

Request for Proposal (RFP) for Automobile Olympiad for Automotive Skills Development Council (ASDC)

Automotive Skills Development Council (ASDC) invites Partners to collaborate in the automotive sector to improve the learning of the students offered by ASDC.

Prospective Providers who meet the pre-qualification criteria may furnish their Request for Proposal (RFP) with all the necessary documents in a sealed cover along with the covering letter duly signed by an authorized signatory on or before 23rd March 2024 by 16:00 hours to the following address:

Ms. Garima Jhamb/ Ms. Kirti
Automotive Skills Development Council
E-113, Ground Floor,
Okhla Industrial Estate Phase 3,
New Delhi- 110020

ASDC reserves the right to extend the last date indicated above for which the RFP is invited.



Arindam Lahiri
Chief Executive Officer (CEO)
Automotive Skills Development Council

Table of Content

Part I – General Terms

1. Objective of RFP
2. Authority Issuing the RFP
3. Tentative Calendar of Events
4. Availability of RFP Document
5. Venue and Deadline for Submission of RFP

Part II – Background and Scope of Services

Part III – Bidding Terms and Pre-Qualification Criteria

1. Conditions of the Issue of RFP
2. IPR of the Developed as part of this RFP
3. Language of RFP
4. Pre-Qualification Criteria
5. Evaluation of RFP
6. Check List for RFP Submission

Part IV – Formats

1. Letter for Submission of RFP
2. Application Form for Submission of RFP

Part I – General Terms

Proposal for Partnership in Developing Integrated Portal for National Automobile Olympiad (NAO) 2024

Introduction:

We are excited to present this Request for Proposal (RFP) for partnership in developing comprehensive and effective learning for the Automotive Skills Development Council (ASDC) Olympiad. We aim to collaboratively enhance the quality of learning and student growth opportunities through a meticulously crafted Olympiad portal.

Authority Issuing the RFP

- This RFP is issued by the Automotive Skills Development Council (ASDC)
- The contact person for this RFP is Ms. Garima Jhamb and Ms. Kirti

The decision of ASDC about the shortlisting of Partners through this RFP will be final and ASDC reserves the right to reject any or all the RFPs received without assigning any reason.

1. Objective of the RFP:

The primary objective of this RFP is to engage a knowledgeable and experienced partner in the creation of an “Integrated Portal” for NAO. These interventions are intended to:

- Accurately measure and improve student competencies in the automotive sector.
- Provide insightful feedback that fosters individual student growth and learning.
- Align with industry standards to ensure relevance and practical applicability.
- Enhance the overall educational experience through innovative and challenging content.

3. Importance of National Automobile Olympiad (NAO):

The primary objective of this Request for Proposal (RFP) is to solicit the services of a knowledgeable and experienced partner to collaborate in the development of a specialized dashboard tailored for NAO. The portal is designed to fulfill several key objectives:

- **Promotion of Automotive Education:** The Olympiad serves as a platform to promote automotive education and awareness among students and enthusiasts. It fosters interest in automotive engineering, technology, and design.
- **Skill Development:** Participation in the Olympiad allows students to develop practical skills related to automotive mechanics, engineering, and innovation. They learn problem-solving techniques, critical thinking, and teamwork, which are crucial in the automotive industry.
- **Encouraging Innovation:** The Olympiad encourages participants to think innovatively and creatively to solve automotive-related challenges. This fosters a culture of innovation and pushes the boundaries of automotive technology.
- **Talent Recognition:** The Olympiad provides a platform for recognizing and rewarding talented individuals in the field of automotive engineering and technology. It helps identify promising students who may have a future career in the automotive industry.

In summary, the objective of this RFP is to secure a partner who can collaborate effectively in the creation of an Integrated Portal that not only accurately measures student competencies but also provides valuable feedback, aligns with industry standards, and enhances the overall educational experience for participants in the National Automobile Olympiad.

