



Request for Proposal (RFP)

“Revision and Rationalization of Qualification Packs (QP) and National Occupational Standards (NOS) For Selected Job Roles”

For Capital Goods Sector in India

Reference # CGSC/RFP/2021/1

Issued by:

Capital Goods Skill Council

C/o AWFIS
1st Floor, L-29 Outer Circle
Connaught Place, New Delhi



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1.0 GENERAL INFORMATION

CGSC invites service providers to submit the proposal for “Review & Rationalization of Qualification Packs (QP) and National Occupational Standards (NOS) - for Selected Job Roles” for CGSC for roles/occupations in the Capital Goods sector in India. CGSC, through this Request for Proposal (RFP), seeks to select an Implementation Partner (referred as Bidder in the rest of the document) with relevant experience and capabilities to review and rationalize QP-NOS for the selected job roles and maintain information thereof. This Request for Proposal (RFP) contains the details regarding scope, eligibility for participation, evaluation methodology, project timelines, Terms & Conditions and other relevant details.

1.1 Introduction

1.1.1 Introduction to CGSC

Capital Goods Skill Council (CGSC) is a Not-for-Profit Organization, registered under the Societies Registration Act, 1860. The Council has been promoted by Federation of Indian Chambers of Commerce and Industry (FICCI) and Department of Heavy industries (DHI), Government of India, with financial support by National Skill Development Corporation (NSDC). The supporting organizations include leading industry and industry associations representing both public and private sector.

The Capital Goods Skill Council is a unique initiative to play proactive role and bridge the gap by creating a vibrant eco-system for quality training and skill development for the Capital Goods sector.

The purpose of establishing CGSC is to ensure that the Capital Goods industry is able to grow with skilled manpower, increase productivity and profitability. CGSC is expected to create a dynamic LMIS to keep track of the labour market skill gaps, frame Occupational Standards, facilitate development of practical and high quality training content, ensure adequate availability of faculty through Train The Trainer initiatives, build accreditation and certification mechanisms and encourage capacity building through private sector participation.

The key objective of the CGSC is to create a robust and vibrant eco-system for quality education and skill development in the Capital Goods Sector in the country.

Mandate of CGSC

- Identification of skill development needs including preparing a catalogue of types of skills, range and depth of skills to facilitate individuals to choose from them.
- Development of a sector skill development plan and maintain skill inventory.
- Determining skills/competency standards and qualifications.
- Standardization of affiliation and accreditation process.
- Participation in Affiliation, accreditation, examination and certification.
- Plan and execute Training of Trainers.
- Promotion of academies of excellence.
- Establishment of a well-structured sector specific Labour Market Information System (LMIS) to assist planning and delivery of training



1.1.2 Purpose of RFP

In order to build capacity of Capital Goods sector and to provide skilled manpower with consistent standard of performance in carrying out a function in the workplace, it is necessary to periodically update the QP-NOS for relevance to industry and labour practices. It is in this endeavor that a proposal for Review & Rationalization of QP-NOS is being initiated which will be used for enhancing the understanding of the changes in the skills-requirement and enable updating of the Standards in the Capital Goods Sector in India. CGSC will primarily use the report of this Project in planning schemes and interventions for ensuring standards and building training capacity in this Sector.

The purpose of this RFP is to shortlist qualified agencies to research and update QP-NOSs for the identified roles/occupations in Capital Goods sectors and subsectors in India. The objective of this document is to provide indicative 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.

1.1.3 Background & Rationale for the Project and Current Scenario

The National Council for Vocational Education and Training (NCVET), *earlier known as NSDA, National skill Development Agency* was notified by the Ministry of Skill Development and Entrepreneurship (MSDE) on 5th December 2018. The NCVET will act as an overarching skills regulator which will regulate the functioning of entities engaged in vocational education and training, both long and short-term, and establish minimum standards for the functioning of such entities.

The major functions of NCVET include:

- a. Approval of qualifications
- b. Recognition and regulation of awarding bodies (ABs), assessment agencies (AAs) and skill related information providers (SIPs)
- c. Monitoring and supervision of recognized entities
- d. Grievance redressal

Qualification Packs (QPs) when initially approved by the regulatory body are provided validity for a specific period ranging from 2 to 5 years. When the QP-NOS come up for re-validation, they may be modified as per the current trends and market requirement.

With new directives from NCVET and NSDC, the entire Qualification Review Committee (QRC) Docket needs to be reworked and reformatted as the template for various the documents have been revised.

