



# Request for Proposal (RFP)

## Development Of National Occupational Standards For Job Roles in Mining Industry

Issued by:  
Skill Council For Mining Sector  
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## SKILL COUNCIL FOR MINING SECTOR – AN INTRODUCTION

Skill Council for Mining Sector (SCMS) is a Not-for-Profit organization, registered under section 25 of the Indian Companies Act, 1956 and the Companies Act, 2013, to the extent applicable. The Council has been promoted by Federation of Indian Mineral Industries (FIMI) with financial support from National Skill Development Corporation (NSDC).

The key factors affecting the human resources and skill requirement in the Indian Mining Industry are technology up-gradation, increase in productivity to meet the growing demand, stringent environment and sustainable development framework, globalization, ageing profile of workforce and long gestation period for skill acquisition. Given the estimated increase in the mining output as well as the expected changes in the productivity levels, the total employment in the mining industry is estimated to increase from the present level of 9.5 lakhs to 11 lakhs by the year 2017 and 12lakhs by the year 2025.

The demand and supply gap of skilled human resources in the mining sector are expected to grow from present figures of 1,500 to 1,750 geoscientists and from 3,000 to 5,500 mining engineers by 2022. The training needed for this category would have to be catered to by GSI, IBM, Federation of Indian Mineral Industries (Sustainable Mining Initiatives) and in-house specialists from industry. While this task itself is challenging, a much greater challenge lies in urgent and simultaneous need to up-skill or reskill 50-55% of skilled & semi-skilled manpower and unskilled workers of the Indian mining industry for which there is no credible industry specific institute in the country.

In order to promote skill development and vocational education in the mining sector, Skill Council for Mining Sector (**SCMS**) has been set up whose objectives will be aligned to National Skill Development Corporation (NSDC) Mission which is being actively supported by the Government of India. SCMS will step in to fill in the institutional gap that exists to develop necessary frameworks to usher the National Occupational Standards (NOS) in the mining sector, curriculum validation, accreditation and quality assurance of skill development and vocational education institutes, conduct labour market research, evangelize the skills development mission with underprivileged sections of society (particularly the tribal and backward areas) with an aim to contribute to human capital development of the nation and achieve inclusive growth.



The specific mandates of SCMS in accordance with objectives set out by NSDC for each SSC are as:

- a) Initiate skill cataloguing for the mining industry beginning with selected key skills across the sector and expand that to cover other skills in phases.
- b) Create comprehensive 10-year skill development plan for the catalogued skills in the mining industry. Take proactive lead to revise this plan on a regular basis.
- c) Develop skill competency standards and qualifications requirements aligned to mining industry needs and statutory requirements. After consultations, this would culminate in to finalizing the National Occupational Standards (NOS) for the mining industry. These would be periodically updated to keep pace with technology and other changes.
- d) Working with industry stakeholders, Government agencies and NSDC to set up a Labour Market Information System (LMIS). The LMIS shall also contain a skill inventory of qualified candidates and employment opportunities with appropriate access rights.
- e) Standardize the processes of affiliation and accreditation and participate in these processes
- f) Identify and create a pool of trainers, train and nurture the trainers
- g) Promote academies of excellence, institute measures of reward and recognition

## REQUEST FOR PROPOSAL

- ☞ SCMS seeks RFP from reputed consulting firms, consortiums which can undertake the job of development of “National Occupational Standards” as per the scope given in the RFP documents.
- ☞ SCMS, through this Request for Proposal (RFP), seeks to select competent consulting firms / consortiums with relevant experience and capabilities to develop National Occupational Standards (NOS) for selected job roles based on the envisaged career path in the mining industries in India.

## PROJECT SCOPE & BRIEF

India is endowed with significant volume of mineral deposits. It is estimated that India holds abundant reserves of minerals such as non-coking coal, iron ore, bauxite (metallurgical grade), dolomite, gypsum, limestone and mica; adequate level of reserves

of minerals such as lignite, chromite (metallic), manganese, zinc, graphite; but is deficient in mineral reserves such as coking coal, chromite (refractory), bauxite (chemical grade), copper, lead, apatite, rock phosphate and kyanite. India produces 86 minerals, which include 4 fuel minerals, 10 metallic, 46 non-metallic, 3 atomic and 23 minor minerals (including building and other materials). The Eastern States –Jharkhand, Chhattisgarh, Odisha and Southern States –Andhra Pradesh, Karnataka -as well as Rajasthan in Western India are the most important minerals – rich regions in the country. India has high reserves of mica, iron ore, limestone, bauxite barites, chromite, manganese and coal. It finds a place amongst the top ten countries globally for these ores. The industry is characterized by a large number of small operational mines.

