

**Expression of Interest (EOI)
For Engaging a Third-Party Agency to Conduct Assessment of
Skill Development Activities of CIPET**

**CIPET Head Office
invites
Firms/Bidders to submit their bids in
Two-Stage bidding
for
Engaging a Third-Party Agency to Conduct Assessment
of
Skill Development Activities of CIPET**

**Start date : 07.06.2025
End date : 16.06.2025**

**Firms/Bidders are informed to Submit their Technical bids on or before
16-06-2025**

Guidelines of EOI

CIPET Head Office invites bidders to submit their bids in Two-Stage bidding for Engaging a Third-Party Agency to Conduct Assessment of Skill Development Activities of CIPET wherein, the bidders are informed to submit their Technical bids on or before 16-06-2025. The Technical bids of the bidders shall be evaluated and only the qualified technical bidders will be informed to submit their Financial bids on a later stage.

All the details mentioned in this EOI are indicative only. As the service intended to hire is Consultancy in nature, the details terms & Conditions, Agreement clauses and other mandates shall be finalized and informed by CIPET to the Technically qualified bidders before sought of Financial bids.

BID INFORMATION

1	Name of the assignment	For Engaging a Third-Party Agency to Conduct Assessment of Skill Development Activities of CIPET
2	Name of the Client	Central Institute of Petrochemicals Engineering & Technology (CIPET)
3	Last date & time of receipt of bids	16-06-2025 & 05:00 PM
4	Last date for queries / seeking clarification	13-06-2025
5	Date & time of opening of bid	17-06-2025 & 11:00 AM
6	Place of submission of Bids	CIPET Head Office, Guindy, Chennai
7	Address for communication	CIPET Head Office, T.V.K Industrial Estate, Guindy, Chennai – 600 032.
8	Bid validity period	Upto 90 days from the date of opening of Bid
9	Contact No.	+91-44-22254780 (Extn:630/631)

1. INTRODUCTION

Central Institute of Petrochemicals Engineering & Technology (CIPET) is a premier National Institution functioning under the Department of Chemicals & Petrochemicals, Ministry of Chemicals & Fertilizers, Govt. of India devoted to **Skill Development, Technology support, Academic & Research (STAR)** activities for the growth of Petrochemicals & allied industries in the country. CIPET was established by Government of India in 1968 at Chennai. CIPET has centres spread across the country – **9** Institute of Petrochemicals Technology (**IPT**) Centres, **32** Centres for Skilling & Technical Support (**CSTS**) at **3** School for Advanced Research in Petrochemicals (**SARP**) **4** Sub-Centres and **4** Plastic Waste Management Centres (PWMC). CIPET keep on expanding and diversifying its activities by establishment of centres in different parts of the country and introduction of new programs to meet the industry's requirements.

All CIPET centres are equipped with state-of-art infrastructure & facilities in the areas of Polymer processing, Testing and Quality control, Design, CAD/CAM/CAE, Tooling & Mould Manufacturing. With its activities focusing on STAR, CIPET caters to the industries in terms of Development of New Technologies, Consultancy & Technology Support, Creation of Technical Talents and Skilled Manpower, thereby complying with the Govt.'s policies.

The IPT Centres are conducting UG/PG programmes, the CSTS Centres are conducting Skill development training programmes and play pivotal role in developing employment opportunities especially for youth, self-employment and entrepreneur development through various skill development training programmes. The SARP Centres renowned for its research and development activities. CIPET has been accredited with ISO 9001:2015 QMS, NABL, ISO/IEC 17025:2017 certification.

CIPET works in close junction with industries to implement its initiatives in the areas of Polymer and allied industries in accordance with the environmental policies of the country. CIPET's sustained efforts in creating awareness on environmental issues towards plastics and plastics waste management has been well received by the industry.

2. TERMS OF REFERENCE

CIPET invites proposals from reputed and eligible Third-Party Agency to Conduct Assessment of Skill Development Activities implemented by CIPET across the country. This initiative aims to ensure evaluation of Overall Skill Development Activities of CIPET.

3. OBJECTIVES

- To empanel credible, experienced, and technically competent third-party agencies to conduct fair, transparent, and unbiased assessments of Skill Development Activities conducted by CIPET Centres.
- To evaluate the current skill development initiatives at CIPET.
- To identify strengths and areas of excellence in Skill Development Activities.
- To identify weaknesses and challenges faced in implementation.
- To explore opportunities for expanding skill development initiatives.
- To address potential threats to the sustainability and growth of the Skill Development Activities.
- To suggest strategic recommendations for further improvements.