According to the QP-NOS Review Guidelines, it is recommended that QP-NOS be periodically updated for relevance to industry and labour practices. When the QP-NOS is created, the Next Review Date is mentioned in the QP-NOS document. QPs can, however, be revised at the discretion of the concerned SSC in case of technological or market disruption. In the event of the lapse of the QP review date, SSC has to follow the standard process for industry validation and consequently seek National Skill Qualifications Committee (NSQC) approval (In case any other approvals are requires the same will be included in the scope automatically without any other additional cost). Standard industry validation and other documents as required need to be submitted as part of the deliverables required in the NSQC docket.



The Core considerations to be taken while Revising and Rationalizing the QPs are:

- Revision of Occupational Map and Career Progression.
- Rigor and robustness of NOS and their NSQF leveling. Updation of QP/NOS
- Inclusion of sustainability, gender, PwD, behavioral skills and extra NOSs to a QP where ever required.
- Curricula design/development for broader utility across qualification types.
- Nomenclature and QP/NOS coding, along with NCO codes.
- Rationalization of 5 QP/NOS and development of new QP

2 ADMINISTRATIVE DETAILS

2.1 Confidentiality

All reports developed and the Occupational Standards prepared and reported will be the sole property of Capital Goods Skill Council (CGSC). Confidentiality of all deliverables will be maintained by the Consultant/vendor concerned (selected bidder).

2.2 RFP procedure

2.2.1 How to deliver the answer

Send a response by hard copy in a sealed envelope with reference No. as mentioned on Page 1. Please refer to clause 5.6 for details.

2.2.2 Contacts

Capital Goods Skill Council

C/o AWFIS

1st Floor, L-29 Outer Circle

Connaught Place, New Delhi

T: CGSC_India F: @CGSC.IndiaW: www.cgsc.in

For questions regarding this RFP, write an email to rfpquery@cgsc.in

2.2.3 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.



2.2.4 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

2.3 Schedule of Events

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

Event	Target Date
RFP issued to the Vendors / Published on the website	07^h June 2021
Last date of receipt of Queries on RFP	09th June 2021
Clarifications by CGSC	10th June 2021
Last date of submission of Proposals	18th June 2021
Technical Proposal Presentations	23rd June 2021
Financial Bid Opening	08th July 2021
Award of Contract by CGSC	10th July 2021
Commencement of project	11th July 2021
Completion of Project (Submission of complete NSQC Docket)	31st August 2021



Note:

1. The dates furnished above are subject to revision
2. This Document is not transferable

2.4 Definitions

SSC: The Sector Skills Council (SSC) is a National Partnership Organization that brings together academia, industry, labor and the government to address human resource gaps in the Industry. SSCs are responsible to fulfill Industry Sector Talent Needs for Quality and Quantity. Capital Goods Skill Council is an SSC as per the above definition.

QP/NOS: National Occupational 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 they need to meet that standard consistently. Essentially NOS are benchmarks of good practice. These Occupational Standards are combined to a set, which is called Qualification Pack (QP).

3.0 STATEMENT OF WORK

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

1. Assessment of current skill, knowledge/competencies required with standards of performance for identified occupations in the Capital Goods sector.
 - A) Job-roles for the project have been enclosed herewith in Annexure – B. This RFP is for Review of 56 Job Roles related Qualification Packs.
 - B) A minimum of 10-15 companies, institutes and Industry associations are to be undertaken and interviewed, PAN India, as per guidelines by the selected agency with support from CGSC.
 - C) In case of a major revision, a minimum of 30(10 each from Large, Medium & Small) validation will be required.
2. Updation of Occupational and Functional Maps of Capital Goods Sector & Industry Workforce: Identify and map out critical skills, competencies and standards thereof for consistent performance as per standards laid out in NSDC QP-NOS Protocol.
3. Revision & Rationalization of QP-NOS in terms of:
 - A) Relevance & Updation of the Technical content.
 - B) Reducing redundancies and overlaps at the NOS level.
 - C) Inclusion of competencies for gender mainstreaming & inclusivity, “greening” or sustainable development, sensitization for persons with disability and behavioral competencies (using SEL/ESD frameworks and competencies).
 - D) Possibility of broadening the scope of the QPs, if applicable- Multi-Skilled, Electives, or Options
4. Review of Assessment criteria, if required
5. Development & Revision of Model Curriculum, Q Files and other relevant document as per NSDC/NSQC requirement.
6. Listing of Equipment / tools for delivery of training for the QP



7. Validation through key stakeholders and documentation of QP-NOS as per guidelines. CGSC will also assist the shortlisted partner in identifying stakeholders.
8. Produce Final Version of QP-NOSs on Skill India Portal (SIP)
9. Create Docket & presentation of revised QPs to NSQC or other stakeholders as per communication/ available dates.