### Mining Lease Distribution as per area in India

S.No.	Frequency (ha)	No. of Leases	% of Total Leases	Area in '000 Ha
1	0 to 10	6,714	61	27
2	10 to 20	1,064	10	15
3	20 to 50	1,358	12	45
6	50 to 100	919	8	68
7	100 to 200	447	4	63
8	200 to 500	293	3	89
9	Above 500	208	2	241
<b>Total</b>		<b>11,003</b>	<b>100</b>	<b>548</b>

Source: IBM (As on 31<sup>st</sup> March 2011)

- 61% of leases < 10 ha
- 22% of leases between 10 to 50 ha
- Only 17% of leases are > 50 ha and beyond 500 ha

The total value of mineral production (excluding atomic minerals) during 2012-13 is estimated at 482368 million (US\$ 8770 million) which shows a decrease of about 8.61% over that of the previous year. The fuel minerals account for 62% to the total value of mineral production followed by metallic minerals at 22%, non-metallic minerals 3% and minor minerals 13%. India's ranking in world production was 2<sup>nd</sup> in barites, chromite and talc/steatite, 3<sup>rd</sup> in coal & lignite and bauxite, 4<sup>th</sup> in iron ore, 5<sup>th</sup> in manganese ore and steel (crude), 7<sup>th</sup> in zinc and 8<sup>th</sup> in aluminium.

Mining is essentially of two types, Open pit mining and underground mining. These can be categorized in following sub-sectors:

- a) Metals
  - Ferrous minerals like Iron Ore, Chromite, Manganese etc.
  - Non-Ferrous minerals like Bauxite, Copper, Lead, Zinc etc.
- b) Industrial minerals like Limestone, Gypsum, and Soapstone etc.
- c) Energy Minerals like Coal, lignite, oil, gas etc.
- d) Construction materials like granite, marble, sandstone, graphite etc.
- e) The other methods are quarrying and placer mining. Placer mining is widely used techniques for winning precious metals / minerals from sand and gravel deposits at or near the surface.

The key factors affecting the human resources and skill requirement in the Indian Mining Industry are technology up-gradation, increase in productivity to meet the growing demand, stringent environment and sustainable development framework, globalization and ageing profile of workforce and long gestation period for skill acquisition. The core activities in the mining industry are exploration, overburden removal, mining operation, beneficiation and rehabilitation of mining area at the time of closure etc.

National Occupational Standards (NOS) describe what an individual needs to do, knowledge and understanding in order to carry out a particular job role or function. SCMS will work with the mining industry, employers, statutory bodies like Director General of Mine Safety, Indian Bureau of Mines and other standards setting organizations for developing skill competency standards and qualifications requirements. It is envisaged that each skill area would have multiple competency tiers which after deliberations are to be approved by National Skills Qualification Committee (NSQC) would be aligned to the National Skill Qualification Framework (NSQF) of Govt. of India, Ministry of Labour and Employment. The collection of approved competency standards would be released in lots and be adopted as National Occupational Standards for mining industry. The competency standards will be reviewed for updating at least once in every three years.

