFP, the contact person notified by SPEFL-SC will begin accepting written questions from the bidders. SPEFL-SC will endeavour to provide a full, complete, accurate, and timely response to the questions. The responses to the queries from all bidders will be distributed to the interested bidders.

9.5 Submission of Responses to SPEFL-SC

- I. The bidders should submit responses as per details given in RFP in 3 printed copies of each duly initialled on each page.
- II. The bids should be in two parts.
- III. The original proposal shall be prepared or printed in indelible ink. It shall contain no interlineation or overwriting, except as necessary to correct errors made by the bidder itself.

- IV. Any such corrections must be initialled by the person (or persons) who sign(s) the proposals.
- V. All pages of the proposal must be sequentially numbered and shall be initialled by the Authorized Representative of the bidder.
- VI. 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.
- VII. All references to descriptive material and brochures should be included in the appropriate response paragraph, though material/documents themselves may be provided as annexure to the proposal.
- VIII. 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.

9.6 Signing and Proposal Submission Format

- I. The entire proposal shall be submitted strictly as per the format specified in this RFP and any deviation from the formats shall be rejected.
- II. All the communication to SPEFL-SC including the proposal and the bid documents shall be initialled on each page by the authorized representative of the bidder and authority letter/power of attorney should be attached with the bid.

9.7 Venue & Deadline for Submission

- I. Proposal must be received at the address specified below by 11.00 am on date specified by the authorized representative mentioned in the document.
- II. Any proposal received by the SPEFL-SC post deadline mentioned above shall be rejected and returned unopened to the Bidder.
- III. The bids submitted by telex/telegram/fax/e-mail etc. Shall not be considered.
- IV. SPEFL-SC shall not be responsible for any postal delay/non-receipt/ non-delivery of the documents. No further correspondence on the subject will be entertained.
- V. SPEFL-SC reserves the right to modify and amend any of the above-stipulated condition/criterion depending upon project priorities vis-à-vis urgent commitments.

10. GENERAL INSTRUCTIONS FOR PROPOSAL SUBMISSION

A. Preparation of Proposals

All proposals submitted must meet the following mandatory requirements in order to be considered and suitable for further evaluation:

- I. Duly Signed and Completed Forms and Letters (Ref. Annexure).
- II. Permanent Account Number (PAN) of proposer from Income Tax authorities in India.
- III. The bidder's legal name and any other name under which it carries on business as well as its business number, and whether the bidder is an individual or incorporated entity.

- IV. Bidders Profile including date of establishment.
- V. Turnover and Audited account statement of last three years.
- VI. The bidder's contact information including name of the contact person, address, telephone and fax numbers, and email address.
- VII. In case of a joint submission, a copy of the letter of association highlighting the name of lead partner and the Sub-contracting partner/copy of the contract and other details should be attached and clearly elaborated.
- VIII. Details of consortium partner/s should clearly defined with roles, strengths and other relevant details

B. Proposal Content Guidelines

In order to facilitate evaluation by SPEFL-SC evaluation committee and to ensure each proposal receives full consideration, proposals should be accompanied by the documents as listed below. The proposals may be organized in a format at the discretion of the Proposer.

- I. Proposal Submission Letter along with the following.
- II. Bidder Profile including date of establishment.
- III. Undertaking to the said effect as per the attached format.
- IV. Turnover and Audited account statement of last three years.
- V. Curriculum Vitae of the project management and execution team should be enclosed.
- VI. Profile of the senior people managing the project and details and experience of the team working on the project (include the consortium partner's team detail, if applicable).
- VII. Details of the Technical Person/s with experience of working in the Sports Sector and direct involvement in the project.
- VIII. Activity wise man-hours proposed.
- IX. Descriptive note on the project.
- X. Detailed approach paper on methodology to accomplish objectives (ref. Clause 10.3).
- XI. Plan and process for accomplishing the task including verification, validation and checkpoints supported by the verifiable documents/evidences.
- XII. Interim and Final Deliverable.
- XIII. Prior Experience with regard to Preparation of course curriculum content & multimedia training aids in India or abroad.

