

AASSC/RFQ/04/17

Date: 12 Sep 2017

REQUEST FOR QUOTATION
Content Development for AASSC

1. **The Project:** Development of content for Aerospace & Aviation Sector Skill Council (AASSC) related Job Roles/Qualification Pack – National Occupational Standards (QP-NOS) as per guidelines issued by National Skill Development Corporation (NSDC). Content development is proposed for 05 job roles (list attached at **Annexure 1**)/QP-NOS for the present as Stage 1 of the project.

2. **About us:** AASSC is a Company incorporated under Section 8 of the Companies Act, 2013 with Hindustan Aeronautics Ltd. (HAL) one of the promoters along with Bengaluru Chambers of Industry & Commerce (BCIC) and Society of Indian Aerospace Technologies and Industries (SIATI). AASSC is the apex body in skill development in the emerging Aerospace and Aviation sector. The Governing Council of AASSC has representation from the top management of the promoter organisations, leading airline companies, research organisations, vocational training providers, NSDC, Small & Medium Enterprises (SMEs), government agencies like Airport Authority of India and Ministry of Civil Aviation. AASSC has been formed under the Government and Industry led initiative of skilling Indian labour force. It is one of the various Sector Skill Councils formed under National Skill Development Corporation (NSDC).

3. **Introduction to Project :** About 27 AASSC related QP-NOS/job roles covering the “Airlines” and “MRO” sub-sectors are ready for affiliation of training partners (TP). A few TPs have already been affiliated and some of the courses in the above mentioned job roles are likely to commence shortly.

4. The TPs are mandated to issue a ‘Participant Handbook (PH)’ per participant per course and a ‘Facilitator Guide’ for training centres (TC). The PH contains the courseware content corresponding to the job role chosen. A sample of the PH in the format as mandated by NSDC is attached as **Annexure 2**. The facilitator guide is a companion document to the Standards for Professional Learning. It is intended to guide facilitators in introducing and helping others implement the standards. A sample of the facilitator guide in the format as mandated by NSDC is attached as **Annexure 3**. The development of content for such a PH and facilitator guide is to be executed by a professional Content Developer in the format prescribed by NSDC through an Instructional Design Expert. The content has to be sourced from contemporary industry sources and domain experts.

5. It is proposed to take up about 05 job roles as per Annexure 1 (out of a total of 70 job roles) in the first stage of the process. The job roles which are required for immediate utilisation are considered in Stage 1.

6. Project Deliverables : The deliverables are as follows;

- a) Participant Handbook (of about 200 pages in addition to about 100 pages of standard template provided by NSDC) for all the Job Roles listed in Annexure 1
- b) Facilitator Guide/Trainer Handbook (which will also include the Training Delivery Plan/Session Plan) for all the Job Roles listed in Annexure 1
- c) The developed content as mentioned above is to be submitted in a publisher/printer compatible format (like Corel Draw, etc.) for future publishing and also in PDF format for downloading options from web pages.
- d) Two hard copies each of all the two deliverable documents mentioned in 6 (a) and 6 (b) need to be submitted for archiving purposes.
- e) Plagiarism Report for each of the developed content in the format as spelt out in the guidelines of NSDC.
- f) Evidence of Subject Matter Expert Review, Instructional Design Review, Language Review / Copy-Edit done on the content and Five Industry Endorsements of the final content as per process.

7. Requirements for the Project:

- a) Content for all the document deliverables is to be aligned to the NSDC approved QP-NOS for each job roles.
- b) The participant handbook content should be about 200 pages and has to be formatted as per the NSDC issued template (Annexure 2).
- c) The Facilitator Guide/Trainer handbook content has to be formatted as per the NSDC issued template (Annexure 3).
- d) Content needs to be developed with inputs from domain specific Subject Matter Experts (SME) and Instructional Design Experts.
- e) A contract (draft attached as **Annexure 4**) needs to be executed with the prospective content developer/authors clarifying of title to AASSC. The contract also cover aspects of future technologies, as in usage of content for web and mobile applications. A plagiarism report and disclaimer needs to be provided by the content developer.
- f) A mutually agreed timeline for completion of the project will be part of the contract with the prospective content developer.

8. Additional Requirements :

- Adherence to the legal/statutory norms of the Govt. of India and other regulatory bodies.
- Ensure no copyright/trademark/intellectual property rights infringement or violations are committed.

9. Quotation should necessarily indicate the following:-

- The price quoted should indicate the 'cost per job role' and the final price should indicate the multiple of the 'cost per job role' i.e. for 05 Job Roles as per template given below

Sl. No.	Activity	Cost
1	Content development (Participant Handbook + Facilitation Guide/Trainer Handbook) for 01 job role	
2	GST/Tax	
3	Total Cost for 01 (one) job role	
4	Total Cost for 05 (five) job roles	

- All cost components are to clearly specified in rupees.
- Final price quoted has to be inclusive of all expenses incurred including travel & boarding, if any and all associated incidentals. Final price quoted needs to be an all-inclusive package.
- The hiring of professionals, instructional design experts and Subject Matter Experts with domain knowledge in each of Job Roles to complete the project on time in desired quality spelt by guidelines and norms shall be the responsibility of the bidder. The final price should consider all prices. No separate amount will be paid.
- Price quoted should be in rupees.
- Indicate warranty/guarantee details, if any.
- The quote should also state that the bidder has understood the deliverables and is agreeable to the requirements, terms & conditions specified in this RFQ.

10. Mandatory Vendor Requirements:

- The vendor has to be a Registered Company and not an individual or a group of people.
- The Company should already have been associated with Sector Skill Councils (SSCs) or NSDC.
- The vendor should have developed content for SSCs for both Participant Handbook (PH) and Facilitator Guide approved by NSDC/Publishers.
- The company should have Instructional Design experts/ Domain Experts on full-time or part-time/hired basis.

11. Terms & Conditions:

- The project will commence after the Purchase Order (PO) has been issued by AASSC.
- Payment will be released after successful completion of deliverables as per payment terms attached as **Annexure 5**.
- Amount/ Final Price quoted only will be payable by AASSC.
- Delivery is to be made as per the mutually agreed timeline which will be part of the contract with the prospective content developer.

- The soft copy (be submitted on a pen drive)/ hard copy of the developed content as per format mentioned in paragraph 6(c) and 6(d).
- AASSC reserves the right to exercise an option for development of content for the remaining NOSs/job roles through the prospective/successful vendor within a period of two years from the date of completion of the stage 1 of the project. The price for development of content for each job role will remain the same as agreed upon for the current project with the successful/prospective vendor.

12. List of documents to be submitted;

- Copy of Incorporation/Registration Certificate.
- Copy of PAN
- Copy of TAN
- Audited balance sheet/Profit & Loss account for last 3 years.
- Certificate of engagement with SSCs (As per Appendix A)
- Details of Instructional Design experts on role (as per Appendix B)
- Details of Domain Experts on role (as per Appendix C)

13. Criteria for selection of successful vendor :-

- Only vendors who are agreeable to terms and conditions listed above will be considered.
- Successful vendor will be selected on overall lowest pricing (L1) combining all items together.

For further clarifications, please contact the following:-

1) G Rajendran
Manager (Training & Industry Engagement)
AASSC

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Note:

Please send your quotations before **19 Sep 2017** to mgr-tie@aassc.in . The subject of the email should mention “**RFQ – Content Development for AASSC**”.