### **Scope of Work**

***The scope of this project shall include but not necessarily be limited to the following tasks:***

- A.** Research, Analysis and Assessment of given Job Roles within Skilled & Semi Skilled and Skill level-II segment of mining industry:

### Demand Side:

- The validation of the given 100 (hundred) job roles under 23 (Twenty three) occupational trades like Maintenance, Ore Beneficiation, Ore operator, Mining Mates, Lab Assistant, Safety Supervisor, Survey techniques, Fitter, Sort firer, Heavy Earth Moving Machine (HEMM) Operators, fire Tender operator, Driller, Welders, Rubber vulcanization, Rubber liner, Slicing Specialist, Loader, tyre Mechanics, Liebherr Loader, Tipper Driver, Dumper & Dozer operator, Shovel Operator, Crane operator, Serang etc. have to be done as per the sector profile & requirement considering the geographical variations and location of mining industries (state-wise) and workforce at various levels.
- Job role functions to be on modular basis with anticipated changes in employment patterns and future requirements. A study on the number of job roles available in Key sub-sectors and verticals such as key sub-sectors and verticals such as Ferrous minerals, Non-ferrous minerals, non-metallic minerals and industrial minerals etc. and emerging demands to be carried out with discreet analysis.
- We have already developed 10 Job roles & approved by Qualification Registration Committee (QRC) of NSDC. Details are given in **Annexure-IV**.

**Clarifications:** In addition to using secondary data, the SCMS is expecting the consulting firms to do a survey of mining industries (minimum size >50 hectares companies in the mining industries) across India and across verticals. The objective is to ascertain:

- Size & Profile of the Sector
- Expected growth of the sector
- Existing workforce (categories + numbers) and work specifications / job roles
- The existing career path if any
- Anticipated changes in the employment patterns and future requirements (categories + numbers)

### Supply Side:

- Identify the existing supply sources (formal and non-formal Skills Training Centers / institutes, it is, Vocational Training centers etc.
- How the existing demand of Job Roles is being met with?
- Develop a database of existing training programs in the desired segment across industry, academic levels and 'vocational' in mining stream.

### **B. Occupational Mapping**

- Identify & validate all the entry level occupations & job role across mining industry.

- Profiling of Job Roles, including expected outcome and competencies required to achieve the expected outcome.
- Career paths / Opportunity for progression, commencing from entry level to the senior positions.
- Identification and Elucidation of skill deficiencies / gaps in Health, Safety, Environment, generic social and domain specific.
- Employment opportunities for school drop outs/unemployable academically qualified youth.

### **C. Functional Analysis**

- Functional analysis is the main tool used to develop National Occupational Standards for each Job Role.
- It involves analyzing areas of work and identifying the outcomes that people should achieve.
- Functions mean the activities a person is expected to do as part of his / her job. They must have a clear purpose and outcome that are valuable to the employer.

So the functional analysis should follow the stages given below:-

#### **Key Purpose**

- Identification of Functions (Tasks): “What needs to happen to achieve the key purpose? ”that is the key elements of performance.
- Identification of Possible NOS Title: “What needs to happen to achieve each function?”

For each NOS, identify performance (Skill), Knowledge and Assessment criteria:

- Performance / Skills: What are the activities for each element in each NOS, which are to be performed?
- Knowledge: What is the underpinning knowledge attributes which are to be understood to perform each of the above activities.
- Assessment: What are the must, should & could criteria on which a candidate has to be assessed.

### **D. Development of National Occupational Standards**

- Develop National Occupational Standards & Qualification Packs for Occupations which cover 80% of workforce segments of mining industry.
- Validation through Key Stakeholders
- Prioritizing as per the demand of the sector
- Finalized version of NOS and Sustainability Plan to maintain the relevance and currency of NOS





- While preparing occupational standards, all existing standards in Mining industry, including those in other countries, shall be studied and assessed and best practices be taken into consideration.
- National Occupational Standards should categorically mention Function, Description and Competencies –Knowledge (Generic and Domain Specific), Skills (Generic and Domain Specific) and Assessment Criteria.

**Occupational Standards should also have:**

- Unique Reference Number: A combination of 3 letter and 4 numbers code that Identifies the standards has been setup by Skill Council For Mining Sector.
- Qualification Packs to define the set of NOS which are aligned to one Job Role.

**(Please refer to the attached “NOS Protocol”, prepared by NSDC)**

## SCHEDULE OF EVENTS

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

Event	Target Date
RFP issued to the Vendors / Published on the website	25 <sup>th</sup> Aug, 2014
Submission of Queries & clarification through mail / in hard copy	10 <sup>th</sup> Sept, 2014
Pre-Bid Meeting with Consulting Firm / Consortia	29 <sup>th</sup> Sept, 2014
Last date of submission of Proposals	11 <sup>th</sup> Oct, 2014
Presentation by Vendors	15 <sup>th</sup> & 16 <sup>th</sup> Oct, 2014
Award of Contract by SCMS	19 <sup>th</sup> Oct, 2014
Commencement of implementation of Project	29 <sup>th</sup> Oct, 2014

\* The dates furnished above are subject to revision by SCMS.

