

## **Furniture & Fittings Skill Council invites proposals for Development of Content (Courseware)**

Furniture & Fittings Skill Council (FFSC) has developed 25 new Qualification Packs (QPs) for the skill development training, assessment and certification. The package of content will be prepared for each job role which will include Training Delivery Plan, Participant's Handbook, Trainer's Guide and PPT.

FFSC seeks proposals from reputed firms which can undertake the job of development of the whole package of content in English for eight QPs. The list of eight QPs is :

<b>SI No</b>	<b>QP Name</b>	<b>QP Code</b>	<b>Level</b>
<b>1</b>	Assistant Carpenter-Wooden Furniture (Revised)	FFS/Q0103	3
<b>2</b>	Lead Carpenter-Wooden Furniture (Revised)	FFS/Q0104	4
<b>3</b>	Assembler–Modular Furniture (Revised)	FFS/Q5101	3
<b>4</b>	Lead Assembler-Modular Furniture (Revised)	FFS/Q5103	4
<b>5</b>	Lead Interior Designer	FFS/Q9102	3
<b>6</b>	Sales Executive- Furniture & Fittings	FFS/Q8101	4
<b>7</b>	Design Assistant-Wooden/Modular Furniture	FFS/Q0106	4
<b>8</b>	Lead Furniture Maker-bamboo	FFS/Q4102	4

### **Evaluation & Comparison of Proposals**

A two-stage Evaluation Criteria will be adopted in evaluation of the bids, the contract will be awarded to the proposer who scores highest marks aggregated for technical and financial bid (50% weightage to technical proposal and 50% to financial bid).

#### **A. Technical Bid**

The firm must

- ✓ **Have Prior Experience with regard to Preparation of content for Sector Skills Council / Govt. Department / Ministry either in India or Abroad.**
- ✓ **Minimum three years of relevant experience required**

## B. Financial Bid

Services	Fee for Services (INR) for One QP	Fee for Services (INR) for eight QPs
Training Delivery Plan (English)		
Participant's Handbook (English)		
Trainer's Guide (English)		
PPT (English)		
Sub Total		
Tax		
Final (in words)		

### General Instructions

- Consulting Firms submitting the proposal must be a legal entity duly incorporated under the law.
- Must have a Permanent Account Number (PAN) from Income Tax authorities.
- All the communications to FFSC including the proposal and the bid documents shall be signed on each page by the authorized representative of the bidder and authority letter should be attached with the bid.
- The bidders should submit their **proposal in 1 set** of printed copies
- The Bid should be submitted in two separate envelopes.
- All pages of the proposal must be sequentially numbered and shall be initialled 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 only contained in the Financial Bid.
- All prices shall be quoted in Indian Rupees (INR).
- Proposals shall remain valid for Hundred and Twenty (120) days after the date of proposal submission prescribed by the FFSC. A Bidder granting the request will not be required nor permitted to modify its proposal.
- The Bidder shall seal the Proposal in one outer and two inner envelopes, as detailed.

The outer envelope shall be addressed to:

**Mr. Gurpal Singh**  
**Chief Executive Officer**  
**Furniture & Furniture Skill Council**  
407 – 408, 4<sup>th</sup> Floor, DLF CITY COURT  
MG ROAD, Sikanderpur  
GURGAON - 122002

**Marked Clearly Proposal for – “Development of Content for Job Roles in Furniture & Fittings Industry”**

- To assist in the examination, evaluation and comparison of Proposals, FFSC may at its discretion, ask the Bidder for clarification / seek information on the Proposal
- The decision of the FFSC Committee in the evaluation of proposals shall be final. No correspondence will be entertained outside the process of negotiation / discussion with the Committee.
- FFSC reserves the right at the time of award of contract to vary the quantity of services and goods specified in the RFP.
- The FFSC reserves the right to:
  - Reject any or all proposals received
  - Enter into negotiations with one or more Bidders 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
  - Finalise or cancel bids received

**Deadline:**

9<sup>th</sup> February 2018 by 5.00 pm

**SECTION A - INFORMATION SHEET**

Name of the organization \_\_\_\_\_

Address \_\_\_\_\_

Contact Person ( Name & Mobile) \_\_\_\_\_

Email Address \_\_\_\_\_

Total number of Years of operation \_\_\_\_\_

**SECTION B - PROJECT DETAILS**

Experience in creation of  
Text Content (in years)

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Experience in creation of  
Digital Content (in years)

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Have created QP – NOS Compliant Courses  Yes  
 No

Interested to create content  Text  
 Digital  
 Both

Duration: For development of all eight content \_\_\_\_\_

Earlier project summary:

Sl No	Name of Client	Type of Content Developed	Year of Work	Amount of Project	Remarks (if any)

**Financial Bid**

<b>Services</b>	<b>Fee for Services (INR) for One QP</b>	<b>Fee for Services (INR) for eight QPs</b>
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Participant's Handbook (English)		
Trainer's Guide (English)		
PPT (English)		
Sub Total		
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Final (in words)		

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