

**Request for Proposal
(RFP)**

**Revision and Rationalization of the
National Occupation Standards
for Existing 18 Job Roles in
Paints and Coatings sector
and
Development of
National Occupational Standards
for two new Job Roles**

Reference # PCSC/RFP/2019-20/01

Issued by:

Paints and Coatings Skill Council

**103 B, NEELAM CENTRE, B WING, HIND CYLCE MARG,
WORLI, MUMBAI 400030**

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1.0 ADMINISTRATIVE DETAILS

1.1 Confidentiality

All reports developed and the Occupational Standards reported and prepared will be the sole property of Paints and Coatings Skill Council (PCSC). Confidentiality of all deliverables will be maintained by the selected bidder.

1.2 RFP Procedure

1.2.1 How to respond

Send a response by hard copy in a sealed envelope with reference number as mentioned on page 1. Please refer to clause 5.7 for details

1.2.2 Contacts

For questions regarding this RFP, contact

Mr Jagdish Acharya – CEO
Paints and Coatings Skill Council
103, B Wing, Neelam Centre,
Hind Cycles Marg, Worli.
Mumbai – 400030.
E-mail: ceo@pcsc.in

1.2.3 Critical Information

Bidding agencies are advised to study this RFP document carefully before submitting their proposals. Submission of a proposal in response to this notice shall be deemed to have been done after careful study and examination of this document with full understanding of its terms, conditions and implications.

1.2.4 Contents of RFP

Proposals must offer services for the total requirement. Proposals offering only part of the requirement will be rejected. The bidder is expected to examine all corresponding instructions, forms, terms and specifications contained in the RFP.

Failure to comply with these documents will be at the bidder's risk and may affect the evaluation of the proposal.

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1.3 Schedule of Events

The following table provides a schedule of events related to this request

| Event | Target Date |
|---|------------------|
| RFP issued to the Vendors / Published on the website | 15 October, 2019 |
| Email/ postal confirmation of vendor intention or regret to participate | 17 October, 2019 |
| Last date of receipt of queries on RFP | 17 October, 2019 |
| Clarifications by PCSC | 18 October, 2019 |
| Last date of submission of Proposals | 30 October, 2019 |
| Proposal Presentations | 1 November, 2019 |
| Award of Contract by PCSC | 4 November, 2019 |
| Commencement of implementation of project | 5 November, 2019 |

Note:

The dates furnished above are subject to revision.

1.4 Abbreviations

| | |
|------|---|
| NSDC | National Skill Development Corporation |
| SSC | Sector Skills Council |
| PCSC | Paints and Coatings Skill Council |
| NOS | National Occupation Standards |
| QP | Qualification Pack |
| RFP | Request for Proposal |
| SLA | Service Level Agreement |
| QRC | Qualifications Review Committee |
| NSQC | National Skills Qualification Committee |
| NSQF | National Skills Qualification Framework |
| QF | Qualification File |
| SIP | Skill India Portal |
| NCO | National Classification of Occupations |

1.5 Definitions

SSC: A Sector Skills Council (SSC) is a national partnership organization that brings together academia, industries of the sector, labour and government to address human resource gaps in the sector. SSCs are responsible for fulfilling the industry sector's talent needs in terms of quality and quantity.

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NOS: National Occupation Standards (NOS) specify the standard of performance an individual must achieve when carrying out a function in the workplace, together with the knowledge and understanding needed, to meet that standard consistently. Essentially, NOS are benchmarks of good practice.

QP: Qualification Pack (QP) is a combination of NOSs

2.0 GENERAL INFORMATION

Paints and Coatings Skill Council (PCSC) is a company incorporated under section 8 of the Companies Act 2013. It is promoted by the paint industry with support from National Skill Development Corporation (NSDC).

PCSC invites service providers to submit proposals for “**Revision and Rationalization of the National Occupation Standards for Existing 18 Job Roles in Paints and Coatings sector and Development of National Occupational Standards for two new Job Roles**”. PCSC, through this Request for Proposal (RFP), seeks to select an implementation partner with relevant experience and capabilities, to revise and rationalize the NOS for the existing 18 QPs in the Paints and Coatings Sector and develop NOS for two new selected job roles and to maintain information thereof. This RFP contains the details regarding scope, eligibility for participation, evaluation methodology, project timelines, terms and conditions and other relevant details.

2.1 INTRODUCTION - PAINTS AND COATINGS SKILL COUNCIL

Paints and Coatings Skill Council (PCSC) is a not-for-profit organization, registered under Section 8 of the Companies Act 2013. The council has been promoted by the Indian Paint Association (IPA) and certain large and small paint companies across India, with a financial grant by National Skill Development Corporation (NSDC).

The key objective of PCSC is to create a robust and vibrant eco-system for quality education and skill development in paints and coatings sector space in the country, covering the entire spectrum of activities from inputs to paint application.

The mandate for the PCSC is

- to carry out a functional and occupational mapping and develop a catalogue of industry occupations / job roles in paints and coatings sector.
- to develop and set National Occupational Standards (NOS) for select job roles in the paint and coatings sector
- to develop and put in place a training module and an assessment & certification mechanism for Accreditation of Training institutes / trainees and trainers
- to study the skill gap in various occupations/ job roles in the paints and coatings sector, by mapping:
 - the current human resources/ skill situation

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- changing trends and their impact on the industry workforce
- demand dynamics for unskilled, semi-skilled and skilled workers
- the current and future skill/ training needs.
- to put in place an effective Labour Market Information System (LMIS)

2.2 Purpose – What PCSC is looking to achieve

In order to provide skilled manpower with consistent standard of performance in carrying out function at the workplace, it is necessary to define the standards together with the knowledge and understanding required to meet that standard consistently.