C. Methodology Brief

This section should demonstrate the Bidder's responsiveness to the specification by identifying the specific components proposed and addressing the requirements, to meet or exceed the specifications.

- I. Understanding of major deliverables and control systems to be used to efficiently manage the project and the needs and requirements of the Sports Sector.

- II. Detailed work breakdown structure.
- III. Discussions with Industry stakeholders and referring to job descriptions to carry out Course content, training & other learning material, multi-media inputs.
- IV. Approach to research, consultation, and development process.
- V. Carry out functional analysis to identify all purposeful activities required to perform the functions.
- VI. Identification of existing Curriculum & Content in India or globally, if any available, and refer to the same for carrying out functional mapping and developing for the Sports Sector.
- VII. Development of the training material training course & multimedia input with the following characteristics.
 - a. Clear, concise and readable, in unambiguous language, initially in English, Hindi & local Language version including electronic, after final okay.
 - b. Flexibility to accommodate changes in future.
 - c. Self sufficient with minimum cross references
- VIII. Benchmarking training material of similar roles in other countries
- IX. Matching the requirement as per current skills and projected skills and incorporating potential education and training need in the future by filling the gap.
- X. The Bidder shall indicate the prices of services it proposes to supply under the contract.
- XI. 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. The benefits realized by Bidder due to lower rates of taxes, duties, charges and levies shall be passed on by Bidder to SPEFL-SC. In case of upward revision to duties and taxes the Bidder will be responsible to incur the additional cost.
- XII. The Bidder has to include all costs like Travel, Lodging & Boarding, Local Travel expenses, etc incurred during the implementation. SPEFL-SC will not bear any additional costs.
- XIII. Terms of payment indicated in the RFP shall be final and binding on the Bidder and no alternate terms and conditions proposed in the Proposal shall be considered. The Bidder must also furnish separately in the financial bid the recurring/ revenue expenditure, if any.
- XIV. All prices shall be quoted in India Rupees (INR).

D. Language of the Proposal

The Proposals prepared by the bidder as well as all correspondence and documents relating to the proposal exchanged by the Bidder shall be written in English.

E. Period of Validity of Proposal

The Proposal shall remain valid for 1 year after the date of Proposal submission prescribed by the SPEFL-SC, pursuant to the deadline clause. A Proposal valid for a shorter period may be rejected by the SPEFL-SC on the grounds that it is non-responsive. In exceptional circumstances, SPEFL-SC may solicit the Bidder's consent to an extension of the period of validity. The request and the responses thereto shall be made in writing. A Bidder granting the request will not be required nor permitted to modify its Proposal.

F. Format, Signing and Submission of proposals

The Bidder shall prepare the proposal as defined under various clauses of the RFP. Each page of proposal must be initialled by the person authorized to sign the document and the proposal must be submitted strictly as per the timeline defined.

G. Sealing and Marking of Proposals.

- I. The bidder shall seal the proposal in one outer and two inner envelopes clearly marking "RFP Developing Course Content, Training and other learning material including multi-media teaching aids based on National Occupational Standards For Selected Job Roles" in Sports Industry based on the National Occupational Standards for Selected Job Roles for SPEFL-SC" - Ref # SPEFL-SC/TM/RFP/01/2018" on top of each envelope.
- II. The Technical proposal and Financial Bid should be in separate sealed inner envelopes as per the requirement, clearly marked Technical proposal or Financial Bid- as the case maybe.
- III. The outer envelope shall be addressed to – Assistant Manager-Standards & Quality Assurance, SPEFL-SC
- IV. The outer envelope shall indicate the name and address of the bidder at the back of the envelope to enable the proposal to be returned unopened, in case it is declared "late".
- V. Both the inner envelopes should clearly indicate the name and address of the Bidder on the bottom left side.