3.1 Project Deliverables and Timelines

S. No.	Activity	Timeline*(Start date is July 11, 2021 considered as Day Zero- 'T')
1	Inception report including activity time schedule presented and validated with detailed work plan	T+5
2	Report on Interaction with industry and key stake holders to research and analyze the Sector-Prepare the Stakeholder Map and update the Sector Profile and the Labour Market Clarity Report	T+18
3	Occupational Analysis and Development of Career Progression for the selected Job Roles	T+24
4	Identification of QPs to be rationalized: > QPs for Multiskilling- QPs designed to broaden the scope of existing QPs through merging relevant QP-NOS > QPs with Electives- QP-NOS designed to promote specialization within a job role > QPs with Options- QP-NOS designed to add skills to a job-role for wider applicability	
5	Interim Report: • Occupational Analysis & development of Career Progression Maps • Identification of QPs to be rationalized	
6	Draft of Reviewed/Rationalized QP-NOSs along with the Assessment criteria	T+30
7	Validation of final draft with key stakeholders	T+44
8	Final QP-NOS after study, findings and validation along with the Model Curriculum, Q-Files, Equipment List for training, Summary Sheets, Presentations, etc., as required for NSQC	T+51
9	Upload & Submission of revised QP-NOS on Skill India Portal (SIP)	As and when approved

*timelines can be discussed at the time of presentation/award of project

* Timelines from date of award of contract.

Note:



1. Review Meeting with CGSC will be held within 2 Weeks of Start of the Project and every week in the following weeks/as and when required.
2. In case necessary and as decided by CGSC, agency awarded contract may be required to deploy an appropriate resource person / SME at CGSC office for a short duration to complete any urgent requirement.
3. Organize stakeholders meeting to review draft QP document.
4. Final Report will be validated by the team of experts and stakeholders.

4.0 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 including a methodology to ensure that CGSC is informed on an ongoing basis regarding project slippage, progress/ performance reporting, change requests, and potential risks and issues, and a record of all industry stakeholders contacted or consulted with their inputs and feedback.

Agency awarded contract may deploy appropriate resource person / SME at CGSC location for close coordination as per requirement.

5.0 INSTRUCTIONS TO THE BIDDERS

5.1 Required Qualifications Competencies and Eligibility of the Bidder

- Permanent Account Number (PAN) of Proposer/each consortium member (in case of consortium) should be available from Income Tax authorities.
- Any legal entity duly incorporated under law can participate in the bidding process.
- The consultancy firm hired should have demonstrated project management capacity with team members who possess excellent relevant qualifications and experience.
- Understanding and exposure to SSCs in India.
- Ability to communicate effectively to a wide range of audiences, interact and facilitate communication between partners and industry members and understand causal 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 stay and travel within India.
- CGSC reserves the right to carry out the capability assessment of the Proposer and the decision of the CGSC shall be final in this regard. Acceptance certificate towards this clause must be submitted.

5.2 Completeness of Response



1. Bidders are advised to study all instructions, forms, terms, requirements and other information in the RFP documents carefully. Submission of the bid shall be deemed to have been done after careful study and examination of the RFP document with full understanding of its implications.
2. 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.

5.3 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 CGSC to facilitate the evaluation process, and in negotiating a definitive Contract or all such activities related to the bid process. CGSC 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 CGSC 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 will become the property of CGSC. Return of any submitted document, pertaining to the contract, will be at its sole discretion of CGSC.

5.4 Signing of Communication to the CGSC

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

5.5 Bidders' enquiries and CGSC'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 CGSC will be responsible for ensuring that bidders' inquiries have been received by CGSC.
- After distribution of the RFP, the contact person notified by CGSC will begin accepting written questions from the bidders. CGSC will endeavor to provide a full, complete, accurate, and timely response to all questions. However, CGSC makes no representation or warranty as to the completeness or accuracy of any response, nor does CGSC 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 CGSC

- The bidders will submit their responses as per details given in this document (Ref. Clause 7.2) in 3 printed copies of each duly initialed on each page and on a non-rewritable CD as a single file in PDF format media in a separate sealed envelope.
- The Bid would be in two parts
 1. Technical Proposal
 2. Financial Proposal
- The original proposal shall be prepared/ printed in indelible ink. It shall contain no inter- lineation or overwriting, except as necessary to correct errors made by the bidder itself and duly signed
- Any such corrections must be initialed by the person (or persons) who sign(s) the proposals.
- 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 only contained 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 accordingly.