It is in this endeavor that PCSC seeks proposals to revise and rationalize the NOS for the 18 QPs developed by PCSC and develop NOS for two new QPs, from reputed consulting firms, with relevant experience and capabilities.

The purpose of this RFP is to shortlist qualified agencies to research, revise and rationalize NOSs for the existing 18 job roles/ occupations and to develop NOSs for two new selected job roles in the paint and coatings industry sector.

The objective of this document is to provide information on the scope and objective of this assignment. The detailed scope of work, terms and conditions and parameters for selection of the bidding organization is also being provided in this document.

2.3 Current Scenario & Objective of the Project

The Paints and Coatings sector in India presents unique opportunities and challenges. It has been growing rapidly over the last few years, at a CAGR of 10.00%, to about Rs. 50,000 crores in 2018-19.

Among several challenges, shortage of skilled manpower has been identified as one of the most critical constraints that the sector is confronted with, especially in the area of the application of the paint.

To meet this huge need and demand for skilled workforce, National Occupational Standards for 18 job roles were developed, to streamline and standardize education / skill development for the Paint and Coatings sector profession in the country.

The objective of this project is:

1. to rationalize and revise the NOSs for the existing 18 job roles, in consultation with all concerned, particularly the paint manufacturers and the paint users like the building and construction industry, automotive, marine and protective coatings sectors
2. to include new technology for paint manufacture and application, greening/ sustainable development elements, gender mainstreaming and PwD sensitization, and benchmark the performance, together with knowledge, skills and understanding expected from paint and coatings sector professionals at different functional levels, against international best

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practices.

3. to incorporate the QPs as per the new format and revised Assessment Criteria
4. to develop National Occupational Standards (NOS) for two new job roles, as per the above guidelines.

These standards are to be used to provide a basis for standardized education, training, assessment and certification of professionals as also accreditation and quality assurance of training institutions. They would also help in laying down career paths and providing placement support through LMIS. These steps will help achieve the overall objective of ensuring availability of competent and skilled manpower to the paints and coatings sector.

3.0 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 the Sector / Sub Sector / Occupations / Functions

▪ Demand Side:

- Assessment of the size and profile of the sector and geographical location (state-wise and city-wise) of various activities performed by the sector as also the workforce at various levels
- Projecting the likely changes in employment patterns and future requirements, studying the number of jobs available in key sub-sectors and verticals and arriving at emerging demands.
- Identify the job roles which have become obsolete for retirement and/ or rationalization.

▪ Supply Side:

- Identification of the existing supply sources (formal and non-formal education, training institutes, government institutes/ colleges, etc.) to understand how the existing demand is met
- Development of a database of training programs across academic levels, Under-graduate, Postgraduate and Vocational, in Paints and Coatings sector.

B. Stakeholder Mapping

- Identify and list down the stakeholders for each NOS/ QP

C. Occupational Mapping

- Identification of all the occupations and job roles across the Paints and Coatings sector
- Profiling of job roles, including expected outcome and competencies required to achieve the expected outcome.
- Charting career paths / opportunity for progression, commencing from entry level to the senior positions, within the sector and across sectors, if applicable
- Identification and elucidation of skill deficiencies / gaps - soft, generic and domain specific.
- Identification of employment opportunities for undergraduate level (job roles which could be offloaded to 10th / 12th standard students)

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D. Functional Analysis

- Functional analysis is the main tool used to develop National Occupational Standards.
- 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 the job. Functions must have a clear purpose and outcome that are valuable to the employer.

Functional analysis should follow the stages given below

- **Key purpose**
- **Identification of Functions (Tasks):** “What needs to happen to achieve the key purpose”
- **Identification of Possible NOS title:** “What needs to happen to achieve each function”
- **For each NOS, identify performance (Skill) and Knowledge criteria:**
 - **Performance / Skills:** What are the activities in each NOS, which are to be performed?
 - **Knowledge:** What are the underpinning knowledge attributes which are to be understood to perform each of the above activities

E. National Occupational Standards

1. Revision and Rationalization

- Revise and rationalize (where required) National Occupational Standards and Qualification Packs for occupations of Paints & Coatings Industry sector.
- Validation of the revised and/ or rationalized NOS through Key Stakeholders
- Final Version of NOS and Sustainability Plan to Maintain the relevance and currency of NOS
- While preparing occupational standards, all existing standards in the Paints and Coatings sector, including those in other countries, shall be studied and assessed and best practices taken into consideration.
- National Occupational Standards should categorically mention Function Description and Competencies - Knowledge (Generic and Domain Specific), Skills (Generic and Domain Specific).

2. Develop new National Occupational Standards

- Develop NOS and QP for the following two occupations and validate the developed NOSs by Key Stakeholders:
 - **Tinting Machine- Service Technician**
 - **Paint Store Supervisor**
- Final Version of NOS and Sustainability Plan to Maintain the relevance and currency of NOS
- While preparing occupational standards, all existing standards in the Paints and coatings sector, including those in other countries, shall be studied and assessed and best practices taken into consideration.
- National Occupational Standards should categorically mention Function Description and Competencies - Knowledge (Generic and Domain Specific), Skills (Generic and Domain Specific).