3. Requirements from Partner:

In seeking a partnership for this endeavour, we outline the following essential requirements:

- **Coordination with school and students:** The partner is expected to tailor the portal actively and effectively throughout the Olympiad process to enhance student experiences.
- **Collaboration and Communication:** A high level of collaboration and open communication is required. The partner should work closely with our team and other stakeholders, ensuring transparency and regular updates throughout the project lifecycle.
- **Reporting and Analytics Tools:** Implement robust reporting tools to generate insights and analytics on participant engagement, exam performance, and overall event effectiveness.
- **Customizable Reporting Dashboards:** Develop customizable reporting dashboards within the portal that enable administrators to monitor key metrics, track progress toward goals, and identify areas for improvement.
- **Branding and Promotion:** As a valued partner, our organization has to be prominently featured on the company portal and in related promotional emails. We believe that this partnership should be beneficial, ensuring visibility as per ASDC guidelines.
- **Innovation and Quality:** The partner must bring innovative ideas to the table, ensuring that the Olympiad communication is not only challenging and relevant but also of the highest quality, reflecting current industry standards and practices.
- **Seamless Communication Channels:** Facilitate seamless communication and reporting between different stakeholders involved in the Olympiad, ensuring transparency and accountability throughout the event lifecycle.

This partnership is expected to significantly enhance the educational standards of the NAO, contributing to the development of skilled professionals in the automotive sector.

Conclusion:

Through this partnership, we aim to create a benchmark in educational excellence for the automotive sector. We are looking for a partner who shares our vision of empowering students through quality education and practical skill development. We believe that together, we can make the National Automobile Olympiad a significant milestone in automotive education.

We look forward to receiving your proposal and exploring this exciting opportunity together.

Submission Details:

Please submit your proposal, detailing your approach, experience, and how you meet the above requirements, by 8th March 2024.

Thank you for considering this opportunity to collaborate on this exciting and impactful project.

1. 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 (RFP)	12 st March 24
2	Last date for submission of written questions by the prospective Partners	14 th - 15 th March
3	Clarifications issued by ASDC for the questions raised by prospective Partners	18 th March 24
4	Last date for submission of RFP through email	21 st March 24
5	Last date for submission of the RFP courier	23 rd March 24
6	Opening of RFPs	27 th March 24
7	Evaluation of RFPs and finalization of Applicants for Presentation to ASDC	28 th March 24
8	Presentation to ASDC by shortlisted Applicants	3-5 th April 24
9	Declaration of shortlisted Partner	10 th April 24

2. Availability of RFP Document

Invitation for RFP can be downloaded from the ASDC website (www.asdc.org.in). All prospective partners are expected to carefully read all instructions, forms, terms, requirements, and other details in the RFP documents. Failure to furnish the complete information sought in the RFP documents or submission of a proposal not responsive to the RFP documents in every respect will be at the Partner's risk and may result in the rejection of the RFP.

3. Venue and Deadline for Submission of RFP

The RFP in its complete form in all respects as specified in this invitation of RFP must be submitted to ASDC at the address given below.

Ms. Garima Jhamb/ Ms. Kirti
Automotive Skills Development Council
E-113, Ground floor,
Okhla Industrial Estate Phase 3,
New Delhi- 110020

If you have any questions, please email to garima@asdc.org.in or kirti@asdc.org.in

ASDC may at its discretion extend the deadline for submission of a proposal by issuing an addendum to be made available on the website www.asdc.org.in

Part II – Background and Scope of Services

1. **About ASDC:** Automotive Skill Development Council (ASDC), is the first Sector Skill Council of India, promoted by the Automobile industry, through the Society of Indian Automobile Manufacturers (SIAM), Automotive Component Manufacturers Association (ACMA), and the Federation of Automobile Dealers Association (FADA) along with the Government of India represented by Department of Heavy Industry, Ministry of Skill Development and Entrepreneurship, Ministry of Road Transport & Highways and National Skill Development Corporation (NSDC).

2. **Scope of Work for NAO**

ASDC is seeking proposals from experienced partners to provide portal integration services for NAO. The purpose of this RFP is to solicit competitive proposals from partners capable of integrating a portal to facilitate student registration, exam administration, result announcements, and certification issuance.