5.7 Proposal submission Format

The entire proposal shall be strictly as per the format specified in this RFP and any deviation 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 18th June, 2021 by the authorized representative mentioned in the document.
- Any proposal received by CGSC 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.
- CGSC 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.
- CGSC reserves the right to modify and amend any of the above-stipulated condition/criterion depending upon project priorities vis-à-vis urgent commitments.

Proposal Submission

Standards Department



Capital Goods Skill Council

C/o AWFIS

1st Floor, L-29 Outer Circle

Connaught Place, New Delhi

T: CGSC_India F: @CGSC.IndiaW: www.cgsc.in

6.0 RIGHTS OF CGSC

6.1 Amendment of CGSC Document

- At any time prior to the last date for receipt of bids, CGSC 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 afford prospective Bidders reasonable time in which to take the amendment into account in preparing their bids, CGSC 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 CGSC 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 CGSC's right to modify submission deadline

CGSC 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 CGSC's right to terminate the process

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

6.5 CGSC Rights to accept / Reject any or all Proposals

CGSC reserves the right to accept or reject any proposal, and to annul the short listing process and 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 CGSC's action



6.6 Short listing Criteria

- CGSC will shortlist bidding organizations that meet the short listing 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.

7.0 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 (Ref. Annexure A)
- Permanent Account Number (PAN) of Proposer/each consortium member (in case of consortium) should be available from Income 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 incorporated entity
- The bidder's contact information including address, telephone and fax numbers, and email 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 CGSC evaluation committee 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
 - Executive Summary
 - Vendor 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 CGSC 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 CGSC may consider appropriate.”

- Technical Proposal which includes
 - Approach Paper with details on methodology (ref. Clause 7.3)
 - Tasks with timelines (ref. clause 3.1)
 - Deliverables of Interim Report
 - Deliverables of Final Report
 - Activity wise man-hours proposed

The Proposer’s proposal should effectively communicate their methodology in their Approach Paper and be presented in the specified formats for CGSC 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 the specification by identifying the specific components proposed and addressing the requirements, to meet or exceed the specifications.

The description below briefly describes the proposed methodology. The selected vendor may suggest changes/ additions/ modification 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 industry segments and preparation of Stakeholder Map
- B. Sampling of companies representing the identified industry verticals based on pre-defined criteria.
- C. Discussions with Industry stakeholders and referring to HR records/job descriptions to carry out Occupational Analysis and develop Career Progression Maps.
- D. Carry out functional analysis to identify all purposeful activities required to perform the function.
- E. Revision & Rationalization of QP-NOS with the following characteristics:
 - a. Clear, concise and readable, in unambiguous language
 - b. Flexible to accommodate changes in future
 - c. Self-sufficient with minimum cross references
- F. Related National and International professional development opportunities. Identification of similar qualifications in other countries.
- G. Matching the QP-NOS required as per current skills and projected Skills and incorporating potential education and training need in the future to fill in the gap.



H. The Format of QP-NOS, Q-File, Tool List and Model Curriculum would be exactly as laid down in NSDC/NCVET QP-NOS Protocol.

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 State or Central Governments, as applicable, at the date of signing the Agreement and subject to deduction of all statutory deductions applicable, if any. The benefits realized by Bidder due to lower rates of taxes, duties, charges and levies shall be passed on by Bidder to CGSC. 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. incurred during the implementation and CGSC will not bear any additional costs on these.

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) and inclusive of taxes.

7.7 Period of validity of proposals

Proposals shall remain valid for **Ninety (90) days** after the date of Proposal submission prescribed by CGSC, pursuant to the deadline clause. A Proposal valid for a shorter period may be rejected by CGSC on the grounds that it is non-responsive. In exceptional circumstances, CGSC 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 the Clause 7.2 above. Each page of 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. (a) The outer envelope shall be addressed to –

Standards Team
Capital Goods Skill Council
C/o AWFIS
1st Floor, L-29 Outer Circle
Connaught Place, New Delhi 110001

Marked Clearly

“Proposal – “Review & Rationalization of Qualification Packs (QP) and National Occupational Standards (NOS) for selected Job Roles”. - Ref. No: CGSC/RFP/2021/1

