Telecom Sector Skill Council
RFP for FY 2024-25
Assessment Agency Empanelment

RFP Number: RFP/AA/01/2024-25

RFP Release date	14 March 2024
Last date for any queries by Assessment Agency	19 March 2024
Last date for submission of applications	21 March 2024
Shortlisted AAs will be informed for presentation	26 March 2024
Presentations by Selected AAs for selection and signing of MoU	27 March 2024 to 5 April 2024

RFP Link: www.tsscindia.com

Email for Applications and Queries – assessments@tsscindia.com / tssc@tsscindia.com

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 to 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.

Prerequisites for Selection of AAs

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

- Assessment agency must be affiliated with NCVET at the time of application (**Attach MoU/Agreement**) and should follow all NCVET guidelines.
- Assessment Agency should not be a Training Provider to safeguard against "conflict of interest". The AA should declare its linkages with other stakeholders in skill ecosystem to ensure independence and to avoid any conflict of interest.
- Assessment processes / procedures should be transparent, demonstrative and in line with international best practices to ensure credibility of the certificate.
- Assessments to be conducted through TSSC certified assessors.
- No sub-contracting or franchising would be permissible to the Assessment Agencies
- The AA should have the ability to develop the assessment process and tools for different training courses with ability for continuous improvement.
- AA must have/develop question banks for the defined TSSC job roles.
- AA should have the ability to maintain assessment process records and details pertaining to candidates registered, attendance, assessed, passed, TC details, assessors, photographs, videos etc, and shall preserve all the records for at least 10 years. TSSC should be given access to all the above mentioned documents at any point of time.

Affiliation Process of AAs

Three stage process for Affiliation of an AA will be followed:

Stage 1: Application
Stage 2: Evaluation Stage / Presentation
Stage 3: Affiliation & Orientation

Stage 1: Application

- Prospective AA will submit the application in prescribed formats.
- TSSC reserves the right to select/reject the AA on merit.

Stage 2: Evaluation Stage / Presentation

- Shortlisted AA would be Invited for a presentation to TSSC Quality Committee.

Stage 3: Affiliation & Orientation

- Selected AA will be notified by TSSC for signing the agreement.
- 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:

_____

_____

_____

To,
Chief Executive Officer
Telecom Sector Skill Council
Estel House, 3rd Floor, Plot No. 126,
Sector 44, Gurugram, Haryana 122003

Subject: Empanelment of Assessment Agency with TSSC

We are NCVET approved Assessment Agency with necessary experience and expertise in the Telecom Sector and hereby apply for the empanelment with TSSC.

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

_____

_____

_____

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	

Part B: Legal status and infrastructure requirements (The organization must submit the following documents along with application)

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	
Address proof of office	Mandatory	

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 filed with 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		
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 Organization

Part E: Organization's prior experience in conducting telecom assessments

(Attach min. 5 Work Orders executed in last 5 years)

S no	Scheme Name	Assessment conducted in last 5 years

Part F: Details of assessment staff

I.   **List of assessors – Sub sector wise**

Asse ssor Name	Assess or's SID Numb er	Educatio nal Qualifica tion	Sub Sector	QP Name	Lates t Versi on on SIP	Prior experie nce	Certifi ed (Yes/ No)	Certific ate Validit y Till	Full time/P art Time
			Handset	In-Store Promoter	4				
			Handset	Distributor Sales Representative	4				
			Handset	Telecom E-waste Handler	4				
			Passive Infrastruc ture	Optical Fiber Splicer	4				
			Passive Infrastruc ture	Broadband Technician	4				
			Handset	Telecom Customer Care Executive - Repair Center	4				
			Handset	Handheld Devices (Handset & Tablet) Technician	4				
			Passive Infrastruc ture	Optical Fiber Technician	4				
			Handset	Telecom Terminal Equipment Application Developer (Android)	5				
			Handset	Telecom Terminal Equipment Application Developer (Native)	3				
			Passive Infrastruc ture	Tower Technician	4				
			Network Managed Services	Active Network Management Associate	3				

