

## **Request for Proposal (RFP)**

**Proposal for empaneling Assessment Agency to conduct Domain Assessment of Trainers under-going TOT (Training of Trainers) in Tourism & Hospitality sector.  
(Only applicable for NCVET approved Assessment Agency)**

**Reference# THSC/TRAINING/ RFP/2024**

**Proprietary & Confidential**

**Issued by:  
Tourism and Hospitality Skill Council,  
1216-1220, 12<sup>th</sup> Floor, Naurang House, 21 Kasturba Gandhi Marg  
Connaught Place, New Delhi – 110001**

# 1. ADMINISTRATIVE DETAILS

## A. CONFIDENTIALITY

All information included in this RFP is confidential and only for the use and knowledge of the recipient. No information included in this document or in discussions connected to it, may be disclosed.

## B. RFP PROCEDURE

### I. Contact Details

Primary – Vivek Mishra – Training & Affiliation

Secondary - Vivek Shandilya - Training & Affiliations

E-mail all Proposal to [training@thsc.in](mailto:training@thsc.in) / [vivek.shandilya@thsc.in](mailto:vivek.shandilya@thsc.in) (no hard copies)

### II. Critical Information

This Request for Proposal (RFP) contains the details regarding scope, eligibility for participation, evaluation methodology, project timelines, terms & conditions, and other relevant details. Bidding organization(s) are advised to study the RFP document carefully before submitting their proposals. Submission of a proposal shall be deemed to have been done after careful study and examination of this document with full understanding of its terms, conditions, and implications. This will be a non-financial empanelment.

## C. SCHEDULE OF EVENTS

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

Event	Target Date
Date of issuance	18-03-2024
Last date of submission of Proposals/Bid	24-03-2024
Decision on short-listed firm	29-03-2024
Declaration of result	30-03-2024

### NOTES

- The dates furnished above are subject to revision by THSC (to be notified on its website)
- This Document is not transferable
- Based on pre-bid meeting correction/modification of the document will be done and it will be uploaded on the THSC website

## 2. INTRODUCTION OF THSC

We are a Not-for-Profit Organization, registered under the Societies Registration Act, 1860, promoted by the Confederation of Indian Industry (CII) with inclusive representation of the Government, Industry, Industry Associations and Training Institutes across India. We are formed by the industry and for the industry to tackle the skilling of large manpower to fulfill the industry requirements, playing a crucial role in bridging this ever-growing gap. We have a mandate to create a robust and sustainable eco-system for skill development in the industry, catering to all the sub sectors of the industry, namely, Hotels, Tour Operators, Food Service Restaurants, Facilities Management and Cruise Liners.

## 3. BACKGROUND AND RATIONALE FOR RFP

*THSC, through this Request for Proposal (RFP), would select Partner (referred as Bidder/Proposer in the rest of the document) with relevant experience and capacity to work on the scope of RFP and maintain information thereof.*

## 4. ELIGIBILITY CRITERIA

1. The Assessment agency must be working in the field of Skill Development and should have at least 3 years 'experience in skill ecosystem.
2. Must be approved and empaneled Assessment Agency by NCVET.
3. The Assessment agency must be achieved a turn-over of minimum INR 3 crore in last 3 years or since inception in the skill development business.
4. The organization must have a valid TAN, PAN, GST Certificate, Registration of Company, or Society Registration.
5. They must have Question Bank related to THSC for minimum 20 job roles (List of Job Roles to be attached with the proposal)

### **Technical Eligibility Criteria (Documentary Evidence to be attached)**

Power Point Presentation on the project covering-

**Presentation – 20 Marks**

**Question Bank Available – 20 Marks**

**Software/ Platform/ App - 20 Marks**

**Financial Bidding- 20 Marks (the lowest bid will be considered)**

**Previous Experience of Conducting Domain TOT Assessment for any SSC - 20 Marks**

## **5. Scope of Work**

1. The AA must have online platform for ToT assessment and ready to take assessment at any point of time.
2. AA need to share login credentials to Trainer within 24 Hrs after sharing details by THSC.
3. AA must follow up with Trainer on the day of assessment to avoid any issue or confusion.
4. AA need to share result with THSC within 2 days or in exceptional cases within 1 day.
5. AA need to maintain Trainer attendance record & photographic records of assessment.