

Furniture & Fittings Skill Council

Request for Proposal (RFP)

Redesign and Development of Furniture and Fittings Skill Council's Website and SMIS

<https://www.ffsc.in>

13/11/2020



Issued by:
Furniture & Fittings Skill Council

407-408, 4th Floor,
DLF City Court, M.G Road,
Sikanderpur, Gurgaon
Haryana - 122002

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ADMINISTRATIVE DETAILS

Confidentiality

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

Contact Details

For questions regarding this RFP, please contact:

Mr. Rahul Mehta

**Chief Operating Officer (COO)
Furniture & Fittings Skill Council**

Office No. 407 – 408, 4th Floor

DLF City Court, M.G. Road, Sikanderpur

Gurgaon, Haryana - 122002

Email: coo@ffsc.in

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.

Contents of solicitation documents

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 Solicitation Documents. Failure to comply with these documents will be at the Bidder's risk and may affect the evaluation of the Proposal

FURNITURE & FITTINGS SKILL COUNCIL – AN INTRODUCTION

Furniture & Fittings Skill Council (FFSC) is a Not-for-Profit organization, registered under societies Registration Act XXI of 1860. The Council has been promoted by CII (Confederation of Indian Industry) with financial support from the National Skill Development Corporation (NSDC). The aim of the sector skill council is to focus on establishing an effective and efficient eco-system for development and imparting of skills for the Furniture and Fittings industry including relevant curriculum, courses, information database, delivery system, standardization, accreditation and certification processes to enhance the employability of the Indian workforce globally.

The mandates for FFSC are:

1. Setting up Skill Management Information System (SMIS) to assist planning and delivery of training.
2. Develop a sector skill development plan for the furniture & fittings industry.
3. Development of National Occupational Standards (NOS) customized & implemented towards Indian Standards & Requirements and adopted by the furniture and fittings industry.
4. Developing career path, skill competency standards and qualifications for upgrading youth/work force at par with the developed countries.
5. To help the member organizations across market verticals sharpen their business focus, updating on the emerging market trends and development.
6. Standardization of affiliation and accreditation process & participation in the process.
7. Plan and execute training of trainers.
8. Ensure delivery of training programs by accredited organizations as per industry norms and standards.

REQUEST FOR PROPOSAL

FFSC seeks Request for Proposal RFP from reputed consulting firms/consortium which can undertake the job of development of the official website of FFSC and an integrated Skill Management Information System (SMIS).

PROJECT SCOPE & BRIEF

This project will be a complete overhaul of the existing website to present FFSC as a cutting-edge, professional organization that is keeping up with changing technological standards in the industry.

The primary goals are to create a site with a contemporary look and feel; more clearly direct casual visitors to appropriate content and actions; integrate seamlessly with the SMIS platform; and mobile-optimize all pages to ensure an effective experience for visitors on small screen-size devices (mobile users represent a large portion of FFSC's target audience).

The scope of this project shall include but not necessarily be limited to the following tasks:

Website Redesign & Development

1. Goals & objectives

- a) Replace the current FFSC (www.ffsc.in) site with a fully-featured website with a professional look and feel that will promote engagement with the stakeholders.
- b) Simplify navigation and ensure the website provides clear direction to the stakeholders, while also giving them an easy access to the content they need.
- c) Provide a clearinghouse for information on new developments in skilling in the Furniture and Fittings sector.
- d) An integrated Skill Management Information System (SMIS) for the new site, it must be accessible to users with limited technical training, provide multiple user accounts for Industry Partners, Training Partners, Candidates, Trainers etc.
- e) The overall goal is to create a design that gives the site a professional, contemporary look, as would befit the stakeholders.

2. Technical requirements

- a) Mobile-optimize all pages and templates to ensure ease of navigation and site exploration for all users on small screen-size devices.
- b) A simplified landing page template for use in acquisition campaigns
- c) Provision for "draft" page settings to facilitate internal approval before making new pages live. Security of the SMIS must be demonstrated.
- d) Integration of one-click social media profile join buttons for Facebook, Twitter, LinkedIn, YouTube etc. Embedded display of recent updates from these services preferred. A dedicated Skill In-Sight section to provide the latest developments and updates.
- e) Migration of existing website content into new website.
- f) Integration with the ASEEM portal which is maintained by NSDC for providing demand aggregation data.

- g) Provision to redirect to other existing portals in skill development like Skill India Portal, Apprenticeship Portal etc.
- h) Analytics Software to be provided which shared proper insights and data about the website visitors. Data from the user accounts in downloadable formats pertaining to the demand aggregation, enrollment etc.
- i) User Accounts to be created as part of the SMIS with multiple logins provision for each type of stakeholder.
- j) Software training to be provided to the IT team at FFSC in order to familiarize with the website functions and perform basic troubleshooting.
- k) Ongoing Support / Retainer – ongoing support to be provided for the new website and changes which will be suggested by FFSC.
- l) Web Host – the exiting web hosting can be utilized for the development of the new website or alternatives can be suggested.

PROPOSED SITEMAP

The draft sitemap of the new website has been made considering the key functions of FFSC namely Engagement, Standards Development, Training Infrastructure, Assessment, Projects, Skill Competition and Career Management.