11. PAYMENT TERMS AND CONDITIONS

- I. The contract(s) signed with the successful consultant(s) will be a fixed price contract. Any expenses by consultants (if any) must be included within this contract limit and not separated out for budgeting or invoicing.
- II. 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. No increase in the total price would be considered unless it is resulting from any design changes, modifications or interpretations of the specifications at the behest of written request by Authorised Person of SPEFL-SC.
- III. Payments shall be made in Indian Rupees/ INR. On A/c payee cheque only.

- IV. Amount payable to the Service Provider as stated in the Contract shall remain non negotiable and fixed.
- V. 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:

SCHEDULE OF PAYMENT

S.No.	Payment Stages	% of Total Amount
1.	Delivery of content in English and acceptance after changes, if any.	20%
2.	Final approval of course content in Hindi, 5 regional languages and multi-media training aids by the committee.	30%
3.	After receipt of the final material.	Full and final

12. RIGHTS OF SPEFL-SC AND RESPONSIBILITIES OF AGENCY

A. Amendment or Supplement information to RFP

- I. At any time prior to the last date for receipt of bids, SPEFL-SC may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective Bidder, modify the RFP document by an amendment.
- II. If SPEFL-SC 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 and any such corrigendum shall be deemed to be incorporated by this reference into this RFP.
- III. The amendment will be intimated to all proposers who confirm their intention to participate, by email.
- IV. In order to afford prospective Bidders a reasonable time in which to take the amendment into account in preparing their bids, SPEFL-SC may, in its discretion, extend the last date for the receipt of bids.
- V. SPEFL-SC may in exceptional circumstances and at its discretion, extend the deadline for submission of proposal by issuing a corrigendum on SPEFL-SC website.
- VI. The bidder is allowed to resubmit their bid- if required, after such amendments

B. SPEFL-SC's rights to terminate the process

- I. SPEFL-SC may terminate the RFP process at any time and without assigning any reason.
- II. This RFP does not constitute an offer by SPEFL-SC. The bidder's participation in this process may result in SPEFL-SC short listing the bidder and awarding the contract.

C. Short-listing Criteria

- I. The Evaluation Committee of SPEFL-SC consisting of experts would evaluate and select the successful bidder.
- II. Any attempt by a Bidder to influence its bid evaluation process may result in the rejection of the Bidder's Bid.

D. Modification and withdrawal of Proposals

- I. The bidder may withdraw its Proposal after the Proposal's submission, provided that written notice of the withdrawal is received by the SPEFL-SC prior to the deadline prescribed for submission of Proposals.
- II. The Bidder's withdrawal notice shall be prepared, sealed, marked, with the provisions of clause Deadline for Submission of Proposals. The withdrawal notice may also be sent by mail but followed by a signed confirmation copy.
- III. No Proposal may be modified subsequent to the deadline for submission of proposals.
- IV. No Proposal may be withdrawn in the Interval between the deadline for submission of proposals and the expiration of the period of proposal validity specified by the Bidder on the Proposal Submission Form.

E. Responsibilities of the Agency

- I. Carrying out activities as indicated in this document and submission of all project deliverables to SPEFL-SC, within the stipulated time frame;
- II. Adhere to the timelines mentioned/ agreed as per the terms of this RFP;
- III. Ensure that the quality of deliverables meet the expectations of SPEFL-SC and are as per NSDC requirement;
- IV. For any workshop/ group discussion / presentation to be made during the project duration, the consultant will conduct the workshop, prepare presentations and resource material (to be approved by SPEFL-SC) and document the proceedings of the workshop. Consultant will be expected to submit the presentation before the workshop /group discussion /presentation.
- V. The consultant will share with SPEFL-SC all intermediate documents, drafts, reports, surveys and any other item related to this assignment. No work products, methodology or any other methods used by the consultant should be deemed as proprietary and non-shareable with SPEFL-SC by the consultant.
- VI. Bidder will work in close coordination with the SPEFL-SC team for this project.
- VII. The selected bidder will be fully and completely responsible to the SPEFL-SC for all the deliverables.
- VIII. The Consultant would be responsible to provide SPEFL-SC, a professional, objective and impartial advice and at all times hold the SPEFL-SC's

interests paramount, strictly avoid conflicts with other assignments/jobs or their own corporate interests and act without any consideration for future work.