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3. Occupational Standards should also contain:

- **Unique Reference Number:** A combination of 3 letter and 4 numbers code that identifies that the standards has been set up by Paints and Coatings Skill Council.
- **NCO 2015 code:** The NCO code for the occupation should mentioned in the QP
- **Qualification Packs:** to define the set of NOS which are aligned to one Job Role.
- **NSQF level:** NSQF level for each NOS and QP should be defined.

4. QRC Approval and NSQC Clearance

- Validation of the NOSs and QPs through key stakeholders.
- Preparation of docket for QRC approval.
- Creation of Qualification Files for obtaining NSQC clearance and assisting in getting the clearance.

3.1 PROJECT DELIVERABLES & TIMELINES

| S. No. | Activity | Timeline |
|--------|--|-------------------|
| 1 | Commencement of Implementation of Project | 5 November, 2019 |
| 2 | Presentation on Research, Analysis and Assessment of the Sector / Sub Sector and Draft Report on Functional & Occupational Mapping and stakeholders Report on interaction with industry and key stakeholders wrt revision and/ or rationalization of the NOS/ QP | 22 November, 2019 |
| 3 | Presentation of Interim Report on NOS for Functions / Job Roles, Occupation Map and career progression within the sector and across sectors. | 13 December 2019 |
| 5 | Presentation of the final report on NOS revision/ rationalization and development of new NOS/ QP, after taking into consideration the advice / views of PCSC and also after extensive consultation with stakeholders to ensure their validation. | 27 December 2019 |
| 6 | Presentation of NOS + QP + Sustainability Plan to maintain relevance of NOS | 02 January 2020 |
| 7 | Preparation of the due diligence sheet for upload of the QRC docket and Qualification Files for NSQC approval | 06 January 2020 |

Note :

1. Review meeting with PCSC will be held within 2 weeks of start of the project and every week in the following weeks/ as and when required.
2. Priority for development of NOS will be decided during the meeting for presentation of final report on NOS revision/ rationalization/ development
3. Sustainability plan to maintain the relevance of the new NOS to be submitted with the final report.
4. Final report will be validated by the team of experts and stakeholders.

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4. PROJECT METHODOLOGY

Project Management and Progress Reporting

The methodologies to be used must follow formal management practice that will ensure that schedules, scope and costs are strictly adhered to and include a methodology to ensure that PCSC is informed on an ongoing basis regarding project slippage, progress/ performance reporting, change requests and potential risks and issues, and a complete record of all stakeholders contacted or consulted with their inputs and feedback.

5. INSTRUCTIONS TO THE BIDDERS

5.1 Required Qualifications, Competencies and Eligibility of the Bidder

- Any legal entity duly incorporated under law can participate in the bidding process.
- Permanent Account Number and GST Number of Proposer/ each consortium member (in case of consortium) should be available from relevant authorities.
- The bidder should have demonstrated project management capacity with team members who excellent relevant qualifications and experience.
- The bidder should have a good understanding of and exposure to SSCs in India.
- The bidder must have the ability to communicate effectively to a wide range of audiences, to interact with and facilitate communication between partners and industry members and to understand casual relationships between enablers and results.
- There would be a requirement to work in a participatory mode with selected SSC team to make the project successful. This may require extensive travel and stay within India.
- PCSC reserves the right to carry out the capability assessment of the proposer and the decision of PCSC shall be final in this regard. Acceptance certificate towards this clause must be submitted.

5.2 Completeness of Response

- I. Bidders are advised to study all instructions, forms, terms, requirement and other information in the RFP document carefully. Submission of the bid shall be deemed to have been done after careful study of the RFP document with full understanding of its implications.
- II. The response to this RFP should be full and complete in all respects. Failure to furnish all information required by the RFP documents or submission of a proposal not substantially responsive to the RFP documents in every respect will be at the bidder's risk and may result in rejection of its proposal.

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5.3 Proposal Preparation Cost

- 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 PCSC to facilitate the evaluation process, and in negotiating a definitive contract or all such activities related to the bid process. PCSC will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the bidding process.
- This RFP does not commit PCSC 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 PCSC and may be returned completely at its sole discretion.

5.4 Signing of Communication to PCSC

All communication to PCSC, including the proposal and bid documents, shall be initialed on each page by the authorized representative of the bidder and the authority letter/ power of attorney should be attached with the bid.

5.5 Bidders' inquiries and PCSC's responses

- All enquiries / clarifications from the bidders related to this RFP, must be directed in writing exclusively to the contact person notified in this RFP document.
- The preferred mode of delivering written questions to the aforementioned contact person would be through post or email. Telephone calls will not be accepted. In no event, PCSC will be responsible for ensuring that the bidders' inquiries have been received by PCSC.
- After distribution of the RFP, the contact person notified by PCSC will begin accepting written questions from the bidders. PCSC will endeavor to provide a full, complete, accurate and timely response to all questions. However, PCSC makes no representation or warranty as to the completeness or accuracy of any response, nor does PCSC undertake to answer all the queries that have been posed by the bidders. The responses to the queries from all bidders will be distributed to all.

5.6 Submission of Responses to PCSC

- The bidders should submit their responses as per details given in this document (Clause 7.2) in 2 printed copies of each, duly initialed on each page, and a non-rewritable CD as a single file in PDF format media, in a separate sealed envelope.
- The Bid shall be in two parts;

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- **Technical Proposal**
- **Financial Bid**
- The CD/DVD must be duly signed using a permanent pen/ marker and should bear the name of the bidder.
- The original proposal shall be prepared/ printed in indelible ink. It shall contain no interlineations or overwriting, except as necessary to correct errors made by the bidder itself.
- Any such corrections must be initialed by the person (or persons) who sign(s) the proposal.
- 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 whatsoever on the services offered. Pricing information shall be separated and given only in the Financial Bid.
- All references to descriptive material and brochures should be included in the appropriate response paragraph, though material/ documents themselves may be provided as annexure to the Proposal/ response.
- 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.
- All prices shall be quoted in Indian Rupees (INR).