4. BACKGROUND OF THE SKILL DEVELOPMENT DEPARTMENT OF CIPET

CIPET is conducting NSQF and NSQC qualified Skill Development training programmes under various schemes / programmes sponsored by State /Central Govt. Departments. CIPET with the support of MSME / NSIC has extended the scope of skilling in the emerging requirement for the benefit of unemployed youth / under privileged candidates / budding Engineers / Graduates etc. The course curriculum are prepared and conducted at various CPET Centres having state-of-art civil and technical infrastructure facilities, faculty and expertise. The skill development programmes are planned and executed by the respective CIPET Centres. Accordingly, the Centres adopt the following procedures:

a. Selection of candidates

- Wide publicity through Newspaper Advertisement
- Support from State Channelizing Agency (SCA) / District Administration
- Selection committee to identify the needy and eligible candidates

b. Conduct of Training Programmes

- Distribution Course Material & Training kit to candidates
- Conduct of Theory & Practical Classes as per curriculum / syllabus
- Review of Training Programmes
- Interaction with Candidates & Sponsoring Organization
- Industrial Visits
- Guests Lectures
- Assessment & Certification of Candidates

c. Placement of candidates

- In-plant Training at Industry
- Arranging Campus Interview (on-campus / off-campus)
- Providing Skilled Manpower to Industry

d. Course fee

- As per the Terms & Conditions of MoU / Agreement / Common Norms, etc.
- Sponsoring Organizations verify the credentials of the Training Programmes randomly visiting the CIPET Centres & review the progress

Students are getting admission in the skill training programmes at CIPET Centres based on the eligible criteria laid down by the sponsoring organizations viz., Central / State PSUs and State Govt. undertakings. These students are often verified during the selection of candidates / training programs under progress / post training / placement by the sponsoring agencies. Based on the verification of student's enrollment, successful completion and placement by the sponsoring agency, the respective sponsoring agency will disburse the eligible course fees to CIPET. Further, CIPET Centres are maintaining the attendance of students admitted in the training programs as well as students data base at each CIPET Centre and hence there is no scope for enrollment of same student in different courses. Further, the placement details are available at the respective CIPET Centres and also monitored by Department of Skill Development at CIPET Head Office.

Modus Operandi followed in CIPET for conducting Training programmes:

The course contents of the various training programs would be developed by CIPET in line with the industry requirements

- (i) 20-30% Theory Sessions and 70-80% Practical training on sophisticated machinery/equipments.
- (ii) Tutorials (individualized attention)
- (iii) Lectures, assisted with models and multimedia aids
- (iv) Interactive sessions
- (v) Hands-on practical exposure on the state-of-the art equipment/machinery
- (vi) Visits to plastic industries.
- (vii) On-the-job training through industry sponsored assignments
- (viii) Soft skills and personality development
- (ix) Guest lecturers from industrial experts
- (x) Course completion certificate will be issued to each trainee by CIPET, Government of India on their successful completion of the course.

5. SCOPE OF WORK /DELIVERABLES

The selected agency shall be required to:

1. **Conduct Analysis:**
 - Evaluate internal and external factors influencing Skill Development outcomes at CIPET centre.
 - Identify operational, administrative, geographical and demographic aspects pertaining to implementation of various schemes
2. **Centre-wise Assessment:**
 - Mapping availability of **sponsors vs candidates**.
 - Root Cause Analysis for specific Gap identification
 - Assess centre-specific performance metrics (No of candidates-Enrolled, Dropped-out, Trained , Assessed, Certified & Placed).
3. **Interaction with Stakeholder:**
 - To obtain holistic information on end-to-end implementation of various schemes.
4. **Best Practices & Benchmarks:**
 - Identify **successful models** and suggest **replicable frameworks**.
 - Develop a **benchmarking matrix** for future performance tracking.

Deliverables

- Define work-plan and deliverables.
- Road map for the work
- Identify and suggest institutional linkages (Involvement of organization which are currently involved in skill development in our field)
- Identification of key areas that require capacity building and skill development in plastics / petrochemicals sector
- Recommendations for enhancing Efficiency: Recommend changes, models, and outreach strategies, including suggestions for candidate mobilization, Training Methodologies and mechanisms for placements & tracking.

Understanding of EOI Appointment of Third Party Agency for carrying out Third-Party Assessment Agencies (TPAAs) for the assessment of skill development activities

implemented by CIPET across the country

A prospective Bidder is expected to examine all instructions, forms, terms, specifications and requirements in the EOI and fully inform himself as to all the conditions and matters which may in any way affect the scope of work or the cost thereof. Failure to furnish all information required by the EOI will be at the Bidder's risk and may result in the rejection of its bid.

5. CIPET's Right to Accept Any Bid and to rejects any or All Bids

CIPET reserves the right to accept or reject any bid, and to annul the entire or part of bidding process and reject all bids at any time prior to award of Contract, 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 CIPET's action.

6. Travel Expenses

All related travel expenses incurred by the Bidder's personnel for journeys to any offices/Project site or CIPET's office or anywhere in connection with the project under Scope of the work shall be borne by the Bidder only and the CIPET shall not be liable for the same or take any responsibility whatsoever.

7. Work Schedule:

The scheduled completion period of work shall be 45 days from the date of issue of purchase/work order or as such informed by CIPET

8. Sub-Contracting

The Bidder shall not sub-let, transfer or assign any part of this order

9. Intellectual Property

The bidder for this assignment shall ensure that while it uses any software, hardware, processes, document or material in the course of performing the Services, it does not infringe the Intellectual Property Rights of any person and the bidder for this assignment shall be solely liable for any such infringement, claim, demand, loss etc.