13. AWARD OF CONTRACT AND SETTLEMENT OF DISPUTES

- I. In case of between the two or more organizations, decision of SPEFL-SC should be considered final and acceptable to the bidders.
- II. SPEFL-SC reserves the right to accept or reject any Proposal, and to annul the solicitation process and reject all proposals at any time prior to award of contract, without thereby incurring any liability to the affected Bidder or any obligation to inform the affected Bidder(s) of the grounds for the SPEFL-SC's action prior to expiration of the period of proposal validity.
- III. SPEFL-SC will award the contract to the qualified Bidder whose Proposal after being evaluated is considered to be the most responsive to the needs of the organisation and activity concerned. SPEFL-SC 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.
- IV. SPEFL-SC reserves the right to:
 - a. Reject any or all proposals received
 - b. Enter into negotiations with one or more applicant on any aspects of the proposal
 - c. Accept any proposal in whole or in part
 - d. Award or negotiate one or more consultancy agreements
 - e. Verify any or all information provided in the proposal
- V. The selected bidder would be notified in writing by SPEFL-SC. As noted earlier in this document, this date is subject to change at the sole discretion of the SPEFL-SC.
- VI. The contract to be entered into between the selected bidder and SPEFL-SC will be finalized and would contain SPEFL-SC standard terms and conditions. If, in the opinion of the SPEFL-SC, it appears that a contract will not be finalized with the selected vendor, negotiations with other vendors submitting next responsive bidders may be undertaken.
- VII. SPEFL-SC may assign an employee to interface with the project management team to monitor and seek information to document details of
 - a. Project Management
 - b. Fund Utilization
 - c. Process of training material development
 - d. Recording and Maintenance of Evidences
 - e. Ad-hoc querying.

ANNEXURES



FORM-I

PROPOSER'S UNDERTAKING LETTER (To be on Proposer's letterhead)

To

Manager-Standards & QA,SPEFL-SC

Dear Sir/ Madam,

Sub: ("RFP for Developing Course content, and other training and learning material for Selected Job Roles" - Reference # SPEFL-SC/TM/RFP/01/2018)

We, the undersigned, as Proposer, having examined the complete RFP document (along-with its annexure, forms etc), do hereby offer to Develop training material for selected Job Roles in the Sports Industry for use by SPEFL-SC in full conformity of your requirements as elaborated in above said RFP for the amounts mentioned by us in the Financial bid or such other sums as may be agreed between us.

We hereby agree to all the terms and conditions stipulated in the RFP and submit herewith our proposal for the said Project. The proposal submitted by us will be valid for 120 days from the last date for submission of proposals at SPEFL-SC.

Yours faithfully

(Authorised Signatory)

In the capacity of _____

Duly authorized to sign the proposal for and on behalf of Principal Proposer

(Stamp)

FORM-II

PROPOSER'S UNDERTAKING LETTER (To be on Proposer's letterhead)

To

Manager-Standards & QA,SPEFL-SC

Dear Sir/ Madam,

Sub: ("RFP for Developing Course content, and other training and learning material for Selected Job Roles" - Reference # SPEFL-SC/TM/RFP/01/2018)

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

- Bidders Profile including date of establishment
- Turnover and Audited account statement of last three years on IT returns of last three years.
- Undertaking to the said effect as per the attached format.
- Profile of the Project Team
- Descriptive note, detailed approach paper and methodology of the project
- Non blacklisting certificate on Rs. 20/- non judicial stamp paper as per format attached.