Assessor Name	Assessor's SID Number	Educational Qualification	Sub Sector	QP Name	Latest Version on SIP	Prior experience	Certified (Yes/No)	Certificate Validity Till	Full time/Part Time
			Passive Infrastructure	Telecom Infrastructure Engineer	3				
			Network Managed Services	Information and Communication Technology (ICT) Engineer - 5G Networks	3				
			Network Managed Services	Base Station Sub-system (BSS) Support Engineer	3				
			Passive Infrastructure	Cluster Manager	3				
			Service	Field Sales Executive	4				
			Service	Telecom Customer Care Executive - Call Center/Relationship Center 2 Electives : a. Call Center b. Relationship Center	4				
			Network Managed Services	Information and Communication Technology (ICT) Technician	4				
			Network Managed Services	Telecom Technician - IOT Devices/System	4				
			Network Managed Services	Grass Root Telecom Provider	4				
			Network Managed Services	Network System Associate	3				
			Handset	Telecom Embedded Hardware Developer	3				

Assessor Name	Assessor's SID Number	Educational Qualification	Sub Sector	QP Name	Latest Version on SIP	Prior experience	Certified (Yes/No)	Certificate Validity Till	Full time/Part Time
			Passive Infrastructure	Cluster In-Charge	3				
			Network Managed Services	Installation Engineer - SDH, DWDM, L2 & L3 Equipment	3				
			Service	Territory Sales Manager - Prepaid/Broadband	3				
			Passive Infrastructure	Fiber to-the Home (FTTH/X) Installer	3				
			Handset	Hand Soldering Technician - Telecom Board	3				
			Passive Infrastructure	OutSide Plant (OSP) Fiber Installation, Testing and Commissioning Supervisor	3				
			Handset	Telecom Surface Mount Technology (SMT) Technician	4				
			Handset	Line Assembler - Telecom Products	4				
			Network Managed Services	Drive Test Engineer	4				
			Passive Infrastructure	Wireless Technician	3				
			Network Managed Services	Field Management Engineer	3				
			Passive Infrastructure	Telecom Rigger – 5G and Legacy Networks	2				
			Passive Infrastructure	Infrastructure Technician - 5G Networks	2				

Assessor Name	Assessor's SID Number	Educational Qualification	Sub Sector	QP Name	Latest Version on SIP	Prior experience	Certified (Yes/No)	Certificate Validity Till	Full time/Part Time
			Network Managed Services	Technician 5G – Active Network Installation	2				
			Network Managed Services	Project Engineer - 5G Networks	2				
			Network Managed Services	System Architect – 5G Cloud RAN	2				
			Network Managed Services	Technician - Automatic Train Protection System (ATPS)	2				
			Network Managed Services	Technical Supervisor - Automatic Train Protection System (ATPS)	2				
			Network Managed Services	AI Devices Installation Operator	2				
			Network Managed Services	Jr. Technician - Last Mile Active Network	2				
			Network Managed Services	IoT Technical Service Operator 4 Electives IoT – Smart City - TEL/Q6214-SI002 (v2.0) IoT – Agriculture - TEL/Q6214-SI003 (v2.0) IoT - Telemedicine - TEL/Q6214-SI004 (v2.0) IoT – Transport - TEL/Q6214-SI005 (v2.0)	2				

Asses sor Name	Assess or's SID Numb er	Educatio nal Qualifica tion	Sub Sector	QP Name	Lates t Versi on on SIP	Prior experie nce	Certifi ed (Yes/ No)	Certific ate Validit y Till	Full time/P art Time
			Network Managed Services	Drone Monitoring and Maintenance Associate	2				
			Network Managed Services	AI & ML - Jr. Telecom Data Analyst	2				
			Network Managed Services	Cloud Computing - Jr. Analyst	2				
			Network Managed Services	Machine Learning (ML) Engineer	2				
			Network Managed Services	IoT Installation Solution Architect	2				
			Passive Infrastruc ture	Telecom Grameen Udhyami	1				
			Passive Infrastruc ture	5G System Integrator	1				

II. Details of Proctors

S.No.		Name of Proctor	Date of joining (DD/MM/YY)	Location

III. Subject Matter Expert Details (Sub Sector wise)

S. no	Sub Sector	Name	Prior experience	Qualifications	Tenure of engagement with your organization
	Handset				
	Network Managed Services				
	Passive Infrastructure				
	Service Provider				

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 and Income Tax Return 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 TSSC. I/We accept that an analysis of capacity may be made during the processing of this application and thereafter, and I authorize TSSC official or any person/entity authorized by TSSC to carry out audit or quality check.

I/We hereby accept all the terms and conditions set by TSSC 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

Evaluation Matrix		
S no	Parameter	Maximum Score
1	Overall Experience	10
2	Number of certified assessors	25
3	Number of SMEs	10
4	Number of full-time employees for Assessment vertical	20
5	Data Storage capacity	10
6	Technology – Portal & applications	25