5.7 Proposal submission Format

The entire proposal shall be strictly as per the format specified in this RFP and any deviations from the formats shall be rejected.

5.8 Venue and Deadline for Submission

- Proposals must be received at the address specified below **by 17:00 hours IST on 30th October 2019**, by the authorized representative mentioned in the document.
- Any proposal received by the PCSC after the above deadline shall be rejected and returned unopened to the bidder.
- The bids submitted by telex/ telegram/ fax/e-mail etc. shall not be considered. No correspondence will be entertained on this matter.
- PCSC 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.
- PCSC reserves the right to modify and amend any of the above-stipulated condition/criterion depending upon project priorities vis-à-vis urgent commitments.

Address:

Mr. Jagdish Acharya - CEO
Paints and Coatings Skill Council
103, B Wing, Neelam Centre,
Hind Cycles Marg, Worli.

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Mumbai - 400030.
Mobile: +919930980564
E-mail: ceo@pcsc.in

6. RIGHTS OF PCSC

6.1 Amendment of PCSC document

- At any time prior to the last date for receipt of bids, PCSC may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective bidder, 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 in which to take the amendment into account in preparing their bids, PCSC may, at its discretion, extend the last date for the receipt of bids.
- The bidders are allowed to resubmit their bid- if required, after such amendments.

6.2 Supplemental information to the RFP

If PCSC deems it appropriate to revise any 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. Any such corrigendum shall be deemed to be incorporated by this reference into this RFP.

6.3 PCSC's right to modify submission deadline

PCSC may, in exceptional circumstances and 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.

6.4 PCSC's right to terminate the process

- PCSC may terminate the RFP process at any time and without assigning any reason. PCSC makes no commitments, express or implied, that this process will result in a business transaction with anyone.
- This RFP does not constitute any offer from PCSC. The bidder's participation in this process may not result in PCSC shortlisting the bidder and awarding the contract.

6.5 PCSC's Right to accept/ reject any or all Proposals

PCSC reserves the right to accept or reject any proposal, and to annul the short listing process and

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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 PCSC's action

6.6 Short listing Criteria

- PCSC will shortlist bidding organizations that meet the shortlisting criteria mentioned in the RFP – Ref. Clause 5.1.
- Any attempt by a bidder to influence its bid evaluation process may result in the rejection of the bidder's bid.

7. GENERAL INSTRUCTIONS FOR PROPOSAL SUBMISSION

7.1 Preparation of Proposals

7.1.1 Mandatory Proposal Requirements

All proposals submitted must meet the following mandatory requirements in order to be considered and suitable for further evaluation.

- Completed **Form II** detailing Proposer's profile (Refer Annexure)
- Permanent Account Number (PAN) and Goods and Services Tax (GST) Account Number of proposer/ each consortium member (in case of consortium) should be available from respective Tax authorities.
- The bidder's legal name and any other name under which it carries on business as well as its business number and whether the bidder is an individual or an incorporated entity.
- The bidder's contact information including address, telephone and fax numbers and e-mail address.
- Use of a sub-contractor is acceptable. However, sub-contractors should be clearly identified in the proposal with specific roles. In the event of a joint submission by two vendors having no formal corporate linkage, the proposal should clearly state that one of the vendors would take overall responsibility for successful contract performance.

7.2 Proposal Content Guidelines

In order to facilitate the evaluation by the PCSC National Committee on NOS and to ensure each proposal receives full consideration, proposals should be accompanied by the documents as listed below. The proposals may be organized in a format at the discretion of the proposer:

- ✓ **Proposal submission letter along with the following**
 - Table of Contents

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- Executive Summary
- Vendor's Profile – Use **Form II**

The Proposer needs to follow the terms and conditions envisaged in the RFP and should submit an undertaking to the said effect as per the format in **Form I**

Proposals to be considered responsive, must also contain the following certification:

“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 PCSC reserves the right to verify any information provided in this regard and that untrue statements may result in the Proposal being declared nonresponsive or in any other action which PCSC may consider appropriate.”

- ✓ **Technical Proposal which includes:**
 - Approach Paper with details on methodology (ref. Clause 7.3)
 - Task with timeline (ref. Clause 3.1)
 - Deliverables of Interim Report
 - Deliverables of Final Report
 - Activity wise man hours proposed

The proposal should effectively communicate the proposed solution in the Approach Paper and be presented in the specified formats for PCSC to assess alternatives.

- ✓ **Financial Bid**

The schedule of prices should be presented and mentioned as per **Form III** (Ref. Clause 7.4) for details for preparing Financial Bid

7.3 Proposed Methodology

This section should demonstrate the Bidder's responsiveness to meet or exceed the specifications, given by PCSC, by identifying the specific components proposed and addressing the requirements.