- Both inner envelopes shall indicate the name and address of the Bidder.
- The first inner envelope shall contain the technical information with 3 hard copies duly marked “Original” and “Copy” and one soft copy (Ref. Clause 5.7 for details)
- The second inner envelope shall include 3 copies of the Financial Bid duly marked “Original” and “Copy”.
- The hardcopies of the Technical proposal and Financial Bid should be in separate sealed envelopes, clearly marked as “Response to RFP for Review & Rationalization of QP-NOS for selected Job Role” (Technical proposal or Financial Bid – as the case maybe): Ref. No.....” from << Bidder Name and address>>” in an inner envelope.
- The inner envelopes of the proposal shall be sealed in an outer envelope marked "Proposal – Review & Rationalization of Qualification Packs (QP) and National Occupational Standards (NOS) for selected Job Roles” for CGSC
- 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 CGSC at the address specified in this section.

7.10 Deadline for submission of proposals

Proposals must be received by the CGSC at the address specified **no later than 17:00Hrs on 18th June, 2021**. CGSC may, at its own discretion extend this deadline for the submission of Proposals by amending the solicitation documents in accordance with clause Amendments of Solicitation Documents, in which case all rights and obligations of the CGSC and Bidders previously subject to the deadline will thereafter be subject to the deadline as extended.

7.11 Late Proposals

Any Proposal received by CGSC after the deadline for submission of proposals, pursuant to clause Deadline for the 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 CGSC 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 provisions of clause Deadline for Submission of Proposals. The withdrawal notice may also be sent by mail but followed by a signed confirmation copy.

No Proposal may be modified subsequent to the deadline for submission 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) 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 would be considered unless it is resulting from any design changes, modifications or interpretations of the specifications at the behest of written request by Authorized Person of CGSC.
3. Payments shall be made within 15 days by CGSC after submission of the invoice or claim by the Service Provider and upon verification and certification by the concerned official. CGSC representative or its nominated committee shall certify corresponding milestones agreed and achieved.
4. Payments shall be made in Indian Rupees/ INR.
5. Amount payable to the Service Provider 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 selected to conduct this exercise details of which are as under:

a. Signing of the contract between CGSC & Proposer	20%
b. Final submission of QP-NOS post validations along with the complete NSQC documents	40
c. Approval of QP-NOS by NSQC & Uploading of QP on SIP	40%

8.0 PROPOSAL OPENING AND EVALUATION

CGSC has constituted a Proposal Evaluation Committee (comprising of NOS Sub-Committee and CGSC officials) to open and evaluate the responses of the bidders to the RFP.

8.1 Eligibility

The following entities will be eligible to participate in the RFP:



- Only legally established, Indian entities will be considered for submitting bid.
- It is mandatory for the applicant entity to be registered as an organization (company or society, but not firms / proprietorship)
- Limited Liability Partnership (LLP) organizations will be ineligible to bid.
- Bids from consortiums will not be accepted.
- Copy of Registration Certificate and Memorandum of Association will be forwarded with application.
- For the purpose of 'bids' entities having several 'sister' concerns with the same / shared management can apply only as a single applicant. Applications from other concerns with shared management will NOT be regarded as separate applicants.
- Any organization that has been blacklisted by any central / state government at the time of submitting bid will be ineligible.
- Any organization / directors against whom criminal proceedings are in progress / charges framed will be ineligible to bid.
- Bids from religious organizations / trust catering only to a particular segment are ineligible to apply.

8.2 Presentation by Bidders & Opening of the Bid

Each bidder would be required to make a presentation to the Proposal Evaluation Committee (as per the Evaluation criteria listed in 8.5)

8.3 Evaluation Process

- The Proposal Evaluation Committee constituted by CGSC shall evaluate the responses to the RFP and all supporting documents / documentary evidence. Inability to submit requisite supporting documents / documentary evidence shall be rejected.
- The decision of the Proposal Evaluation Committee in the evaluation of responses to the Expression of Interest 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.

8.4 Clarification of proposals

- To assist in the examination, evaluation and comparison of Proposals, CGSC may at its discretion, ask the Bidder for clarification of its Proposal.
- CGSC 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 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, its Proposal will be rejected.



- Prior to the detailed evaluation, CGSC will determine the substantial responsiveness of each Proposal to the Request for Proposals (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. CGSC determination of a Proposal’s responsiveness is based on the contents of the Proposal itself without recourse to extrinsic evidence.
- A Proposal determined as not substantially responsive will be rejected by CGSC and may not subsequently be made responsive by the Bidder by correction of the non-conformity.