We certify that all statements stated in the proposal and 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 SPEFL-SC 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 SPEFL-SC may consider appropriate. We understand that SPEFL-SC is not bound to accept the offer and that SPEFL-SC has the right to reject the offer without assigning any reasons whatsoever.

Yours faithfully

Authorised Signatory of Proposer

(Name & Designation, seal of the firm)

LETTER (To be on Proposer's letterhead)

To

Manager-Standards & QA,SPEFL-SC

Dear Sir/ Madam,

Sub: ("RFP for Developing Course content, and other training and learning material for Selected Job Roles" - Reference # SPEFL-SC/TM/RFP/01/2018)

Having examined the proposal Documents, the receipt of which is hereby duly acknowledged, we, the undersigned, offer to take up the job, as mentioned in the RFP for Developing Training material for Selected Job Roles for use by SPEFL-SC in conformity with the said proposal documents.

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, and executed, this proposal, together with your written acceptance thereof and your notification of award, shall constitute a binding Contract between us.

We understand that you are not bound to accept the lowest or any proposal you may receive.

Dated this..... Day of.....2018

(Signature)

(Name) (in the capacity of)

Duly authorized to sign proposal for and on behalf of the Proposer

Schedule of prices (Financial Bid) (Format at discretion of Proposer)

Form-IV: Resource Profile

Using the format provided below, please provide summary information on the team you propose for the project.

Part 1: Resource Summary

S.No.	Proposed Role	Number of Resources	Area of Expertise	Key Responsibilities	Experience of working for Sports
1.					
2.					
3.					
4.					
5.					
6.					



Form V: Relevant Project Experience

Part 1: Project Experience Summary of the Bidder

S.No.	Name of the Project/Engagement	Client Name	Duration (Period)	Value
1.				
2.				
3.				

(Please add more row if required)

Part 2: Project Profile Template

For each of the projects cited above, provide a brief project profile using the format given below. The profile for each project must be provided in less than 1 page.

S.No.	Item	Details
1.	Project Title	
2.	Name of the Client	
3.	Name of the contact person from the client organization who can act as a reference with contact details <ul style="list-style-type: none"> • Name • Designation • Address • Phone Number • Mobile Number • E-mail Id 	
4.	Duration (Start Date and End Date)	
5.	Current Status	
6.	Number of personnel deployed (permanent role and contract)	
7.	Value of the engagement	
8.	Narrative description of project: (Highlight the components / services involved in the project that are of similar nature to the project for which this RFP is floated)	
9.	Description of the key areas where significant contributions are made for the success of the project.	

Annexure-I

TECHNICAL BID (Please attach Documentary Evidence)

(Self attested & stamped)

RFP Document processing fees	Demand Draft No. _____ dated _____ for Rs.2,000- (Rupees Two Thousand only) drawn on (name of the Bank) _____ in favor of "SPEFL-SC" payable at New Delhi (To be enclosed with Technical Bid)

Company Firm Profile	
<p>1.Name of the Company/ Firm and Complete registered address</p> <p>(a) Legal Status (Individual, Proprietary firm, Partnership firm, Limited Company or Corporation)</p> <p>(b) Has your company/firm ever changed its name any time? If so, when, the earlier name and the reason thereof?</p> <p>(c) Have you or your constituent ever left the contract awarded to you incomplete? If so, give name of the contract and reasons for not completing the contract</p>	
<p>2. Name, Designation and Tel. No (s) of the Contract Person</p> <p>-Fax No(S)</p> <p>-e-mail address</p>	
<p>3. Year of commencement of Business</p>	
<p>4. Statutory Details (photocopy to be attached)</p> <p>-Registration No. of the Firm</p> <p>-PAN</p> <p>-GST No.</p>	
<p>5. Income Tax Returns for the last three financial Years (2015-16, 2016-17 & 2017-18)</p>	
<p>6. Audited copies of balance sheet for last three years. (2015-16, 2016-17 & 2017-18)</p>	
<p>7. A registered firm / Organization (under applicable act) with appropriate credentials having experience of at least five years in providing services (in relevant area) to Central Government/State Government Department Institute /Research or Academic Institution including Public sector Companies/Undertaking/Autonomous Bodies)/ Multinational Companies/Private Institutions</p>	

