Electronics Sector Skills Council of India
RFP for
Assessment Agency Empanelment

RFP Release date 21ˢᵗ April'2023 (RFP/AA/01/2023-24)

Last date for any Questions by Assessment Agency	**27ᵗʰ April 2023**
Last date for Submission of Applications	**5ᵗʰ May 2023**
Presentations by Selected AA to Panel for Final selection	**Shortlisted AAs will be informed accordingly**

Email for Applying and Queries – info@essc-india.org

Introduction

Assessment is one of the most critical activities of the skills value chain and Quality Assured Assessment of Learners for ensuring that assessment is based on national standards (competencies) and uses valid and reliable assessment methods.

The National Skills Policy 2009 further specifics "Quality Assured Assessment of Learners for ensuring that assessment is based on national standards (competencies) and uses valid and reliable assessment methods". The Union Government of India has mandated Sector Skill Councils (SSCs) besides other charter, "Participation in Affiliation, Accreditation, Examination and Certification."

Quality assessments are highly recommended and therefore a strong and stringent assessment framework will help establish credibility of the organization.

The Assessments will be based on the relevant and approved Qualifications for each job role as a matter of policy for compliance and as per set SOPs and guidelines of NCVET

Terms of Reference

This protocol for Accreditation of Assessment Agencies is based on the following:

- Training Provider will NOT be an Assessment Body to safeguard against "conflict of interest."
- Any deviations to this will be at the discretion of ESSCI Assessment Committee based on merit of each case.
- Assessment processes / procedures should be transparent, demonstrative and in line with international best practices to ensure credibility of the certificate.
- Assessments through trained and certified assessors.
- Monopoly or cartelization in assessment is not allowed.
- No sub-contracting or franchising would be permissible to the Assessment Agencies.

Prerequisites for Selection of AAs

Assessment agency must be affiliated with NCVET at the time of application (Received LOI/MoU)

The AAs should have the ability to develop the assessment process and tools for different training courses with ability for continuous improvement.
AA should have the ability to maintain assessment process records and details pertaining to candidates registered, tested, passed, centres, assessors, etc, and shall preserve all the records for at least 10 years or till the validity of any scheme (whichever is later) at any point in time and make its online access to ESSCI.

Conflict of Interest: In case of any, the AA should declare its linkages with other stakeholders in skill ecosystem to ensure independence and to avoid any conflict of interest.

Affiliation Process of AAs

Three stage process for Affiliation of an AA will be followed

Stage 1: Application
Stage 2: Field Visit & Final Presentation
Stage 3: Affiliation & Orientation

Stage 1: Application

Prospective AA will submit the application in prescribed formats
ESSCI reserves the right to select/reject the AA on merit. However, in case of rejection same would be communicated to the applicant in writing.
Decision of ESSCI in this regard would be final and grievances should be addressed to the Committee constituted by ESSCI.

Stage 2: Field Visit and Final Evaluation Stage

ESSCI team will visit the prospective AA, meet their key staff and carry out verification of records and processes.
ESSCI would also connect with at least two of the existing customers of the prospective AA and get their feedback in writing.
Team will submit its Assessment Report for consideration to Committee.
AA who has successfully cleared Stage 2 would be Invited to make a final presentation to the Committee.
Decision of this Committee would be final and binding to all AA.

Stage 3: Affiliation & Orientation

All eligible AAs will be formally intimated by ESSCI
The Affiliation will be valid for one year, after which the renewal of AA will be based on their performance or via floating RFP

APPLICATION FORM

Date: _____

From

_____
_____
_____

Chief Operating Officer
Electronics Sector Skills Council of India
155, 2ⁿᵈ Floor,
ESC House Okhla Industrial Area,
Phase III, New Delhi- 110020

Subject: Empanelment of Assessment Agency with ESSCI

We are an Assessing Body with necessary experience and expertise in the Electronics and hereby apply for Accreditation with ESSCI.
We desire to apply for Accreditation for the below mentioned geographical space as approved by NCVET: -

_____

_____

It is on the ESSCI discretion that they accredit us; or will put our application on hold.

_____
Signature of Authorized Person Name & Designation:
Phone No: E- mail

APPLICATION FOR EMPANELMENT AS ASSESSMENT AGENCY

Part A: Basic Details of the Organization

Sr. No.	Fields	Details
1.	Organization Name	
2.	Parent Company Name (if different)	
3.	Nature of legal entity (i.e. company, charitable trust, society etc.)	
4.	Permanent Income Tax Account Number (PAN)	
5.	GST Registration Number	
6.	Date of Establishment	
7.	Complete Address	
8.	Organization's Email ID	
9.	Website URL	
10.	Phone	
11.	Name, designation, and contact details of primary point of contact	

The organization must submit the following documents also.
Part B: Legal status and infrastructure requirements