The description below briefly describes the proposed methodology. The selected vendor may suggest changes/ additions/ modifications for more effective achievement of the objective by:

- A. Referring to the research studies which have already been conducted so as to have an overall understanding of the human resource structure in the paints and coatings industry segments.
- B. Sampling of companies representing the identified industry verticals based on predefined criteria.
- C. Discussions with industry stakeholders and referring to HR records/ job descriptions to carry

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- out Occupational Analysis and develop Occupational Maps.
- D. Carry out Functional analysis to identify all purposeful activities required to perform the function
 - E. Identification of existing NOS, if any available, and making use of the same for carrying out functional mapping and developing NOS for the sector
 - F. 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
 - G. Benchmarking NOS of similar roles in other countries.
 - H. Matching the NOS required as per current Skills and projected Skills and incorporating potential education and training need in the future to fill in the gap.
 - I. The format of NOS and Qualification Pack would be exactly as per the template available on the Skill India Portal.

7.4 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 the Central and State Governments, as applicable, on the date of signing the agreement and subject to deduction of all statutory deductions applicable, if any. The benefits realized by the bidder due to lower rates of taxes, duties, charges, and levies will be passed on by the bidder to PCSC. 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 & boarding, local travel expenses, etc. that may be incurred during the implementation and PCSC will not bear any additional costs on such items.

Terms of payment indicated in the RFP shall be final and binding on the bidder and no alternate terms and conditions proposed in the proposal shall be considered. The bidder must also furnish separately in the financial bid, the recurring/ revenue expenditure, if any.

7.5 Language of the proposal

The proposals prepared by the bidder and all correspondence and documents relating to the proposal exchanged by the bidder shall be written in English.

7.6 Proposal Currencies

All prices shall be quoted in Indian Rupees (INR)

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7.7 Period of Validity of Proposal

Proposals shall remain valid for One Hundred and Twenty (120) days after the date of proposal submission prescribed by PCSC., pursuant to the deadline clause. A proposal valid for a shorter period may be rejected by PCSC on the grounds that it is non-responsive. In exceptional circumstances, PCSC may solicit the bidder's consent to an extension of the period of validity. The request and the responses thereto shall be made in writing. A Bidder granting the request will not be required nor permitted to modify its Proposal.

7.8 Format, signing and submission of Proposals

The bidder shall prepare the proposal as defined in Clause 7.2 above. Each page of the Proposal must be initialed by the person authorized to sign the document and the Proposal must be submitted strictly as per the timeline defined in Clause 1.3 and 7.10

7.9 Sealing and Marking of Proposals

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

The outer envelope shall be addressed to –

Mr. Jagdish Acharya – CEO

Paints and Coatings Sector Skill Council
103, B Wing, Neelam Centre,
Hind Cycles Marg, Worli.
Mumbai 400 030

Marked clearly: Proposal for – “Revision, Rationalization and Development of National Occupational Standards (NOS) for Job Roles in Paints and Coatings Sector” Ref. No.

- (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 envelope shall include 2 copies of the Financial Bid duly marked “Original” and “Copy”.
- (d) The hardcopies of the Technical proposal and Financial Bid should be in separate sealed envelopes, clearly marked as “Response to RFP for Revision, Rationalization and Development of NOS for Job Role in Paints and Coatings Sector” (Technical proposal or Financial Bid – as the case maybe)

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- (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 PCSC at the address specified in this section.

7.10 Deadline for submission of Proposals

Proposals must be received by PCSC at the address specified no later than 17:00 hours IST, on October 30, 2019. PCSC may, at its own discretion, extend this deadline for the submission of proposals, by amending the RFP in accordance with Clause **Amendments of RFP**, in which case all rights and obligations of PCSC and bidders previously subject to the deadline will thereafter be subject to the deadline as extended.

7.11 Late Proposals

Any proposals received by PCSC after the deadline for submission of proposals, pursuant to Clause 7.10 **Deadline for Submission of Proposals**, will be rejected.

7.12 Modification and Withdrawal of Proposals

- The bidder may withdraw its proposal after the proposal's submission, provided that written notice of the withdrawal is received by the PCSC prior to the deadline prescribed for submission of proposals.
- The bidder's withdrawal notice shall be prepared, sealed, marked and dispatched in accordance with the provision of Clause 7.10 **Deadline for Submission of Proposals**. The withdrawal notice may also be sent by e-mail but followed by a signed confirmation copy.
- No Proposal may be modified subsequent to the **Deadline for Submissions of Proposals**.
- No Proposal may be withdrawn in the Interval between the **Deadline for Submission of Proposals** and the expiration of the period of proposal validity specified by the bidder on the Proposal Submission Form.

7.13 Payment Terms and Conditions

1. The contract(s) signed with the successful consultant(s) (hereinafter referred to as the Contractor) will be a fixed price contract. Any travel by consultants must be included within this contract limit and not separated out for budgeting or invoicing.
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. No increase in the total price will be considered unless it results from any design changes, modifications or interpretations of the Specifications, at the behest of written request by Authorized person of

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PCSC.

3. Payments shall be made within 30 days by PCSC after submission of the invoice or claim by the Contractor and upon verification and certification by the concerned official. PCSC Advisory Committee on NOS shall certify corresponding milestones agreed and achieved.
4. Payments shall be made in Indian Rupees/ INR.
5. Amount payable to the Contractor 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 (Contractor) selected to conduct this exercise details of which are as under:

| | | |
|---|--|-----|
| 1 | Presentation of the detailed Plan of Action with schedule & Signing of Contract | 5% |
| 2 | Functional & Occupational Mapping and Stakeholder Report & Functional Analysis and Development of Functional Maps for functions / job roles | 10% |
| 3 | Revision, Rationalization and Development of NOS for functions and Job Roles developed by PCSC – Presentation of Interim Report to PCSC to seek their advice / views | 25% |
| 4 | Presentation of the final report on NOS after taking into consideration the advice / views of PCSC and also after extensive consultation with stakeholders to ensure their validation | 20% |
| 5 | Presentation of NOS + QP + Sustainability Plan to maintain relevance of NOS and obtaining approval from QRC | 25% |
| 6 | Submission of due diligence sheet along with the QP docket for QRC approval | 15% |

8. PROPOSAL OPENING AND EVALUATION

PCSC has a National Committee on NOS (comprising industry members and CEO of PCSC) to open and evaluate the responses of the bidders to the RFP.

