

Date: 19.05. 2025

PSSC/RFP/AA/01/2025-26

# **Power Sector Skill Council**

## **Request for Proposal**

### **For**

## **Onboarding Of Assessment Agencies**

### **Important Date**

<b>RFP Release date</b>	<b>20.05.2025</b>
<b>Last date for Submission of Applications</b>	<b>30.05.2025</b>
<b>Presentations by Selected AA to Panel for Final selection</b>	<b>Shortlisted AAs will be informed accordingly</b>

## 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.”
- ✓ 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.

## Prerequisites for Selection of AAs

- ✓ Assessment agency must be affiliated with 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, 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 PSSC.

### **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 an Assessment 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).

### **Affiliation Process of AAs**

Four stage process for Affiliation of an AA will be followed

- ✓ Stage 1: Application
- ✓ Stage 2: Physical/Virtual Office Visit & Evaluation on basis of merit matrix.
- ✓ Stage 3: Call for physical/virtual Presentation
- ✓ Stage 4: Assessment by the PSSC
- ✓ Stage 5: Onboarding/MoU signing along with submission of Integrity pact.

### **Stage 1: Application**

- ✓ Prospective AA will submit the application in prescribed formats.

### **Stage 2: Physical/Virtual Office Visit and prepare assessment report**

- ✓ The PSSC team will conduct physical/virtual visits to the offices of prospective Assessment Agencies, meet their key staff, and perform verification of records and processes, assigning marks to each point in the prescribed format.
- ✓ Team will submit its Assessment marks for consideration to Committee.
- ✓ AA who has successfully cleared matrix set at Stage 2 would be Invited to make a final presentation to the Committee.

### **Stage 3: Presentation**

- ✓ Prospective AA team will submit & present their presentation format shared by PSSC in front of Assessment Committee.

### **Stage 4: Affiliation**

- ✓ 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.
- ✓ The affiliation will be valid for one year. PSSC reserves the right to extend the affiliation.

### **Submission Instructions**

**The proposal must be submitted via email to:**

- **Primary Email:** [ceo@psscindia.org](mailto:ceo@psscindia.org)
- **CC:** [rahul.kumar@psscindia.org](mailto:rahul.kumar@psscindia.org)

**A hard copy of the complete RFP document must also be sent to the following postal address:**

**Power Sector Skill Council (PSSC)**  
B - 17, Qutab Institutional Area,  
Block B Road, NRPC Colony,  
Block B, Qutab Institutional Area,  
New Delhi – 110016

## **APPLICATION FORM**

Date: \_\_\_\_\_

From

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

CEO

Power Sector Skill Council

**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.	Permanent 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 Nodal point of contact with one alternate Nodal Point	

## 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 from the date of application along with audit report	Mandatory	
ISO certificate / Rating report	Optional	

## Part C: 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.

## Part D: Details of assessment staff

### 1. Details of Subject Matter Expert (Sub Sector wise)

S.no	Sub Sector	Name	Prior experience	Name of Qualifications	Education -Highest	Tenure of engagement
	Generation					
	Transmission					
	Distribution					
	Downstream activities					

## 2. List of assessors – (PSSC Job role wise)

S. No	Name	(Education)	Qualification Name	Certified (Yes/No)	Certificate Validity Date	AR ID	Full time/Part Time

## Part E: Prior Experience of Assessment Agencies

S. No	FY	Scheme Name	Total Assessment conducted IN Another sector	Total Assessment conducted in Power sector
1	2022 - 2023			
2	2023 -2024			
3	2024 -2025			



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

- Registration Certificate of organization
- Proof of registered address and communication address
- 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

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 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 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		
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.

## Evaluation Matrix

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