## PROJECT DELIVERABLE & TIMELINES

S.No.	Activity	Time line
1	Commencement of Implementation of Project	29 <sup>th</sup> Oct, 2014 (T)
2	Inception report	T + 2Weeks
3	Presentation on Research, Analysis and Assessment of the Job roles and their grouping as Sub-Sectors	T + 6Weeks
4	Report on Occupational Mapping	T + 10Weeks
5	Report on functional Analysis	T + 12Weeks
6	Presentation on Interim Report on NOS for Functions/Job Roles	T + 14Weeks
7	Presentation of the final report on NOS after taking into consideration the advice / views of SCMS and also after extensive consultation with stakeholders to ensure their validation	T + 16Weeks
8	Presentation of NOS, QP, Assessment Criteria and Sustainability plan to maintain relevance of NOS based on modules.	T + 18Weeks

## PROPOSAL OPENING AND EVALUATION CRITERIA

SCMS has constituted a National Committee on NOS (comprising industry members, Executive group and CEO of SCMS) to open and evaluate the responses of the bidders to the RFP. Select bidders would be required to make a presentation to the SCMS National Committee on NOS.

**Evaluation of Bid:** A two-stage Evaluation Criteria will be adopted in evaluating the bids.

- ❖ **The commercial bids will be opened and evaluated of only those consortia / consulting firms which fulfill the following conditions:**
  - √ **Prior Experience with regard to Preparation of NOS / Courses, Curriculum & Syllabus for Sector Skills Councilor any Govt. Department / Ministry in India or abroad &**
  - √ **Secure at least minimum technical score of 70%ofthe obtainable score of 100 points.**
- ❖ **Financial Bid:** The Bidder shall indicate the prices of services it proposes to supply under the contract.

**Clarification:** The financial bids should cover the following, as given in the scope of work.

Services	Fee for Services (Indian)
<ul style="list-style-type: none"> <li>➤ Research, Analysis and Assessment of the number of Job Roles of Sub Sector / Occupations for which the bidding is being done (As per Activity 1,2,3 of Project Deliverable and Timelines)</li> <li>➤ Occupational Mapping (As per Activity 4 of Project Deliverable and Timelines)</li> <li>➤ Functional Analysis</li> </ul>	
<ul style="list-style-type: none"> <li>➤ Creation of NOS of Job Roles (As per Activity 6,7,8of Project Deliverable and Timelines)</li> </ul>	
Total	

**Combined Techno-commercial evaluation:** In respect of all the qualified Bidders, in whose case, the commercial Bid has been opened a combined techno-commercial evaluation will be done by the SCMS as per the following procedure:

A combined “Score(S)” will be arrived at after considering the nominal commercial quote and the marks obtained in technical evaluation with relative weights of 30% for commercials and 70% for technical. The combined evaluation shall be made by applying weightages of 70 and 30 for the technical and commercial scores according to the following formula:

$$\text{Combined score of A} = 70 * \left[ \frac{\text{Tech Score of A}}{\text{Highest Tech Score}} \right] + 30 * \left[ \frac{\text{Lowest Financial Bid}}{\text{Financial Bid of A}} \right]$$

On the basis of the above combined weighted score, the bidders shall be ranked in terms of the total combined score obtained. The Bidder with the highest combined score (H-1) will be declared successful and shall be recommended for award of the contract. After the identification of the successful Bidder, SCMS will follow the internal procedure for necessary approvals and thereafter proceed with notification of award of contract.

**Example:**

S.No.	Bidder	Technical Evaluation Marks (T)	Nominal Bid Price (C)	(Lowest C /C) *30	(T / Highest T)*70	Score (S) (Out of 100)
1	ABC	95	71	0.85*30=25	1.00*70=70	95
2	UVW	85	65	0.92*30=28	0.89*70=62.3	90.3
3	XYZ	80	60	1.00*30=30	0.84*70=59	89

In the above example, ABC, with the highest score (H-1) becomes the successful bidder.