10. Jurisdiction and applicable law

- a. The Courts/Tribunals at Chennai alone shall have exclusive jurisdiction on any dispute relating to or arising out of this contract.
- b. This EOI/Contract shall be governed by the laws of India (both substantive and procedural) for the time being in force.

11. Scope of Work

Third-Party Agency shall conduct Assessment of Skill Development Activities implemented by CIPET across the country. This initiative aims to ensure evaluation of Overall Skill Development Activities of CIPET.

a. Methodology for Impact Assessment study -

- The methodology for the impact assessment, sources of information, and any tools or frameworks used for evaluation and reporting methods shall be based on the nature of project and the same shall be decided by the appointed agency.
- The sample size for the study is as follows:

Locations	Sample size
PAN India. Bidder may visit www.cipet.gov.in for in detailed information	To be submitted by the bidder as per his framework

b. Outputs and Deliverables:

- Submit a well-structured, well-documented draft impact assessment report.
- Provide any supplementary materials used during the evaluation, such as survey questionnaires, interview transcripts, field notes, photographs, videos, and any other relevant data artifacts in soft copy

12. ELIGIBILITY CRITERIA:

Criteria	Requirement
Legal Entity	Registered company/organization in India with valid PAN and GST.
Experience	Minimum 5 years in skill assessment services.
Sector Expertise	Experience in conducting similar assessments.
Assessor Pool	Minimum 10 certified assessors empanelled.

Documents in support of the above should be attached.

13. GUIDELINES FOR SUBMISSION OF PROPOSAL

- **Format:** Technical bids should be submitted
- **Last Date & Time for Submission:** 16-06-2025 & 05:00 PM
- **Submission Address:** CIPET Head Office, TVK Industrial Estate, Guindy, Chennai – 600 032.
- **Contact for Queries:** cipethovtc@cipet.gov.in / 044-22254780 (Extn:630/631)

14. EVALUATION CRITERIA

Criteria	Weightage
Experience & Credentials	40%
Methodology & Approach	30%

Assessor Capacity	30%
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Only technically qualified proposals will be considered and intimated for submission of Financial bids

15. TIMELINE

Assessment is to be completed within stipulated time as assigned by CIPET from time to time.

16. PAYMENT TERMS

Payment shall be made upon submission of invoice along with the detailed assessment report.

17. NO DEVIATIONS

- a. Bids containing any deviations from provisions in the EOI will be considered as non-responsive and such bids shall not be considered.
- b. Bids not covering the entire Scope of Work may be treated as incomplete and hence will be rejected. Since the completeness of bid is key to the evaluation and selection, the Bidders have to ensure that the bid is prepared in line with EOI including instructions to Bidders.
- c. The bid quality will be a reflection of the Bidders' capabilities and interest in the assignment.

18. GENERAL TERMS

- The organization reserves the right to reject any or all proposals without assigning any reason.
- This EOI does not commit to award any contract or pay any costs incurred in the preparation of the proposal.

Technical Bid
For
Selection of Third-Party Agency to Conduct Assessment of Skill
Development Activities of CIPET

1. Organizational Profile

- **Name of the Organization:**
- **Legal Status:** (Company/NGO/Society/etc.)
- **Registration Number and Date**
- **Registered Address**
- **Head Office Location**
- **PAN / GST Details**
- **Contact Person:** Name, Phone, Email
- **Website URL**

2. Experience in Assessment Services

Client	Project Name	Duration	Sector	Geographic Coverage

(Attach copies of work orders or completion certificates)

3. Team Composition

Name	Designation	Qualification	Experience	Area of Expertise

(Attach CVs of key personnel)

4. Assessment Methodology

The Bidder need to submit the detailed Methodology

6. Quality Assurance Mechanism

The Bidder need to submit the detailed **Quality Assurance Mechanism**

7. Certifications / Accreditations

- ISO 9001:2015
- NSDC Empanelment Certificate (if any)
- Sector Skill Council Accreditation
- Any other relevant certification

8. Financial Turnover (Last 3 Years)

Year	Annual Turnover (INR)	CA Certificate Attached
2022-23	₹X crore	Yes/No
2021-22	₹Y crore	Yes/No
2020-21	₹Z crore	Yes/No

9. Declaration

We hereby declare that all information provided in this bid is true to the best of our knowledge and that we have not been blacklisted by any government agency or donor organization.

10. Annexures

- Annexure I: Work Orders / Completion Certificates
- Annexure II: Bidder accreditation/Certification certificates from the State/Central certifying bodies
- Annexure III: CVs of Key Personnel
- Annexure IV: Sample Assessment Reports
- Annexure V: PAN, GST, Registration Copies
- Annexure VI: CA Certificate for Turnover
- Annexure VII: ISO / NSDC / SSC Certificates
- Annexure VIII: Undertaking for Not-blacklisting
- Annexure IX: Undertaking for not to withdraw the offer within bid validity period
- Annexure X: Any other relevant Document

Authorized Signatory

[Name]

[Designation]

[Organization Name]

[Contact Details]