8.5 Evaluation and comparison of proposals

Evaluation of Bid

- A two-stage procedure will be utilized in evaluating the bids, with evaluation of the Technical proposal being completed prior to any commercial bid being opened and compared. The commercial bid of the Proposers will be opened only for submissions that passed the minimum technical score of 70% of the obtainable score of 100 points in the evaluation of the technical proposal. The Technical proposal will have evaluated on the basis of its meeting the Evaluation parameters in the Table given below in **“Evaluation Criteria for Technical Proposal”**
- In the Second Stage, the commercial bid of all contractors, who have attained 70 % of the Technical Proposal evaluation criteria will be opened and compared.
- The contract will be awarded to the Proposer who scores highest marks aggregated for technical and financial bid (70% weightage to Technical proposal and 30% to financial bid).

Evaluation Criteria for the Technical Proposal:

S. No.	Evaluation Criteria	Definition	Score
1.	Capability and Technical ability	Understanding of the project and knowledge of issues relating to the review/ rationalization/ development of National Occupational Standards and ability to meet the project objectives.	15
2.	Regional/Field Presence	Span of spread of Operations, of the Organization across States/ Regions	10
3.	Methodology of Execution	Description of the project management and execution methodology work plan describing processes, key activities, approach to the research, consultation, and development process, detailed work breakdown structure, understanding of major deliverables and control systems to be used to efficiently manage the project	20
4.	Timelines for Execution	Capacity to achieve milestones and complete the project timelines as defined in the RFP	15
5.	Prior Experience of having Worked in the Capital Goods	Experience in the Capital Goods Sector and related work. Special Focus on Skill, skill gap and related work experience in CG Sector.	10



	Sector		
6.	Experience on work related to QP-NOS for any SSC along with recommendation letter	Prior experience of developing/reviewing of QP-NOS for any Sector Skill Council	10
7.	Profile of the Consultants/ Senior people managing the project at the Regional or Zonal level	Minimum 5 senior level person including the Head of Department of which minimum one person should have the Capital Goods industry experience) Details of Project Execution team and on ground team and their experience and background	20
	TOTAL POINTS		100

The contract will be awarded to the Contractor based on the assessment of the Proposal Evaluation Committee of CGSC. Prior experience with other SSC in similar work and recommendation letter will be an advantage and will add to the credentials of the agency. The decisions of the Evaluation Committee in the evaluation of proposals shall be final. No correspondence will be entertained outside the process of negotiation / discussion with the Committee.

9.0 AWARD OF CONTRACT

9.1 Criteria for award of contract

CGSC 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 CGSC's action Prior to expiration of the period of proposal validity, CGSC will award the contract to the qualified Bidder whose Proposal after being evaluated is considered to be the most responsive to the needs of the organization and activity concerned.

9.2 CGSC's right to vary requirements at time of award

CGSC 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 (SLA's)

The Contract would clearly mention the SLA' for all milestones with defined tasks and timelines.

IPR for the QPs submitted and accepted by CGSC will be held with CGSC.



9.3.1 Service Level Default

The Bidders 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

Any delays, failures due to any reasons, which do not adhere to the SLAs, will attract a financial penalty. Penalty grid will be included in the SLA.

In case of unreasonable delays, cancellation of contract may be enforced. If contract is cancelled mid-way, any document already submitted to CGSC will remain the property of the council. No financial compensation for the work submitted will be made.

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 the Purchaser.

CGSC 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 CGSC. As noted earlier in this document, this date is subject to change at the sole discretion of the CGSC. The signing of an agreement between CGSC and the vendor is subject to the approval of the CGSC's Funding Partner.

9.5 Contract Finalization

The contract to be entered into between the selected vendor and CGSC will be finalized with the vendor by CGSC and will contain CGSC standard terms and conditions. If, in the opinion of CGSC, 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

CGSC being the Major Stakeholder, the assigned employees shall manage proposals, funds, access monitoring & 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

10.0 Force Majeure: Other changes in Conditions

Force majeure, as used in this Article, means acts of 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 CGSC, 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 CGSC 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, CGSC shall take such action as, in its sole discretion 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, CGSC shall have the right to suspend or terminate this Contract as mentioned below.