## **Technical Bid**

Consortia / Consulting Firms must

- A. Have Prior Experience with regard to Preparation of NOS, Curriculum, and Syllabus, Courses for Sector Skills Council / Govt. Department / Ministry either in India or abroad.
- B. Secure minimum technical score of 70% of the obtainable score of 100 points

S. No.	Evaluation Criteria / Definition	Point	
1	<b>Profile of the Firm / lead Bidder/ Consultants Executing the Project</b>	25	
	Members executing the project having minimum 3 years of relevant experiences (NOS, HR, Vocational Education, Talent Supply Management etc.)		15
	Team with experience in mining will be given a preference		10
2	<b>Spread and Reach of the Consortium/ Consulting Firm</b>	15	
3	<b>Experience of the Consortium / Consulting firm in mining projects in India.</b> (Any project in addition to experience of creating NOS in Mining Sector / any other Sector in India and abroad which is a must / experience In working with Department of Mining – as given above “A”). The Objectives is to understand the depth and knowledge base available with the consortium / consulting firm in mining sector, necessary for successful execution of the project. Every relevant project to get 5 marks, maximum 3 citations.	15	
4	<b>Overall Understanding of the Project</b>  (Overall Understanding of the project and knowledge of National	15	
5	<b>Approach &amp; Methodology of Execution</b>  (Description of the methodology to be adopted to execute the project. This includes approach, processes, research, access to data primary and secondary, key activities, work plan with timelines, and	15	
6	<b>Timelines for Execution</b>  (Capacity to achieve milestones and complete the project timelines as defined in the RFP)	15	
	<b>TOTAL</b>	100	

**Financial Bid:** The Bidder shall indicate the prices of services it proposes to supply under the contract. 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. In case of upward revision to duties and taxes the Bidder will be responsible to incur the additional cost. The Bidder has to include all costs like Travel, Lodging and Boarding, Local Travel expenses etc. incurred during the implementation and SCMS will not bear any additional costs on these.

## PROPOSAL CONTENT GUIDELINES

In order to facilitate the evaluation by the SCMS National Committee on NOS and to ensure each proposal receives full consideration, proposals should be accompanied by the documents as listed below:

### **Proposal Submission Letter along with Table of Contents, Executive Summary, Vendors Profile**

Technical Proposal along with:

- ❖ A Descriptive note on the Project and deliverables as per your understanding.
- ❖ Approach paper with details on methodology: This section should demonstrate the Bidder's responsiveness to meet or exceed the specifications, given by SCMS. The Description below briefly describes the proposed methodology. The selected vendor May suggest changes / additions / modifications for more effective achievement of the objective by:
  - Referring to there search studies which have already been conducted so as to have an overall understanding of the Human Resource structure in the mining industry.
  - Industry survey to determine the emerging demands for various Occupations / Job Roles in mining Industry.
  - Discussions with Industry stakeholders to carryout Occupational Analysis and develop Occupational Maps.
  - Carry out functional analysis to identify all purposeful activities required to perform the function.
  - Identification of existing NOS, if any available, and refer to the same for carrying out functional mapping and developing NOS for the mining industry.
  - Referring to NOS already in existence in other countries (US, UK, Canada, Australia) so as to ensure benchmarking
  - Development of NOS with the following characteristics:

- i. Clear, concise and readable, in unambiguous language.
- ii. Flexible to accommodate changes in future
- iii. Self-sufficient with minimum cross references
  - Matching the NOS required as per current skills and projected skills and incorporating potential education and training needs in the future to fill in the gap.
  - The format of NOS and Qualification Pack would be exactly as laid down in NSDC Protocol attached.

Prior Experience with regard to Preparation of NOS/ Courses/Curriculum & Syllabus– Details to be attached

Profile of Consultants Executing the Project- Details to be attached Spread and Reach– Details of office / operations across States / regions time-lines for execution of the project – your- estimates.