8.1 Presentation by Bidders and Opening of the Bid

Each bidder would be required to make a presentation to the PCSC National Committee on NOS (as per evaluation criteria listed in 8.4).

8.2 Evaluation Process

- PCSC National Committee on NOS shall evaluate the responses to the RFP and all supporting documents/ documentary evidence. Inability to submit requisite supporting documents/ documentary evidence shall result in the Proposal being rejected.

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- The decision of PCSC National Committee on NOS in the evaluation of responses to the Request for Proposal shall be final. No correspondence will be entertained outside the process of negotiation/ discussion with the Committee.
- Each of the Bidders need to comply with the short listing/ pre-qualification criteria as defined in the RFP to qualify for subsequent submission of proposal to the RFP for selection of the Bidding Agency.
- Each of the responses shall be evaluated to validate compliance of the Bidders according to the following criteria as per format and supporting documents mentioned against each clause.

8.3 Clarification of Proposals

- To assist in the examination, evaluation and comparison of proposals, PCSC may at its discretion, ask the bidder for clarification / seek information on the proposal.
- PCSC will examine the Proposals to determine whether they are complete, whether any computational errors have been made, whether the documents have been properly signed, and whether the Proposals are generally in order
- 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, it's proposal will be rejected.
- Prior to the detailed evaluation, PCSC will determine the substantial responsiveness of each Proposal to the Request for Proposal (RFP). For purposes of these clauses, a substantially responsive Proposal is one which conforms to all the terms and conditions of the RFP without material deviations. PCSC's determination of a proposal's responsiveness is based on the contents of the Proposal itself without recourse to extrinsic evidence.
- A Proposal determined not substantially responsive will be rejected by PCSC and may not subsequently be made responsive by the Bidder by correction of the non-conformity.

8.4 Evaluation and Comparison of Proposals

Evaluation of Bid

A two-stage Evaluation Criteria will be adopted in evaluating the bids, with evaluation of the Technical proposal being completed prior to any commercial bid being opened and compared.

The commercial bids of only those consortia / consulting firms which fulfil the following conditions will be opened and evaluated

- ✓ **Prior experience with regard to preparation of NOS either in India or abroad. Experience of the Paints and Coatings Sector will be an added advantage**

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- ✓ **Technical score of at least 70% of the obtainable score of 100 points.**
- ✓ The Technical Proposal will be evaluated on the basis of it's meeting the evaluation parameters in the Table given below in "Evaluation Criteria for Technical Proposal"
- ✓ In the second stage, the commercial bids of all the Contractors, who have attained 70% of the Technical Proposal evaluation criteria, will be opened and compared.

Financial Bid:

The bidder shall indicate the prices of services it proposes to supply under the contract.
The contract will be awarded to the consulting firm which qualifies the technical bid and quotes lowest price (L1) for the services.

Evaluation Criteria for the Technical Proposal

| S. No. | Evaluation Criteria / Definition | Point Score | | | | |
|--|---|--|----|--|---|-----------|
| 1 | <p>Profile of the Consultants Executing the Project</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 80%;">Members executing the project having minimum 5 years of relevant experiences (NOS, HR, Vocational Education, Talent Supply Management, etc.)</td> <td style="text-align: center;">20</td> </tr> <tr> <td>Head of the Project having experience of Coatings Industry Services Sector</td> <td style="text-align: center;">5</td> </tr> </table> | Members executing the project having minimum 5 years of relevant experiences (NOS, HR, Vocational Education, Talent Supply Management, etc.) | 20 | Head of the Project having experience of Coatings Industry Services Sector | 5 | 25 |
| Members executing the project having minimum 5 years of relevant experiences (NOS, HR, Vocational Education, Talent Supply Management, etc.) | 20 | | | | | |
| Head of the Project having experience of Coatings Industry Services Sector | 5 | | | | | |
| 2 | <p>Spread and Reach of the Consortium / Consulting Firm (Presence of operations across states / regions).</p> | 15 | | | | |
| 3 | <p>Experience of the Consortium / Consulting firm in projects in Coatings Industry Services in India. (any project in Coatings Industry in India). The objective is to understand the depth and knowledge base available with the consortium / consulting firm in coatings industry services sector, necessary for successful execution of the project. Point score will be based on the size and relevance of the project/s.</p> | 15 | | | | |
| 4 | <p>Overall Understanding of the Project Capability and Technical ability, Understanding of the Project and Knowledge of issues relating to the creation of National Occupation Standards and ability to meet project objectives. (Overall Understanding of the project and knowledge of National Occupational Standards & Qualification Packs and ability to meet the project objectives)</p> | 15 | | | | |
| 5 | <p>Approach & Methodology of Execution (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 reporting and control mechanism to be used to efficiently manage the project)</p> | 15 | | | | |
| 6 | <p>Timelines for Execution (Capacity to achieve milestones and complete the project timelines as defined in the RFP)</p> | 15 | | | | |
| TOTAL POINTS | | 100 | | | | |

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The contract will be awarded to the Bidder based on the assessment of PCSC's National Committee on NOS. The decision of the committee in the evaluation of the Proposals shall be final. No correspondence will be entertained outside the process of negotiation/ discussion with the Committee.