10.1 Termination

- CGSC may terminate this 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 this Contract.
- CGSC reserves the right to terminate without cause this Contract at any time upon 15 days' prior written notice to the Contractor, in which case CGSC shall 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 CGSC within 15 days of receiving the notice.
- Should the Contractor be adjudged bankrupt, or be liquidated or become insolvent, or should the Contractor make an assignment for the benefit of its creditors, or should a Receiver be appointed on account of the insolvency of the Contractor, CGSC may, without prejudice to any other right or remedy it may have, terminate this Contract forthwith. The contractor shall immediately inform CGSC 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 out of, or relating to this Contract or the breach, termination or invalidity thereof. Where the parties wish to seek such an amicable settlement through conciliation, the conciliation shall take place in accordance with the CGSC'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 this 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 the CGSC's Arbitration Rules then obtaining, including its provisions on applicable law. The arbitral tribunal shall 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 this Contract.

10.4 Authority to Modify

No modification or change in this 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 CGSC unless provided by an amendment to this Contract signed by the authorized official of CGSC.

10.5 Reporting:

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

Disclaimer:

The information provided herein in RFPs belongs solely to the Capital Goods Skill Council (CGSC). The Project profile is an indication of the proposed work based on current information of the sector. There could be some variation in the figures indicated and this should be taken as indicative figures. The preparation of QP/NOS has to be as per the procedures laid down by National Skill Development Agency (NSDA) and National Skill Development Corporation (NSDC). The bidder will have to abide by the changes made in this at any point in time till clearance of these by National Skill Qualifications Committee (NSQC). This RFP is not an agreement



and is neither an offer nor invitation by India Post to the prospective Applicants or any other person. The purpose of this RFP is to provide interested parties with information that may be useful to them in the formulation of their Proposals pursuant to this RFP.

National Skill Development Corporation (NSDC) is no way related to these RFPs and/or corrigendum (if any) and has agreed to make this available on its website only for easy retrieval by the stakeholders as a goodwill gesture, on the insistence of the SSCs. 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, 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 its 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.



ANNEXURE A-FORMS

FORM I-PROPOSERS UNDERTAKING

(RFP for Review & Rationalize Qualification Packs and National Occupational Standards for Selected Job Roles for CGSC)

PROPOSER'S UNDERTAKING LETTER (to be on Proposer's letterhead)

To:

Capital Goods Skill Council

C/o AWFIS

1st Floor, L-29 Outer Circle

Connaught Place, New Delhi 110001

Dear Sir/Madam,

We, the undersigned, as Proposer, having examined the complete RFP document (along with its annexure, forms etc.), do hereby offer to **Review & Rationalize Qualification Packs and National Occupational Standards for selected Job Roles in the Capital Goods Sector in India for use by CGSC** in full conformity of your requirements as elaborated in above said RFP for the amounts mentioned by us in the Financial bid 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,

(Authorized Signatory)

In the capacity of _____

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



FORM II-PROPOSERS' PROFILE

To:

Capital Goods Skill Council

C/o AWFIS

1st Floor, L-29 Outer Circle

Connaught Place, New Delhi 110001

Dear Sir/Madam,

Sub: Your RFP for "Revision & Rationalization of Qualification Packs and National Occupational Standards for Selected Job Roles" in Capital Goods Sector in India

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:

CGSC's requirements	Proposer response
Year of establishment of the Company	Mention date of establishment and enclose proof
Names and background of 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 lac 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 CGSC is not bound to accept the offer and that CGSC has the right to reject the offer without assigning any reasons whatsoever.

Yours faithfully,

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



FORM III -FINANCIAL BID

To:

Capital Goods Skill Council

C/o AWFIS

1st Floor, L-29 Outer Circle

Connaught Place, New Delhi 110001

Dear Sir/Madam,

Reg: Your RFP for “Revision & Rationalization of Qualification Packs and National Occupational Standards for Selected Job Roles” in Capital Goods Sector in India

Having examined the proposal Documents, the receipt of which is hereby duly acknowledged, we, the undersigned, offer to **Review & Rationalize Qualification Packs and National Occupational Standards for selected Job Roles in the Capital Goods Sector in India for use by CGSC** in conformity with the said proposal documents for the sum of(Rs.)