and must have successful audit report for the aforesaid period for the work done in the following categories (Relevant paper to be attached) :	
7.1 Capability to implement this human resource development programme including qualified core personnel, 7.2 Office establishment for secretarial and administrative support, and 7.3 Access to database of concerned Organizations.	
8. The Individual/ Agency should have average annual financial turnover of Rs. 25 lakhs during the last 3 years ending 31 st March of the previous financial years. Audited Balance sheet and profit and loss account to be enclosed along with application.	
9. Copy of work order/ satisfactory completion report of last 5 years to be attached in relevant areas.	
10. No. of full time employees	
11. No. of part time employees	

12. Details of Key Professionals of the Agency proposed to be engaged.

S.No.	Name	Area of Expertise	Highest academic professional qualifications	Experience (years) in the area of key expertise	Experience in the firm
1.					
2.					
3.					

13. Details of the experience in successfully conducting similar projects in past 5 years in Govt. Institutions/ multinational companies/ Private Institutions. Relevant papers to be attached.

S.No.	Type of Training	Title of the project/ job	Name & Address of the client	Duration of project (in months) and year of start & completion
1.				
2.				
3.				
4.				

14. Details of experience in similar work for Central government Ministries / Educational Institutes in past 5 years

S.No.	Type of Training	Title of the project/ job	Name & Address of the client	Duration of project (in months) and year of start & completion
1.				
2.				

3.				
4.				

15. List of present and past clients (Please use separate sheet for each) as per the following format. The information provided will facilitate evaluation of your Technical Bid:

S.No.	Name of the organization with complete postal address	Name & designation of the Contact Person with Tel/ Mobile No (s)	Date from which the contract was awarded	No. of persons deployed by your firm
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				

16. Turnover of last three years (please submit documentary evidence) (Rs. in lakhs) Copy of Audited balance sheet to be attached.

	2015-16	2016-17	2017-18
Details of annual financial turnover (gross)			

(Place & Date)

(Name & Signature)
Official Seal of the agency

Matrix for Technical Bid Evaluations			Annexure 1A	
S.No.	Evaluation Criteria of Technical Bid	Yes/No	Quantity	Information Provided At
1.	Profile of the Project Team <ul style="list-style-type: none"> • Number (Min. 6) • Experience years (for each resource) 			
2.	Organizational and Technical Capability <ul style="list-style-type: none"> • Writing course content • English, Hindi & (5 other Languages) • Office locations in India (Nos.) with number of employees • Experience in Sports Sector 			
3.	Track record of timelines in executing skill development and training content related time projects <ul style="list-style-type: none"> • Projects • Time 			
4.	Experience of key projects executed in similar areas <ul style="list-style-type: none"> • National • International 			
5.	Methodology for execution and field activities for current engagement <ul style="list-style-type: none"> • Objectivity • Understanding of ecosystem • Collection of information • Alignment with NSQF 			

Annexure – II

FINANCIAL BID

Matrix of the Services Cost		
S.No.	Description	Rate / job role (4 Nos)
1.	Professional fees for the project	
2.	Taxes and duties	
3.	Total project cost (1+2)	

Note: Rates are to be quoted per job role i.e. for one job role.

14 DISCLAIMERS:

The information provided herein is indicative only and for easy retrieval by the stakeholders as a goodwill gesture, and SPEFL-SC 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 SPEFL-SC 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.