- a) **Student Engagement:**
 - Develop and integrate features into the portal that enhance student engagement and participation in the regional Olympiad.
 - Implement interactive elements such as forums, discussion boards, or chat functionalities to facilitate communication among participants.
 - Create gamification features or challenges to incentivize student involvement and promote a sense of competition.
 - Provide tools for students to track their progress, receive feedback on their performance, and set personal goals for improvement.
- b) **Collaboration and Reporting:**
 - Enable collaboration between organizers, educators, and participants through the portal by integrating features for file sharing, document collaboration, and project management.
 - Implement reporting tools to generate insights and analytics on participant engagement, exam performance, and overall event effectiveness.
 - Develop customizable reporting dashboards that allow administrators to monitor key metrics, track progress toward goals, and identify areas for improvement.
 - Facilitate seamless communication and reporting between different stakeholders involved in the Olympiad, ensuring transparency and accountability throughout the event lifecycle.

This partnership is expected to elevate the educational standards of the National Automobile Olympiad (NAO), making it a benchmark in automotive sector education.

- All the documents shall be developed in English and Hindi language.
- The Partner shall dispatch the documents within the timeline specified in the order.
- Ensure timely dispatch of documents as per the specified timeline outlined in the order.
- By fulfilling these responsibilities, the partner will contribute to the success and growth of the NAO, fostering excellence in automotive education.

Part III – Bidding Terms and Pre-Qualification Criteria

1. Conditions of the Issue of RFP

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

2. IPR of the Developed as part of this RFP

- The IPR of the National Automotive Olympiad as part of this RFP shall be solely owned by ASDC.

3. Language of RFP

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

4. Pre-Qualification Criteria

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

a) Experience and Expertise of the Partner in Portal Integration, Specifically for Educational Events:

- The partner's track record in portal integration, particularly for educational events, will be assessed. This includes their 3 years of experience in developing and implementing portals tailored to educational institutions or similar organizations.
- Evaluation will focus on the partner's proficiency in designing portals and integrating with our ASDC portal that effectively meets the unique requirements and challenges associated with educational events, such as student engagement, exam administration, and result management.

b) Alignment of Proposed Solution with ASDC Requirements:

- 1 + Years of Experience in managing portal integration and a history of managing with 50,000 minimum registrations.
- The extent to which the proposed solution includes an understanding of our organization's (ASDC) goals aligned with the specific needs and objectives of our organization will be evaluated.
- This criterion assesses how well the partner understands our requirements and whether their proposed solution addresses key challenges and objectives outlined in the RFP.

c) Cost-Effectiveness and Value for Money:

- The cost-effectiveness and overall value proposition of the partner's proposal will be scrutinized.
- Evaluation will consider not only the initial cost of implementation but also the long-term value derived from the proposed solution.
- Partners offering competitive pricing structures, transparent cost breakdowns, and clear ROI projections will be favorably evaluated.

d) Quality of Proposed Methodology and Approach:

- The quality and feasibility of the partner's proposed methodology and approach will be assessed.
- This includes evaluating the clarity, comprehensiveness, and practicality of the proposed

implementation plan, including timelines, milestones, and project management strategies.

- Proposals demonstrating a well-defined and systematic approach to portal integration, with clear steps for execution and risk mitigation, will be given preference.

e) References and Past Performance of the Partner:

- The partner's past performance, as evidenced by client references and case studies, will be reviewed by positive testimonials, successful project implementations, and a history of satisfied clients will enhance the partner's credibility and likelihood of selection.
- Evaluation will consider factors such as the partner's reputation, reliability, and ability to deliver results within stipulated timelines and budgets.

f) Evaluation of RFP and Selection of Partner

Evaluation of RFP will be done in 2 stages:

STAGE 1

Technical Bid:

Technical Bid is divided into two Criteria.