We undertake, if our proposal is accepted, 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.....2021

(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 discretion of Proposer)

ANNEXURE B- LIST OF QP/NOS FOR THE PROJECT

S.No	QP Code	Name of the QP	Version No.	NSQF Level
1	CSC/Q0107	Boring Machine Operator	1.0	2
2	CSC/Q0108	Operator - Conventional Milling	1.0	2
3	CSC/Q0109	Operator - Conventional Surface Grinding Machines	1.0	2
4	CSC/Q0110	Operator - Conventional Turning	1.0	2
5	CSC/Q0111	Operator - Shot Blasting and Grit Blasting	1.0	2
6	CSC/Q0112	Operator - Plate Bending Machine	1.0	2
7	CSC/Q0113	Polisher – Machine	1.0	2
8	CSC/Q0114	Operator - Broaching Machine	1.0	2
9	CSC/Q0117	CNC Operator - Grinding Machine Centre	1.0	3
10	CSC/Q0118	Operator - Computer Numerically Controlled Electro Discharge Machine (Spark Erosion)	1.0	3
11	CSC/Q0119	Operator - Non-Conventional Electro Discharge Machine (Spark Erosion)	1.0	3
12	CSC/Q0120	CNC Setter cum operator - Turning	1.0	4
13	CSC/Q0121	CNC Setter and Operator - Electro Discharge Machine (Spark Erosion)	1.0	4
14	CSC/Q0122	Setter and Operator - Non Conventional Electro Discharge Machine (Spark Erosion)	1.0	4
15	CSC/Q0123	CNC Setter cum operator - Vertical Machining Centre	1.0	5

16	CSC/Q0201	Assistant Oxy fuel gas cutter	1.0	2
17	CSC/Q0202	Assistant Manual Metal Arc Welding/ Shielded Metal Arc Welding Welder	1.0	2
18	CSC/Q0203	Oxy Fuel Gas Cutter	1.0	3
19	CSC/Q0205	Flux Cored Arc Welder (Semi-Automatic)	1.0	4
20	CSC/Q0206	Resistance Spot Welding Machine Operator	1.0	3
21	CSC/Q0207	Plasma Cutter- Manual	1.0	3
22	CSC/Q0208	Senior Manual Metal Arc Welder/Shielded Metal Arc Welder	1.0	4
23	CSC/Q0210	Stud Welding Operator	1.0	4
24	CSC/Q0211	Submerged Arc Welder (SAW)	1.0	4
25	CSC/Q0212	Tungsten Inert Gas Welder (GTAW)	1.0	4
26	CSC/Q0213	Senior Tungsten Inert Gas Welder (GTAW)	1.0	5
27	CSC/Q0301	Sheet Metal Worker - Hand Tools and Manually Operated Machines	1.0	2
28	CSC/Q0302	Grinder-Hand & Hand Held Power Tools	1.0	2
29	CSC/Q0306	Tool and Die Maker	1.0	5
30	CSC/Q0403	Draughtsman - Piping	1.0	4
31	CSC/Q0405	Designer - Mechanical	1.0	5
32	CSC/Q0501	Service Engineer - Installation	1.0	4
33	CSC/Q0502	Service Engineer - Installation and Commissioning	1.0	4
34	CSC/Q0503	Service Engineer - Breakdown Service	1.0	5
35	CSC/Q0601	Quality Inspector-Forged, Casted or Machined Components	1.0	4

36	CSC/Q0602	Lab Technician - Metal Testing	1.0	4
37	CSC/Q0603	Lab Technician - Radiographic testing	1.0	4
38	CSC/Q0701	Electroplating Operator	1.0	2
39	CSC/Q0702	Painting Technician (Spray Painting)	1.0	2
40	CSC/Q0703	Polisher - Manual	1.0	2
41	CSC/Q0801	Calibration Technician	1.0	4
42	CSC/Q0802	Technician Instrumentation	1.0	4
43	CSC/Q0901	Maintenance Fitter - Mechanical	1.0	4
44	CSC/Q1001	Heat Treatment Operator	1.0	2
45	CSC/Q1101	Forger	1.0	3
46	CSC/Q1201	Production Engineer	1.0	5
47	CSC/Q0115	CNC Operator - Turning	1.0	3
48	CSC/Q0402	Draughtsman - Mechanical	1.0	4
49	CSC/Q0305	Fitter – Electrical and Electronic Assembly	1.0	3
50	CSC/Q0303	Fitter Fabrication	1.0	3
51	CSC/Q0304	Fitter Mechanical Assembly	1.0	3
52	CSC/Q0204	Manual Metal Arc Welding/Shielded Metal Arc Welding Welder	1.0	3
53	CSC/Q0307	Stainless Steel Fabricator	1.1	5
54	CSC/Q0116	CNC Operator - Vertical Machining Centre	1.0	3
55	CSC/Q0401	CNC Programmer	1.0	4



56	CSC/Q0209	Metal Inert Gas / Metal Active Gas /Gas Metal Arc Welder (MIG/MAG/GMAW)	1.0	4
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