### **PROPOSAL PREPARATION COSTS**

- The bidder is responsible for all costs 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 SCMS to facilitate the evaluation process and in negotiating a definitive Contract or all such activities related to the bid process. SCMS will in no case be responsible or liable for those costs, regard less of the conductor outcome of the bidding process.
- This RFP does not commit SCMS to award a contract or to engage in negotiations. Further, no reimbursable cost may be incurred in anticipation of award or for preparing this bid
- All materials submitted by the bidder become the property of SCMS and may be returned completely at its sole discretion.

### **BIDDERS' INQUIRIES AND SCMS'S RESPONSES**

All enquiries / clarifications from the bidders related to this RFP must be directed in writing exclusively to Mr. L.P.SONKAR, CEO, Skill Council For Mining Sector at his email id: scms@skillcms.in.



## **VENUE AND DEADLINE FOR SUBMISSION**

Proposals must be received at the address specified below by 1700 hours on 11<sup>th</sup> Oct, 2014 by the authorized representative mentioned in the document.

Mr. L P Sonkar

Chief Executive Officer

Skill Council for Mining Sector

FIMI House, B-311, Okhla Industrial Area, Phase-I, New Delhi – 110 020

Tel: 91-11-26814596

Tele fax: 91-11-26814594

Email: [scms@skillcms.in](mailto:scms@skillcms.in)

- ❖ Any proposal received by the SCMS after the above deadline shall be rejected and returned unopened to the Bidder.
- ❖ The bids submitted by fax / e-mail etc. shall not be considered. No correspondence will be entertained on this matter.
- ❖ SCMS shall not be responsible for any postal delay or non-receipt/non-delivery of the documents. No further correspondence on the subject will be entertained.
- ❖ SCMS reserve the right to modify and amend of the above stipulated.

## **GENERAL INSTRUCTIONS**

- Consulting Firms / Consortia submitting the proposal must be a legal entity duly incorporated under the law.
- Must have a Permanent Account Number (PAN) from Income Tax authorities.
- All the communications to SCMS including the proposal and the bid documents shall be signed on each page by the authorized representative of the bidder and authority letter should be attached with the bid.
- The bidders should submit their proposal in 2 sets of printed copies and a NRW CD as a single file in .pdf format.

The Bid should be submitted in two separate envelopes.

- Technical Proposal
- Financial Bid
  - All pages of the proposal must be sequentially numbered and shall be initialed by the Authorized Representative of the bidder.



- The technical part of the Proposal should not contain any pricing information what so ever on the services offered. Pricing information shall be separated and only contained in the Financial Bid.
- 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.
- All prices shall be quoted in Indian Rupees (INR).
- Proposals shall remain valid for On Hundred and Twenty (120) days after the date of proposal submission prescribed by the SCMS. A Bidder granting there quest will not be required nor permitted to modify its proposal.

The Bidder shall seal the Proposal in one outer and two inner envelopes, as detailed below.

The outer envelope shall be addressed to:

Mr. L P Sonkar

Chief Executive Officer

Skill Council for Mining Sector

FIMI House, B-311, Okhla Industrial Area, Phase-I, New Delhi – 110 020

Tel: 91-11-26814596

Tele fax: 91-11-26814594

Email: [scms@skillcms.in](mailto:scms@skillcms.in)

Marked Clearly Proposal for–“Development of National Occupational Standards (NOS) of Job Roles in Mining Industry”

- (a) Both inner envelopes shall indicate the name and address of the Bidder.
- (b) The first inner envelope shall contain the technical information with 2 hard copies duly marked “Original” and “Copy” and one soft copy.
- (c) The second inner envelopes shall include 2 copies of the Financial Bid duly marked “Original” and “Copy”.
- (d) The hard copies of the Technical proposal and Financial Bid should be in separate Sealed envelopes, clearly marked as “Response to RFP for Development of NOS for Job Roles in Mining Industry”(Technical proposal or Financial Bid – as the case may be)
- (e) The outer envelope shall indicate the name and address of the bidder to enable the proposal to be returned unopened in case it is declared “late”.

Both inner and outer envelopes shall be addressed to SCMS at the specified above.



The Bidder may withdraw its Proposal after the Proposal's submission, provided that written notice of the withdrawal is received by the SCMS prior to the deadline prescribed for submission of Proposals.