Name of document	Nature of document	Submitted (Yes/No)
Certificate of Registration and/or Article of Incorporation	Mandatory	
Society/ Trust Deed Agreement of NGO Registration Certificate issued by respective state	Mandatory (for NGOs)	
Permanent Account Number (PAN) and Goods and Services Tax (GST)registration details & any other statutory requirement under GoI/State Government	Mandatory	
For international agencies - ▪ **Mutual Agreement Copy with Indian partner firm** ▪ **Shareholder Agreement with Indian partner firm** **Permission from Ministry of Home Affairs, submission of FCRA clearance certificate and evidence of separate bank account for foreign funds**	Applicable only for foreign entities with registered Indian subsidiaries/partners	
Title deed and building plan	Mandatory (if office premises are owned)	
Lease Agreement for 3 years and building Plan	Mandatory (if office premises are rented)	

Part C: Financial viability:

The organization must submit the following documents:

Name of document	Nature of document	Submitted (Yes/No)
Annual Report and Audited financial statements of the entity, duly certified by the Chartered Accountant and filedwith the Income Tax Authorities for preceding 3 financial years from the date of application along with audit report	Mandatory	
Income tax returns for preceding 3 financial years of the entity preceding 3 financial years from the date of Application		
Minimum account balance certificate from the public/ private sector bank	Optional	
ISO certificate / Rating report	Optional	

Part D: Senior Management Details (Includes Board members and Head of the organization)

Name	Title/ Designation	Phone and Email Id	Address

- *Copy of Organogram Engagement letter of Head of the Organization delineating roles & responsibilities,tenure
- Copy of electricity/ telephone bill mentioning residential address of the Head of the Organisation

Part E: Details of assessment staff

I.   List of assessors – Sub sector wise

Communication & Broadcasting

S no	Name	(Education)	Qualification Name	Prior experience	Certified (Yes/No)	Certificate Validity Date	Full time/Part Time
			DAS Set Top Box Installation & Service Technician				
			Digital Cable Technician – Access				
			DTH Set Top Box Installation & Service Technician				
			Mobile Phone Hardware Repair Technician				
			Project Manager				

			– Electronics				
			Quality Manager – Electronics				
			Smartphone Assembly Technician				

Consumer Electronics and IT Hardware

S no	Name	(Education)	Qualification Name	Prior experience	Certified (Yes/No)	Certificate Validity Date	Full time/Part Time
			Assistant Installation Computing And Peripherals				
			Customer Care Executive				
			Electronics Machine Maintenance Executive				
			Field Technician Computing and Peripherals				
			HVAC Technician				
			In-Store Demonstrator				
			IT Coordinator In School				
			Junior Field Technician - Home Appliances				
			Maintenance Technician				
			Multi Skill Technician - Consumer Durables				
			Multi Skill Technician (Electrical)				
			PCB Assembly Operator				
			Purchase Executive				
			Quality Engineer				
			Remote Helpdesk Technician				
			Sales Engineer - Electronics Product				
			Service Engineer IT Hardware Service				

			Service Technician – Home Appliances				
			TV Repair Technician				
			Field Engineer RACW				
			Field Technician - Air Conditioner				
			Field Technician - Networking And Storage				
			Field Technician- Other Home Appliances				
			Assistant Technician - Smart Meter				

Electronics Manufacturing System

S no	Name	(Education)	Qualification Name	Prior experience	Certified (Yes/No)	Certificate Validity Date	Full time/Part Time
			Pick And Place Assembly Operator				
			Assembly Line Operator				
			Assembly Operator-RAC				
			Assembly Operator-TV				
			Assembly Supervisor				
			EMS Operation & Maintenance Manager				
			EMS Technician				
			Incoming Materials Inspector - Electronics Items				
			Through Hole Assembly Operator				
			Wiring Harness Assembly Operator				

E-Mobility and Battery

S no	Name	(Education)	Qualification Name	Prior experience	Certified (Yes/No)	Certificate Validity Date	Full time/Part Time
			Drone Manufacturing and Assembly Technician				
			Drone Service Technician				
			Battery System Assembly Operator				
			Battery System Design Engineer				
			Battery System Repair Technician				
			Electronic Hardware Assembly Operator				
			Motor & Controller Repairing Technician				
			Motor and Controller Design Engineer				

Industrial Automation

S no	Name	(Education)	Qualification Name	Prior experience	Certified (Yes/No)	Certificate Validity Date	Full time/Part Time
			Building Management System Project Manager				
			Building Management System Service Engineer				
			Electrical Assembly Operator – Control Panel				
			Electrical Technician				
			Electrician				
			Electronic Hardware Design Engineer				
			Field Technician - UPS And Inverter				

S no	Name	(Education)	Qualification Name	Prior experience	Certified (Yes/No)	Certificate Validity Date	Full time/Part Time
			Mechanical Engineering and Plumbing General Manager				
			Mechanical Fitter Electronics				
			Mechatronics Designer and System Integrator				
			Mechatronics Maintenance Specialist				
			Robotics Automation Lead				
			Wireman Control Panel Electronics				

PCB Design & Manufacturing

S no	Name	(Education)	Qualification Name	Prior experience	Certified (Yes/No)	Certificate Validity Date	Full time/Part Time
			Incoming QC Technician				
			In-process and Final Quality Engineer				