Criteria 1: Weightage 40 marks

Quality Criteria/ Experience of Olympiad	Marks
3 Years of Experience in educational events, such as student engagement, exam administration and management, and result management including Olympiads or similar educational initiatives. >10 years- 10 marks >3 years up to 5 years- 7 marks 0-3 years- 3 marks	10
Years of Experience in managing portal integration and a history of managing with 50,000 minimum registrations. >1,00,000 registrations- 10 marks 50,000- 1,00,000 registrations - 7 marks 0-50,000 registrations- 3 marks	10
Integration of the below on the portal 1. Student Registration 2. Learning Management System (LMS) 3. AI-proctored assessment platform All 3 points- 10 marks Any of the 2 points- 7 marks Any of the 1 points- 3 marks	10
Years of experience in managing projects related to software integration. >5 projects- 10 marks 2-4 projects- 7 marks 0-1 projects- 2 marks	10

Olympiad Chain of Activities	Timelines
Written Qualifying Test	July-August
Results Qualifying	September
Regional Finals	October
Results Regional Finals	October (last week)
National Finals	November

Award Ceremony	December
----------------	----------

Criteria 2: Weightage 30 marks

Presentation by prospective Partner to the CEO of ASDC

STAGE 2

Financial Bid- 30 marks

- Financial proposal to be submitted.

General Terms:

- Selection of final Partner shall be made as per the highest total marks received adding all the four selection criteria among the top Five shortlisted applicants after the presentation.
- ASDC may finally shortlist one Partner as part of this partnership.
- The proposal needs to be submitted in 2 separate sealed documents.

g) Check List for RFP Submission

Applicants should ensure that the following documents are submitted with documentary evidence while submitting the completed RFP:

- Letter of Submission of RFP (Form 1 in Formats)
- Application Form of RFP (Form 2 in Formats)
- Copy of the Registration Certificate of the Partner
- Copy of GST Registration Certificate (if any)
- Copy of Audited Balance Sheet for the last 3 years
- Copy of a Self-certification
- Copy of recommendation letter from 2 partners

Form 1

Letter for Submission of RFP

Date:

Place:

Automotive Skills Development Council
E-113, Ground floor,
Okhla Industrial Estate Phase 3,
New Delhi- 110020

Subject: Submission of RFP for National Automobile Olympiad (NAO) in Partnership with ASDC

We hereby submit our RFP in response to the application for RFP for Olympiad Partner and related document (as mentioned in Part 2, scope of work) Development issued by ASDC and we hereby confirm the following:

1. The RFP submitted by _____ (Name of the company) is as per the Terms and Conditions of the RFP issued by ASDC.
2. We have examined in detail and have understood and abide by all the terms and conditions stipulated in the RFP Document issued by ASDC. Our application is consistent with all the requirements stated in the RFP Document.
3. The information submitted in our application is complete, is strictly as per the requirements as stipulated in the RFP Document and is correct to the best of our knowledge and understanding. We shall be solely responsible for any errors, omissions, or misrepresentations in our Bid.
4. We understand that ASDC reserves the right to cancel this RFP at any time without assigning any reason whatsoever.
5. This RFP is valid for a period of 90 days from the time of submission.

Signature of Authorized Representative of the Company
(along with Company Stamp)

Designation:

Form 2

1. Application Form for Submission of RFP

1.1 Applicant Details

Name of Organization	
Address	
Email	
Contact Person	
Contact Mobile/ Landline	
Website	
Company Registration Type and Registration Number	
Total Number of Employees	
Year of Incorporation	
Total Experience of working in educational events	
Annual Turnover of Company	2022-23 2021-22 2020-21

1.2 Project Details (Details of any Event/Olympiad executed in the last three years)

S. No.	Name of Client	Details of work

1.3 List of Sector Skill Councils with whom the applicant has an Educational Event/Olympiad partnership MOU.

S.No.	Name of Sector Skill Council	Nature of work done

I hereby declare that the information provided is true to the best of my knowledge.

Signature of Authorized Representative of the Company
(along with Company Stamp)

Designation: