



REQUEST FOR PROPOSAL FOR ON-BOARDING OF 'ASSESSMENT AGENCIES' WITH "POWER SECTOR SKILL COUNCIL"

RFP Release date	19-06-2026
Last date for Submission of Applications	13-07-2026



Section 1: Introduction

1.1 Power Sector Skill Council (PSSC)

Power Sector Skill Council (PSSC) has been set up as a **Not-For-Profit Society under Society Registration Act 1860** with the objective of facilitating the skill development activities including capacity building for training delivery to meet the needs of Power Industry, that consist of Conventional Power Sector (Generation, Transmission and Distribution), Renewable Energy and Power Equipment Manufacturing Sector.

PSSC work under the edges of **Ministry of Skill Development & Entrepreneurship (MSDE)**, promoted by **Central Electricity Authority (CEA)**, **Ministry of Power**, **Ministry of New & Renewable Energy (MNRE)**, **Indian Electrical & Electronics Manufacturers Association (IEEMA)** and is supported by various PSUs, Associations, Organizations and Industry players in the power sector, renewable energy sector and power equipment manufacturing sector.

PSSC is a recognized Awarding Body (AB) with **National Council for Vocational Education and Training (NCVET)**.

Functions of PSSC as Awarding Body:

- Award certification to learners in approved qualifications.
- Creation of qualifications and related learning material.
- Development of affiliation/ accreditation norms for training partners and affiliating/ accrediting training partners.
- On-boarding assessment agencies to ensure fair and reliable assessments through pre-defined norms and processes.
- Monitor the functioning of training partners and assessment agencies.

1.2 National Council for Vocational Education and Training (NCVET)

The National Council for Vocational Education and Training (NCVET) was notified by the Ministry of Skill Development and Entrepreneurship (MSDE) on 5th December 2018 to integrate the fragmented regulatory systems in India and infuse quality assurance across the entire skilling /vocational training value chain, leading to strengthened outcomes. The NCVET acts as an overarching skills regulator which will regulate the functioning of entities engaged in vocational education and training, both long and short term and establish minimum standards for the functioning of such entities.

Functions of NCVET:

- Recognition and regulation of Awarding Bodies (ABs), Assessment Agencies (AAs) and Skill related Information Providers
- Approval of qualifications
- Monitoring and supervision of recognized entities
- Grievance Redressal

1.3 Assessment

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.

Section 2: General Terms

2.1 Objective of RFP

The objective of this document is to solicit technical offers from the parties interested to become empaneled Assessment Agency (AA) with PSSC. While this document has been prepared in good faith, no representation or warranty, express or implied, is or will be made, and no responsibility or liability will be accepted by PSSC or its employees, advisors or agents under any law, statute, rules or regulations as to the accuracy, reliability or completeness of this document. Interested parties may carry out their own study/ analysis/ investigation as required before submitting their proposals. This document does not constitute an offer or invitation, or solicitation of an offer, nor does this document or anything contained herein, shall form a basis of any agreement or commitment whatsoever.

Key objectives of the RFP are:

- Standardization of the process of onboarding NCVET recognized AAs
- Defining scope and functions of the AAs
- Strengthening quality assurance in the operations of the AAs
- To Building a proper monitoring system for continuous improvement

2.2 Disclaimer

This Request for Proposal (RFP) is neither an agreement nor an offer by PSSC to prospective assessment agencies. The RFP contains the details regarding scope, eligibility, evaluation methodology, timelines, terms and conditions and other relevant details. Assessment agencies are advised to study the RFP document carefully before submitting their proposals. Submission of a proposal should be done after careful study and examination of this document with full understanding of its terms, conditions, and implications.

2.3 SPOC for Submission of RFP:

The RFP application document completed in all respects as specified in this invitation of RFP must be submitted in person/through courier in hard form on any working day during office hours (09:30 A.M to 06:00 P.M) at the reception of PSSC office addressed as **B-17, 3rd Floor, Qutab Institutional Area, New Delhi – 110016** , on or before last date of application submission. PSSC SPOC person for this RFP process is mentioned as below –

SPOC:

Contact Number:

E-mail:

2.4 Timeline of Events

RFP Release (on PSSC website) date	19-06-2026
Last date for Submission of Applications	13-07-2026 till 17:00
Document Verification	Till 17-07-2026
Presentations of AAs	20-07-2026 to 24-07-2026
Shortlisting of AAs	27-07-2026
SLA sign/Onboarding of AAs	28-07-2026 to 31-07-2026

Section 3: Scope of Work

3.1 Assessment Agency:

Assessment Agency is defined as an agency which tests or conducts examinations to assess whether a learner has met the requirements necessary to be competent and qualified with respect to a skill or qualification.

3.2 Functions of Assessment Agency:

- Conduct quality assured standardized assessment and record results.
- Develop question bank, assessment and delivery processes, performance reporting and analytics, roles and responsibilities of the assessors, proctors and SME, etc.
- Ensure availability of accessible standardized assessment tools across languages and learner groups Ensure availability of certified Assessors/Examiners, Proctors and SME
- Allocate certified Assessor to the assessment batch.
- Undertake performance rating of assessors and proctors.
- Cooperate with the Council in any inspection or audit of its activities.

Section 4: Eligibility Criteria, Documents & Evaluation Matrix

4.1 Eligibility Criteria:

Only NCVET recognized Assessment Agencies with Power Sector allocation by NCVET are eligible to apply for the RFP.

4.2 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.”
- Assessment processes / procedures should be transparent, demonstrative and in line with best Industry practices to ensure credibility of the certificate.
- Assessments through trained and certified assessors.
- No sub-contracting or franchising would be permissible to the Assessment Agencies.

4.3 Prerequisites for Selection of AAs:

- Assessment agency must be recognized by NCVET at the time of submission of proposals along with NCVET LOI/MoU.
- The AAs should have the ability to develop the assessment process and tools for different training courses with ability for continuous improvement.
- AAs must have sub sector wise Subject Matter Expert (SME) for development of Question banks etc.
- AA should have the ability to maintain assessment process records and details pertaining to candidates registered, tested, passed, centers, 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 PSSC.

4.4 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.

- PSSC will internally constitute three-member Committee for the selection of the Assessment agency.
- PSSC reserves the right to select or reject the Assessment agency based on the Evaluation matrix prepared by the PSSC Committee.
- The decision of PSSC will be final and binding to all Assessment Agencies (AAs).

4.5 Evaluation Process and Selection:

- A desktop evaluation shall be carried out on the basis of the documents submitted. Post RFP submission, agencies shall not be allowed to add any documents except for clarifications/ documents required by SCMS in writing during the process of evaluation.
- PSSC may reject any agency at any moment during the process or cancel this RFP at any stage without providing any justification/reason.

Section 5: On-boarding Process of AAs

Five stage process for on-boarding of an AA will be followed

Stage 1: Application: Prospective AA will submit the application in prescribed formats.

Stage 2: Document Verification:

Stage 3: Call for physical/virtual Presentation: Prospective AA team will submit & present their presentation format shared by PSSC in front of Committee.

Stage 4: Shortlisting of AAs by the PSSC

- PSSC will finalize and select the successful assessment agency based on the criteria given in the RFP documents.
- All selected AAs will be formally notified by PSSC.

Stage 5: Onboarding/SLA signing along with submission of Integrity pact: All eligible AAs will be formally intimated by PSSC. The on-boarding will be valid for one year, after which the renewal of AA will be based on their performance or via floating RFP.

Cover Letter

Date: _____

From, _____

To,
Chief Executive Officer
Power Sector Skill Council
B-17, 3rd Floor, Qutab Institutional Area Road,
New Delhi - 110016

Subject: Empanelment of Assessment Agency with PSSC

We are an Assessing Body with necessary experience and expertise in the Power Sector and hereby apply for Accreditation with PSSC.