9. AWARD OF CONTRACT

9.1 Criteria for Award of Contract

PCSC reserves the right to accept or reject any proposal, and to annul the solicitation process and reject all proposals at any time prior to award of contract, without thereby incurring any liability to the affected bidder or any obligation to inform the affected bidder(s) of the grounds for PCSC's action. Prior to the expiration of the period of proposal validity, PCSC will award the contract to the qualified bidder whose proposal, after being evaluated, is evaluated to be the most responsive to the needs of the organization and activity concerned.

9.2 PCSC's right to vary requirements at the time of award

PCSC 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.

9.3 Service Level Agreements (SLAs)

The contract would clearly mention the Service Level Agreement for all milestones with defined tasks and timelines.

Review meeting with PCSC will be held within 2 Weeks of start of the project and every week in the following weeks or as and when required.

Final Report will be validated by the PCSC National Committee on NOS and Governing Council of PCSC.

9.3.1 Service Level Default

The selected Bidder's 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.

9.3.2 Penalty Computation

All delays, failures to adhere to the SLAs will attract a financial penalty. This will be mutually

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decided by the selected bidder and PCSC while signing the contract.

9.4 Signing of the Contract

Within 3 days of receipt of the contract the successful bidder shall sign and date the contract and return it to PCSC.

PCSC reserves the right to:

- Reject any or all proposals received
- Enter into negotiations with one or more applicant 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 selected vendor will be notified in writing by PCSC. As noted earlier in this document, this date is subject to change at the sole discretion of PCSC. The signing of an agreement between the vendor and PCSC is subject to the approval of PCSC's Governing Council.

9.5 Contract Finalization

The contract to be entered into will be finalized mutually between selected vendor and PCSC And will contain standard terms and conditions. Should, in the opinion of the PCSC, 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.

9.6 Order of Precedence

PCSC being Major Stakeholder, the assigned employees will manage proposals, funds, access monitoring and analytic information and generate reports and maintain data on the following:

- Manage Proposal details
- Fund Approval
- Fund Disbursement
- Compliance tracking and monitoring
- View scanned reports and documents
- Generate Reports
- Ad-hoc querying

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10. FORCE MAJEURE: OTHER CHANGES IN CONDITIONS

Force Majeure, as used in this Article, means Nature, war (whether declared or not), invasion, revolution, insurrection, or other acts of a similar nature or force which are beyond the control of the Parties.

In the event of and as soon as possible after the occurrence of any cause constituting force majeure, the Contractor shall give notice and full particulars in writing, to PCSC, of such occurrence or change if the Contractor is thereby rendered unable, wholly or in part, to perform its obligations and meet its responsibilities under this Contract. The Contractor shall also notify PCSC of any other changes in conditions or the occurrence of any event which interferes or threatens to interfere with its performance of this Contract. The notice shall include steps proposed by the Contractor to be taken including any reasonable alternative means for performance that is not prevented by force majeure. On receipt of the notice required under this Article, PCSC shall take such actions as, in its sole discretion, it considers to be appropriate or necessary in the circumstances, including the granting to the contractor of a reasonable extension of time in which to perform its obligations under this Contract.

If the Contractor is rendered permanently unable, wholly or in part, by reason of force majeure, to perform its obligations and meet its responsibilities under this Contract, PCSC shall have the right to suspend or terminate the Contract, as mentioned below.

10.1 Termination

- PCSC may terminate the Contract for cause, in whole or in part, upon 15 days' notice, in writing. The initiation of arbitral proceedings in accordance with para given below on "Settlement of Disputes" below shall not be deemed a termination of the Contract.
- PCSC reserves the right to terminate without cause the Contract, at any time, with 15 days prior written notice to the Contractor, in which case PCSC will reimburse the Contractor for all reasonable costs incurred by the Contractor, prior to receipt of the notice of termination. In such a case, the Contractor will have to pay the entire amount dispersed by PCSC, within 15 days of receipt of the notice.
- Should the Contractor be adjudged bankrupt, or be liquidated, or become insolvent, or should the Contractor make an assignment for the benefits of its creditors, or should a Receiver be appointed on account of the insolvency of the Contractor, PCSC may, without prejudice to any other right or remedy it may have, terminate the Contract forthwith. The Contractor shall immediately inform PCSC of the occurrence of any of the above events.

10.2 Settlement of Disputes

10.2.1 Amicable Settlement

The parties shall use their best efforts to settle amicably any dispute, controversy or claim arising

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out of, or relating to the Contract or the breach, termination or invalidity thereof. Where the parties wish to seek such an amicable settlement through conciliation, the conciliation will take place in accordance with PCSC's Conciliation Rules then obtaining, or according to such other procedure as may be agreed between the parties.

10.2.2 Arbitration

Unless, any such dispute, controversy or claim between the parties arising out of or relating to the Contract or the breach, termination or invalidity thereof is settled amicably under the preceding paragraph of this Article within Sixty (60) days after receipt by one party of the other party's request for such amicable settlement, such dispute, controversy or claim shall be referred by either party to arbitration in accordance with PCSC's Arbitration Rules then obtaining, including its provision on applicable law. The arbitral tribunal will have no authority to award punitive damages. The parties shall be bound by any arbitration award rendered as a result of such arbitration as the final adjudication of any such controversy, claim or dispute.