Security & Surveillance

S no	Name	(Education)	Qualification Name	Prior experience	Certified (Yes/No)	Certificate Validity Date	Full time/Part Time
			CCTV Installation Technician				

Semiconductor & Components

S no	Name	(Education)	Qualification Name	Prior experience	Certified (Yes/No)	Certificate Validity Date	Full time/Part Time
			Die Attach and Wire Bonding Engineer				
			Embedded Full Stack IoT Analyst				
			Embedded Product Design Engineer-Technical Lead				
			Embedded Software Engineer				
			Failure Analysis & Reliability				

			Engineer				
			IC Package Engineer				
			IoT Hardware Analyst				
			Laser Marking & Cutting Process Engineer				
			Molding Process Engineer				
			Package Design Engineer				
			Quality Analysis & Reliability Engineer				
			Saw Singulation - Process Engineer				
			Solder Ball Attach - Process Engineer				
			Sr. Executive- Business Development				
			VLSI Design Engineer				
			Wafer Back Grinding Engineer				
			Wafer Dicing Engineer				
			Wafer Test and Sort Engineer				
			Welding Operator Electronics				
			Winding Operator				

Solar & LED

S no	Name	(Education)	Qualification Name	Prior experience	Certified (Yes/No)	Certificate Validity Date	Full time/Part Time
			LED Light Repair Technician				
			LED Luminary Mechanical Assembly and Testing Technician				
			Solar LED Technician				
			Solar Panel Installation Technician				

II. List of Proctors

Name of Proctor	Date of joining (DD/MM/YY)	Location

III. SME Details (9 Sub Sector wise)

Communication & Broadcasting
Consumer Electronics and IT Hardware
Electronics Manufacturing System
E-Mobility and Battery
Industrial Automation
PCB Design & Manufacturing
Security & Surveillance
Semiconductor & Components
Solar & LED
Industrial Automation

S. no	Name	Prior experience	Name of Qualifications	Education - Highest	Tenure of engagement

Part F: Prior Experience

Work order along with completion certificate/appointment certificate for each of the engagements have to be attached

S no	Scheme Name	Assessment conducted last 3 years	Total Assessment conducted	Assessment conducted in ESDM sector

List of Enclosures- (Signed and Stamped by Authorized signatory)

- Registration Certificate of organization
- Proof of registered address and communication address
- Assessment Blue print Design
- Question Banks in multilingual and undertaking in case of non-availability of the same and timeline of submission.
- Photocopy of Existing Recognition, certification or empanelment
- Number of branches/offices and locations
- Data management system and processes as per point 5 of Evaluation Matrix
- Photocopy of the PAN/TAN card and GST Letter
- Process of selection and empanelment of assessors and their profiles
- Profiles of SMEs
- Audited Balance Sheet of Last Three Years
- Sample Contract with the Assessors
- Copy of NCVET MoU/LOI

I/We hereby declare that the information provided above is true and correct to the best of my knowledge. Any misrepresentation, falsification or material omission of information on this application may result in my failure to receive accreditation from ESSCI. I/We accept that an analysis of capacity may be made during the processing of this application and thereafter, and I authorize ESSCI official or any person/entity authorized by ESSCI to carry out audit or quality check.

I/We hereby accept all the terms and conditions set by ESSCI or updated from time to time regarding assessment.

Signature and stamp

Name:

Designation:

Date

Self – Declaration by the head of the Assessment Agency

S.NO.	Current Business Status	Commitment (delete not applicable)	If yes, please furnish full Details	Remarks (A separate sheet may be attached, if required)
1	Are you a Training Partner in the skill eco system?	Yes/No		
2	Do you have any linkages with any other Organization in the assessment domain?	Yes/No		
3	Have you ever been engaged in assessment operations in past or present with a different entity?	Yes/No		
4	Do you have the capacity to develop question Banks in multiple language	Yes/No		
5	Do you have necessary financial resources for the operation of skills assessment including associated liabilities?	Yes/No		
6	Do you have a website of your own?	Yes/No		
7	Is AA's website and Assessment platform being accessible and comply with Web Content Accessibility Guidelines (WCAG)	Yes/No		
8	How many of your Assessors are undertaking multiple sector assessments?	Yes/No	On payroll_____ On Long-term Contract_____	Please give total numbers

S no	Parameter	Maximum Score	Particular	Weightage point
		Evaluation Matrix		
1	Overall Experience	10	10 years and above	10
			5 to 9 years	8
			1 to 4 years	5
2	Number of certified assessors	25	100 and above	25
			60 to 99	15
			1 to 59	10
3	Number of SMEs	10	9 and above	10
			5 to 8	7
			1 to 4 years	3
4	Number of full-time employees for Assessment vertical	20	41 and above	20
			21 to 40	10
			1 to 20	5
5	Data Storage capacity	10	Hard and soft copy	10
			Soft copy or Hard copy	5
6	Technology – Portal & applications	25	Own portal with AI proctor-based facility and Data Security	25
			Outsourced white label with AI proctor-based facility and Data Security	10