## **RIGHT OF SCMS**

- At any time, may, for any reason, modify the RFP Document by an amendment.
- The amendment will be intimated to all proposers who confirm their intention to participate by email.
- In order to accord prospective Bidders reasonable time to take the amendment into account in preparing their bids, SCMS may, at its discretion, extend the last date from the receipt of the Bids.
- The bidders are allowed to resubmit their bid-if required, after such amendments.
- If SCMS deems it appropriate to revise any part of the 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.
- SCMS may at its discretion, extend the deadline for submission of proposals by issuing a corrigendum through email to all confirmed proposers, in which case all rights and obligations of the project and the bidders previously subject to the original deadline will thereafter be subject to the deadline as extended.
- SCMS may terminate the RFP process at anytime without assigning any reason. SCMS Makes no commitments, express or implied, that this process will result in a business transaction with anyone.
- SCMS reserve the right to accept or reject any proposal, and to annul the short listing process and reject short listing process and reject all responses at any time without thereby incurring any liability to the affected Bidder or Bidders or any obligation to inform the affected bidder or bidders of the grounds for SCMS'S action.

## **PAYMENT TERMS AND CONDITIONS**

1. The contract(s) signed with the successful consultant(s) will be a fixed price contract.
2. 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.
3. Payments shall be made within 15 days by SCMS after submission of the invoice or claim by the Service Provider and upon verification and certification by the concerned official. CEO & Head Standards of Executive Group shall certify corresponding milestones agreed and achieved.

4. Payments shall be made in Indian Rupees / INR.
5. Amount payable to the Service Provider as stated in the Contract shall remain non-negotiable and fixed during the tenure of the Contract.
6. 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:

S.No.	Activity	Payment terms
1	Commencement of Implementation of Project	5%
2	Inception report & approval	10%
3	Subject to approval after the Presentation on Research, Analysis and Assessment of the Job Roles based on Sub-Sector	20%
4	Subject to approval of report on Occupational Mapping	10%
5	Subject to approval of report on Functional Analysis	15%
6	Subject to approval after presentation of Interim Report on NOS For Functions / Job Roles	15%
7	Subject to approval after the presentation of the final report on NOS after taking into consideration the comments of SCMS	20%
8	Subject to approval after the presentation of NOS, QP, Assessment Criteria & Sustainability Plan to maintain relevance of NOS	5%

## AWARD OF CONTRACT

- To assist in the examination, evaluation and comparison of Proposals, SCMS may at its discretion, asks the Bidder for clarification / seek information on the proposal.
- Arithmetical errors in the proposal will be rectified on the following basis. If there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail and the total price shall be corrected. If the Bidder does not accept the correction of errors, its proposal will be rejected.
- Review meeting with SCMS will be held within 2 weeks of start of the Project and every two weeks in the following weeks or as and when required.
- The decision of the SCMS Sub-Committee on NOS in the evaluation of proposals shall be final. No correspondence will be entertained outside the process of negotiation / discussion with the Committee.

- SCMS 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.
- The contract would clearly mention the Service Levels Agreement for all milestones with defined tasks and timelines.
- The Bidders performance to Service Levels will be assessed as per agreed Service Level Agreements (SLAs). Default will occur if Bidder fails to meet the target service levels, as measured on a monthly basis, for a particular Service Level.
- All delays, failures to adhere to the SLAs will attract a financial penalty. This will be mutually decided by the selected bidder and SCMS while signing the contract.
- Within 3 days of receipt of the contract the successful Bidder shall sign and date the contract and return it to the Purchaser.
- The SCMS reserves the right to:
  - Reject any or all proposals received
  - Enter into negotiations with one or more Bidders on any aspects of the proposal
  - Accept any proposal in whole or in part
  - Award or negotiate one or more consultancy agreements
  - Verify any or all information provided in the proposal
- The contract to be entered into will be finalized mutually between selected vendor and SCMS and will contain standard terms and conditions. If, in the opinion of the SCMS, it appears that a contract will not be finalized with the selected vendor within three(3) days, negotiations with other vendors submitting responsive proposals may be undertaken.
- Final Report will be validated by the SCMS, Sub-committee on NOS & Governing Council of SCMS.