10.3 Observance of Law

The Contractor shall comply with all laws, ordinances, rules and regulations bearing upon the performance of its obligations under the terms of the Contract.

10.4 Authority to Modify

No modification or change in the Contract, no waiver of any of its provisions or any additional contractual relationship of any kind with the Contractor shall be valid and enforceable against PCSC unless provided by an amendment to the Contract signed by the authorized official of PCSC.

10.5 Reporting

The consultants shall operate from own offices and based at the focused district for the purposes of the related field works this task. However, he/ she will attend briefing meetings at PCSC.

PAINTS AND COATINGS SKILL COUNCIL

FORM I

Proposal Submission Letter

(RFP for “Revision, Rationalization and Developing National Occupational Standards for Job Roles in the Paints and Coatings Sector”)

(to be on Proposer’s letterhead)

Date:

To:

**Mr. Jagdish Acharya - CEO
Paints and Coatings Skill Council
103, B Wing, Neelam Centre,
Hind Cycles Marg, Worli.
Mumbai 400 030**

Dear Sir,

We, the undersigned as Proposer, having examined the complete RFP document do hereby offer to **Revision, Rationalization and Developing National Occupational Standards for Job Roles in the Paints and Coatings Sector**, 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 between us.

We hereby agree to all the terms and conditions stipulated in the RFP and submit herewith our proposal for the said project.

Yours faithfully,

(Authorized Signatory)

In the capacity of Duly Authorized to sign the Proposal for and behalf of the Principal Proposer.

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Form IA

Letter for Submission of Technical Bid

(to be on Proposer's letterhead)

Date :

To:

Mr. Jagdish Acharya - CEO
Paints and Coatings Skill Council
103, B Wing, Neelam Centre,
Hind Cycles Marg, Worli.
Mumbai 400 030

Dear Sir

Sub: **Your RFP for “Revision, Rationalization and Developing National Occupational Standards for Job Roles in the Paints and Coatings Sector”**

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

- **A Descriptive Note on the Project and Deliverables**
- **Approach Paper with details on methodology**
- **Details of Prior Experience with regard to Preparation of NOS**
- **Profile of Consultants Executing the Project**
- **Company Profile, including date of establishment**
- **Nature of Business**
- **Turnover and Profits of last 3 years**
- **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 PCSC 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 PCSC may consider appropriate. We understand that PCSC is not bound to accept the offer and that PCSC has the right to reject the offer without assigning any reasons whatsoever.

Yours faithfully,

Authorized Signatory of Proposer
(Name and Designation, seal of the firm)

PAINTS AND COATINGS SKILL COUNCIL

Form II

Proposer's Profile

(to be on Proposer's letterhead)

Date:

To:

Mr. Jagdish Acharya - CEO
Paints and Coatings Skill Council
103, B Wing, Neelam Centre,
Hind Cycles Marg, Worli.
Mumbai 400 030

Dear Sir

Sub: **Your RFP for "Revision, Rationalization and Developing National Occupational Standards for Job Roles in the Paints and Coatings Sector"**

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

| PCSC's Requirement | Proposer's Response |
|--|--|
| Year of establishment of the Company. | Mention the date of establishment and enclose proof. |
| Names and background of the main promoters | Give details |
| Nature of business | Specify |
| Net Worth as of the last Financial Year (specify year) of the Proposer/ Group, as applicable | Mention figures in Rs. In Lacs and enclose supporting audited financial statements |
| Profits for the last Financial Year for the Proposer/ Group, as applicable | |
| Turnover for the last Financial Year for the Proposer/ Group, as applicable | |

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

Yours faithfully,

Authorized Signatory of Proposer
(Name and Designation, seal of the firm)

PAINTS AND COATINGS SKILL COUNCIL

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

Date

To:

**Mr. Jagdish Acharya - CEO
Paints and Coatings Skill Council
103, B Wing, Neelam Centre,
Hind Cycles Marg, Worli
Mumbai 400 030**

Dear Sir,

Sub: Your RFP for "Revising, Rationalizing and Developing National Occupational Standards for Job Roles in the Paints and Coatings Sector"

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

If our proposal is accepted, we undertake 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 thereof and your notification of award, shall constitute a binding Contract between us.

We undertake that, in competing for (and if the award is made to us, in executing) the above contract, we will strictly observe the laws against fraud and corruption in force in India namely "Prevention of Corruption Act 1988".

We understand that you are not bound to accept the lowest or any proposal you may receive.

Dated this _____ Day of _____ 2019.

(Signature)

(Name) (in the capacity of)

Duly authorized to sign proposal for and on behalf of the Proposer.

Schedule of prices (Financial Bid)

(Format at the discretion of the Proposer)

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DISCLAIMER:

The information provided herein in RFP belongs solely to the PCSC. National Skill Development Corporation (NSDC) is in no way related to this RFP and/ or corrigendum (if any) and has agreed to make this available on it's website only for easy retrieval by the stakeholders, as a goodwill gesture, on the insistence of PCSC.

NSDC in no manner is responsible for any errors or omissions, or for the results obtained from the use of this information.

All information in this RFP and/ or corrigendum (if any) is provided "as is" with no guarantee of completeness, accuracy and timeliness or of the results obtained from the use of this information, and without warranty of any kind, express or implied, including, but not limited to warranties of performance, merchantability and fitness for a particular purpose. In no event will NSDC or it's Directors, employees or agents, be liable for any decision made or action taken in reliance on the information in this RFP and/ or corrigendum (if any) or for any consequential, special or similar damages.