The core sitemap can be accessed using the link given below:

[FFSC Website Sitemap](#)

SCHEDULE OF EVENTS

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

Event	Target Date
Publish on website	13 th November 2020
RFP issued to the Vendors	13 th November 2020
Last date of submission of Proposals	22 nd November 2020
Presentation by the Bidding Organization to FFSC	25 - 27 th November 2020
Award of Contract by FFSC	30 th November 2020
Commencement of implementation of project	1 st December 2020

* The dates furnished above are subject to revision by FFSC.

PROJECT DELIVERABLES & TIMELINES

S. No.	Activity	Timeline (Days)
1	Presentation of the detailed Plan of Action with schedule & Signing of Contract /Commencement of implementation of Project	T
2	Presentation on the draft templates as per the discussion with team FFSC	T + 15
3	Presentation of the SMIS functions and user interface	T + 30
4	Presentation on the mobile interface, social media integration and Skills In-Sight section.	T + 45
5	Validation of the final draft with key stakeholders	T + 50

Notes:

1. Review Meeting with FFSC will be held within 2 Weeks of Start of the Project and every two weeks in the following weeks/as and when required.
2. Final website and SMIS will be validated by the team of experts and stakeholders.

EVALUATION CRITERIA

The goal of the proposal is to evaluate the quality of vendor fitness for the project. The evaluation of the proposals will be based on the following:

- Examples of similarly-complex projects (to assess technical capability)
- Client references (to assess credibility)
- Project timeline with major tasks and milestones (to assess process)
- Project budget by line item (to assess process)
- Plan for mobile / responsive design (to assess familiarity with current trends)
- Plan for development of the SMIS

Other criteria will include the following:

- Technical expertise: Previous experience in building interactive, responsive sites.
- Communication and autonomy: Manage project independently in addition to teamwork; pursue and meet established timelines without monitoring/prompting.
- Flexibility: Adapt when needed to unforeseen project changes.
- Vision: Provide ideas for project beyond what is presented initially based on expertise in the field.

PROPOSAL CONTENT GUIDELINES

In order to facilitate the evaluation by the FFSC and to ensure each proposal receives full consideration, proposals should be accompanied by the documents as listed below:

- **Proposal Submission Letter along with Table of Contents, Executive Summary, Vendors Profile, details of past projects etc.**
- **Technical Proposal along with:**
 1. A Descriptive note on the Project and deliverables as per your understanding.
 2. Approach paper with details on methodology: This section should demonstrate the Bidder's responsiveness to meet or exceed the specifications, given by FFSC.
 3. Past projects with details.
 4. Tentative timeline for project completion.
 5. Project Budget as per each line item mentioned in the project scope section.

PROPOSAL PREPARATION COSTS

- 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 FFSC to facilitate the evaluation process and in negotiating a definitive Contract or all such activities related to the bid process. FFSC 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 FFSC 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 FFSC and may be returned completely at its sole discretion.

BIDDERS' INQUIRIES AND FFSC'S RESPONSES

All enquiries / clarifications from the bidders related to this RFP must be directed in writing or email exclusively

To,
Mr. Srikant Singh
System Analyst

Furniture & Fittings Skill Council
At his email ID: srikant.singh@ffsc.in

VENUE AND DEADLINE FOR SUBMISSION

Proposals must be received at the address specified below or email id mentioned by 6:00 p.m. on **22nd November 2020**.

Furniture & Fittings Skill Council

Office No. 407 – 408, 4th Floor
DLF City Court, M.G. Road, Sikanderpur
Gurgaon, Haryana – 122002
Email: info@ffsc.in

- Any proposal received by the FFSC after the above deadline shall be rejected and returned unopened to the bidder.
- The bids submitted by e-mail shall also be considered. However, hardcopy of the proposals should also be sent.
- FFSC 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.
- FFSC reserves the right to modify and amend of the above stipulated condition/criterion depending upon project priorities vis-à-vis urgent commitments

GENERAL INSTRUCTIONS

- Consulting Firms / Consortia 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 (Annexure – I) should be attached with the bid.
- The bidders should submit their proposal in 2 sets of printed copies and as a single file in PDF Format if sent by email.

Marked Clearly Proposal (and subject line of email) **for – “Redesign and Development of Furniture and Fittings Skill Council’s Website and SMIS”**

RIGHT OF FFSC

- At any time, FFSC may, for any reason, modify the RFP Document by an amendment.
- The amendment will be intimated to all proposers who confirm their intention to participate by email. The bidders are allowed to resubmit their bid-if required, after such amendments.
- If FFSC 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.
- FFSC may terminate the RFP process at any time without assigning any reason. FFSC makes no commitments, express or implied, that this process will result in a business transaction with anyone.
- FFSC reserves the right to accept or reject any proposal, & to annul the short-listing process & 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 FFSC’s action.

Annexure I: Proposal Submission Letter

(RFP for Redesign and Development of Furniture and Fittings Skill Council's Website and SMIS)

(To be on Proposer's letterhead)

To:

Mr. Rahul Mehta
Chief Operating Officer
Furniture & Fittings Skill Council
Office No. 407 – 408, 4th Floor
DLF City Court, M G Road, Sikanderpur
Gurgaon, Haryana - 122002

SUB: PROPOSAL SUBMISSION

Dear Sir,

We, the undersigned, as Proposer, having examined the complete RFP document do hereby offer to **Redesign and Develop Furniture and Fittings Skill Council's Website and SMIS** in full conformity of your requirements as elaborated in RFP for the amounts mentioned by us in the proposal or such other sums as may be agreed to 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,

(Authorised Signatory)

In the capacity of _____

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