

RSDC INVITES

EXPRESSION OF INTEREST (EOI)

FOR

SELECTION OF ASSESSMENT PARTNERS

FOR

**Conducting Audits of Training Partners/Centres and
Assessment Agencies in the Rubber Sector**



1. Proposals Invited

RSDC invites Audit Partners (AP) to submit proposals to conduct audits of the training centres/partners and assessment agencies empanel with RSDC.

AP will have to duly fill the attached form and presentation on the points to nominate in the specified criteria. Based on the due diligence and performance in the technical evaluation, Assessment Partners will be selected.

Contact RSDC officials for more information on the criteria for the proposal and application forms.

RSDC EOI application complete with all information and documents should reach RSDC Secretariat in soft (MS world file)/PPT and hard form (printed copy by post).

Rubber Skill Development Council

Ramakrishna Dalamia Wing, PHD House (4th Floor)

4/2, Siri Fort Institutional Area,

August Kranti Marg, New Delhi - 110016

Tel: +91 11 41009347-48 | Fax: 91 11 41004899

Email: info@rsdcindia.in | Website: www.rsdcindia.in

2. INSTRUCTION TO APPLICANTS

I. Introduction

RSDC invites Expression of Interest (EOI) from interested and eligible organizations as Audit Partner (AP) to carry-out audit of training & assessment of Training Agencies & Assessment Agencies across India as per Training & Assessment Guideline laid down by RSDC.

S.No	Information	Details
1	Start Date of EOIs	Monday 12 Feb, 2018
2	Last Date for submission of EOIs	Thursday 15 Feb, 2018 5PM
3	Presentation by the Shortlisted Applicants	Monday 19 Feb, 2018
4	Contact Person for any assistance	Ms. Shewani Nagpal Director, RSDC M: 8130924440 E: shewani.nagpal@rsdcindia.in
5	Address for submission of proposals	Rubber Skill Development Council Ramakrishna Dalamia Wing, PHD House (4th Floor) 4/2, Siri Fort Institutional Area, August Kranti Marg, New Delhi - 110016 Tel: +91 11 41009347- 48 Fax: 91 11 41004899 Email: info@rsdcindia.in Website: www.rsdcindia.in

II. Eligibility criteria

The process will comprise of screening and selection based on the supporting documents submitted as mentioned below. Accordingly, marks will be assigned as per document based evaluation will be done based on marking criteria defined in Annexure I.

A Committee constituted by the RSDC will carry out a detailed evaluation of the proposals received by it in order to determine whether they are substantially responsive to the requirements set forth in the Proposal.

The decision of the Committee in the evaluation of responses to the proposal shall be final. No correspondence will be entertained outside the process of negotiation/ discussion with the Committee.

S.No	Criteria	Supporting Documents	Compliance (Y/N)
1	Past Experience		
	Organization Type: Company/Partnership/Society/Trust (At least three years of experience in auditing in the vocational/educational sector)	Certificate of Incorporation/Registration and details about organization as per Annexure II	
2	Project understanding		
	Approach and Methodology	Note on Approach and Methodology which will be a part of proposal.	
3	Operation Capabilities		
	Availability of Assessors/Proctors across country	List as per annexure III	
4	Assessment Capability		
	Number and details of audits conducted	List as per annexure IV	
5	Adequacy and Quality of Resources proposed for Deployment	CVs of the Resources/Assessors identified or proposed	
7	Clarity of understanding, overall merit of proposal, unique value propositions based on presentation/demo	Copy of presentation (12-15 Slides) and proposal	
8	Any Accreditation with NSDC/NSDA/SSC	Copies of MoUs/Relevant document	
9	Financial Capability	Certified copies of Audited Financial Statements duly certified by Chartered Accountant	

INTRODUCTION

Rubber Skill Development Council (RSDC), a Sector Skill Council for the rubber sector set up by All India Rubber Industries Association (AIRIA) and Automotive Tyre Manufacturers Association (ATMA), in Collaboration with National Skill Development Corporation (NSDC), is focusing on skill development & training needs of the sector.

SCOPE OF WORK

RSDC invites application from AP's to empanel for conducting the auditing of the training centres and assessment agencies across country as per below mentioned criteria.

- RSDC will intimate the date of commencement of Training with details as per requirements defined by RSDC preferably 2 weeks in advance
- RSDC will intimate the date of commencement of Assessment with details as per requirements defined by RSDC preferably 2 weeks in advance
- RSDC will help in designing Audit Sheets as per Training & Assessment Guidelines.
- RSDC will approve the Audit sheet & Audit Schedule
- RSDC will approve the Auditor proposed by the AP.
- AP will verify physically the Auditor with valid ID proof, qualification and experience
- AP will have auditor from Rubber Industry & Experience, as required
- AP will implement the audit on agreed date and time.
- AP will schedule Training & Assessment audit 14 days in advance & will share weekly schedule with RSDC.
- AP will ensure that the details of audits are captured on the Information system as per requirement defined by RSDC and provide the results of the audit along with the original audit sheet (physically and electronically) to RSDC within 5 days of the assessment.
- AP will maintain records of audits properly documented, collated and filed as per government guidelines for a minimum of 10 years.
- AP will support any on-site audit or regular audit by RSDC or RSDC nominated agencies.
- AP has to provide weekly and monthly analysis report as per requirement defined by RSDC



ANNEXURES

Annexure – I Document based evaluation - Marking Criteria

Marking Dimensions	Marking Criteria	Max Marks
Past Experience		
Number of years of experience in conducting Audits in the vocational/educational sector	5 years and above = 5 3-5 years = 3	5
Operation Capabilities		
Availability of Assessors/Proctors across country	More than 20 = 7	7
	Between 10- 20 = 3	
	Between 5 - 10 = 1	
Assessment Capabilities		
Number of audits conducted	Above 5000 = 10	10
	>3000-5000 = 8	
	>1000 – 3000 = 5	
	500 - 1000 = 2	
Adequacy and Quality of Resources proposed for Deployment		
Identified of Sector specific Assessors for the project	More than 3 trainers = 3 Between 1 - 2 trainer = 1	3
Accreditation		
Any Accreditation with NSDC/NSDA/SSC	Yes - 5	5
Total		30

Marking Criteria for proposal presentation evaluation will include the following criteria:

S. No	Criteria	Marks
1	Project understanding	
	a) Approach and Methodology	5
2	Clarity of understanding, overall merit of proposal, unique value propositions based on presentation	10
3	Innovative best practices adopted conducting audits, feedback mechanism, analysis etc	5
Total		20