## Annexure-I

### Proposal Submission Letter

#### (RFP for Developing National Occupational Standards for Select Job Roles in the Mining Sector)

(to be on Proposer's letterhead)

To:

**Mr. L.P.Sonkar**

Chief Executive Officer  
Skill Council for Mining Sector

FIMI House, B-311, Okhla Industrial Area, Phase-I, New Delhi – 110 020

Tel: 91-11-26814596

Tele fax: 91-11-26814594

Email: [scms@skillcms.in](mailto:scms@skillcms.in)

Dear Sir/Madam,

We, the undersigned, as Proposer, having examined the complete RFP document do here by offer to develop **National Occupational Standards for selected Job Roles in the Mining Industry by SCMS** in full conformity of your requirements as elaborated in RFP for the amounts mentioned by us in the Financial bid or such other sums as may be agreed to between us.

We hereby agree to all the terms and conditions stipulated in the RFP and submit here with our proposal for the said Project.

Yours  
faithfully,

(Authorised Signatory)

In the capacity of \_\_\_\_\_ duly authorized to sign the proposal for and on behalf of Principal Proposer.



## Annexure-II

### Letter for Submission of Technical Bid (to be on Proposer's letterhead)

To

**Mr. L.P.Sonkar**

Chief Executive Officer  
Skill Council for Mining Sector

FIMI House, B-311, Okhla Industrial Area, Phase-I, New Delhi – 110 020

Tel: 91-11-26814596

Tele fax: 91-11-26814594

Email: [scms@skillcms.in](mailto:scms@skillcms.in)

Dear Sir

Sub: **Your RFP for “Developing National Occupational Standards for Select Job Roles in the Mining Sector”**

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

- 1. A Descriptive Note on the Project & Deliverables**
- 2. Approach Paper with details on methodology**
- 3. Details of Prior Experience with regard to Preparation of NOS**
- 4. Profile of Consultants Executing the Project**
- 5. Company Profile, including date of establishment**
- 6. Nature of Business**
- 7. Turnover and Profits of last 3 years**
- 8. Details of office / operations across states / regions**

We certify that all statements made 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 SCMS 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 SCMS may consider appropriate.

We understand that SCMS is not bound to accept the offer and that SCMS has the right to reject the offer without assigning any reasons whatsoever.

Yours faithfully,

Authorised Proposer Signatory

(Name & Designation, seal of the firm)

Encl.: As above



**Annexure- III**

**Letter for Submission of Financial Bid**  
(to be on Proposer's letterhead)

To:

Date

**Mr. L.P.Sonkar**

Chief Executive Officer  
Skill Council for Mining Sector

FIMI House, B-311, Okhla Industrial Area, Phase-I, New Delhi – 110 020

Tel: 91-11-26814596

Tele fax: 91-11-26814594

Email: [scms@skillcms.in](mailto:scms@skillcms.in)

Dear Sir/Madam,

**Sub: Your RFP for “Developing National Occupational Standards for Select Job Roles in the Mining Sector”**

Having examined and understood the proposal documents and terms and conditions, the undersigned, offer to develop **National Occupational Standards for Job Roles in the Mining Sector**” in conformity with the said proposal documents for the sum of.....(Rs. ).

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, together with your written acceptance there of and your notification of award, shall constitute a binding Contract between us.

(Signature)

(Name) (in the capacity of)  
duly authorized to sign  
proposal for and on behalf  
of the Proposer.

Encl.: Schedule of prices (Financial Bid)

## Annexure-IV

### Details of developed QPs :

Sr. No.	Name of QPs	Level
1.	Bulldozer Operator	4
2.	Rig Mounted Drill Operator	4
3.	Dumper –Tipper Operator	4
4.	Excavator Operator	4
5.	Persons Handling Explosives	3
6.	Mechanic / Fitter	3
7.	Loader Operator	4
8.	Mazdoor / Helper	1
9.	Sprinkler and other Vehicle Drivers	4
10.	Wire Saw Operator	4

For more details please visit our website: [www.skillcms.in](http://www.skillcms.in)