We desire to apply for Accreditation for the below mentioned geographical space as approved by NCVET: -

.....

.....

It is on the PSSC 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.	Assessment Agency ID (NCVET)	
5.	Permanent Account Number (PAN)	
6.	GST Registration Number	
7.	Date of Establishment	
8.	Complete Address	
9.	Organization's Email ID	
10.	Website URL	
11.	Phone	
12.	Name, designation, and contact details of primary point of contact with one alternate point of contact	

Part B: 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 filed with the Income Tax Authorities for preceding 3 financial years (2023-24, 2024-25, 2025-26) with audit report	Mandatory	
ISO certificate / Rating report	Optional	

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

Sr. No.	Name	Designation	Contact No.	Email Id
1				
2				
3				
4				

Part D: Prior Experience of Assessment Agencies:

Sr. No.	FY	Scheme Name	Total Assessment conducted in Power Sector	Total Assessment conducted in Another Sector
1	2023 - 2024			
2	2024 - 2025			
3	2025 - 2026			

Part E: Details of Subject Matter Expert (Sub Sector wise)

Sr. No.	Name	Education Highest	Experience in Sector/ Sub Sector*	Industry Experience in Yrs	Name of QP	Tenure of Engagement
1						
2						
3						
4						

* Sub-Sector i.e.- Generation, Transmission, Distribution & Downstream activities

**Submit all-SMEs resume

Part F: List of Assessors – (PSSC Job role wise):

Sr. No.	Name	Higher Qualification	QP Name	Certified (Yes/No)	Certificate Validity Date	AR ID	Full time/ Part Time
1							
2							
3							

Declaration (On Letter Head)

I/We hereby declare that the above information & supporting documents provided 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 PSSC. I/We accept that an analysis of capacity may be made during the processing of this application and thereafter, and I authorize PSSC official or any person/entity authorized by PSSC to carry out audit or quality check.

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

Signature of Authorized Person

Name:

Designation:

Phone No:

E- mail:

Date:



Annexure-A

Self – Declaration by the head of the Assessment Agency

Sr. 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		
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	Do you have Assessors on your payroll?	Yes/No		Please give total numbers.

Annexure-B

List of Enclosures – (Signed and Stamped by Authorized Signatory)

- Registration Certificate of organization
- Proof of registered address and communication address
- Organization Chart
- Assessment Blueprint 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

Evaluation Matrix

Sr. No	Parameter	Particular	Score
1	Overall Experience as Assessment Agency	Above 9 years – 15 Marks	
		Above 4 Years to 9 years – 10 Marks	
		2 to 4 years – 5 Marks	
2	No. of participants Assessed	Above 20000 – 10 Marks	
		15001 to 20000 – 8 Marks	
		10001 to 15000 – 6 Marks	
		5001 to 10000 – 4 Marks	
		Up to 5000 – 2 Marks	
3	Number of Subject Matter Expert (SMEs) in power sector	11 and above – 15 Marks	
		6 to 10 – 10 Marks	
		1 to 5 - 5 marks	
4	Number of in-house Assessors in power sector	Above 10 – 10 Marks	
		6 to 10 – 8 Marks	
		1 to 5 – 6 Marks	
5	Assessment Revenue of Last 3 years (CA certified)	Above 2 Cr. – 20 Marks	
		1.5 cr. to 2 cr. – 16 Marks	
		1cr. to 1.5 cr. - 12 Marks	
		50 lakhs to 1cr – 8 Marks	
		Below 50 lakhs – 4 Marks	
6	Technology – Portal & applications (Features will be assessed by PSSC)	10 Marks	
7	Evaluation will be carried out based on the quality and effectiveness of the presentation delivered by the prospective AA team.	20 Marks	
TOTAL		100	