

Beauty & Wellness Sector Skill Council RFP for FY 2024-25

Assessment Agency Empanelment

RFP Number: RFP/AA/01/2024-25

RFP Release date	20 Jan 2025
Last date for any queries by Assessment Agency	27 Jan 2025
Last date for submission of applications	30 Jan 2025
Shortlisted AAs will be informed for presentation	
Presentations by Selected AAs for selection and signing of MoU	

RFP Link: www.bwssc.in

Email for Applications and Queries – info@bwssc.in

RFP Data Link - <https://tally.so/r/w5edzN>

Introduction

Assessment is one of the most critical activities of the skills value chain and Quality Assured Assessment of Learners for ensuring that assessment is based on national standards (competencies) and uses valid and reliable assessment methods.

The National Skills Policy 2009 further specifics “Quality Assured Assessment of Learners for ensuring that assessment is based on national standards (competencies) and uses valid and reliable assessment methods.

The Union Government of India has mandated Sector Skill Councils (SSCs) besides other charter, “Participation in Affiliation, Accreditation, Examination and Certification.”

Quality assessments are highly recommended and therefore a strong and stringent assessment framework will help to establish credibility of the organization.

The Assessments will be based on the relevant and approved Qualifications for each job role as a matter of policy for compliance and as per set SOPs and guidelines of NCVET.

Prerequisites for Selection of AAs

This protocol for Accreditation of Assessment Agencies is based on the following:

- Assessment agency must be affiliated with NCVET at the time of application (**Attach MoU/Agreement**) and should follow all NCVET guidelines.
- Assessment Agency should not be a Training Provider to safeguard against “conflict of interest”. The AA should declare its linkages with other stakeholders in skill ecosystem to ensure independence and to avoid any conflict of interest.
- Assessment processes / procedures should be transparent, demonstrative and in line with international best practices to ensure credibility of the certificate.
- Assessments to be conducted through assessors trained and certified by B&WSSC.
- No sub-contracting or franchising would be permissible to the Assessment Agencies
- The AA should have the capability and capacity to develop the assessment process and tools for different assessment protocols with ability for continuous improvement.
- AA must have/develop question banks for the defined B&WSSC job roles.
- AA should have the ability to maintain assessment process records and details pertaining to candidates registered, attendance, assessed, passed, TC details, assessors, photographs, videos etc, and shall preserve all the records for at least 10 years. B&WSSC should be given access to all the above-mentioned documents at any point of time.

APPLICATION FORM

Date:

From:

To,

Chief Executive Officer

Beauty & Wellness Sector Skill Council

5-B, Upper GF, 23 Himalaya House K. G. Marg, Connaught Place, New Delhi, Delhi 110001

Subject: Empanelment of Assessment Agency with B&WSSC

We are NCVET approved Assessment Agency with necessary experience and expertise in the Beauty Sector and hereby apply for the empanelment with B&WSSC.

We desire to apply for the empanelment for the below mentioned geographical space as approved by NCVET: -

Signature of Authorized Person:

Name & Designation:

Phone No:

E- mail:

Financial Viability	
FY (Last 3 Years)	Amount in CR

Total Assessments	
FY (Last 3 Years)	Count

Total Assessments in Beauty and Wellness Sector	
FY (Last 3 Years)	Count

SME Details	
Name	Complete Details

Assessor Details	
Name	Complete Details

List of Enclosures- (Signed and Stamped by Authorized signatory)

- Registration Certificate of organization
- Proof of registered address and communication address
- Assessment Blue print Design
- Question Banks in multilingual and undertaking in case of non-availability of the same and timeline of submission.
- Photocopy of Existing Recognition, certification or empanelment
- Number of branches/offices and locations
- Data management system and processes as per point 5 of Evaluation Matrix
- Photocopy of the PAN/TAN card and GST Letter
- Process of selection and empanelment of assessors and their profiles
- Profiles of SMEs & Assessors
- Audited Balance Sheet and Income Tax Return of Last Three Years
- Sample Contract with the Assessors
- Copy of NCVET MoU/LOI

I/We hereby declare that the information provided above is true and correct to the best of my knowledge. Any misrepresentation, falsification or material omission of information on this application may result in my failure to receive accreditation from B&WSSC. I/We accept that analysis of capacity may be made during the processing of this application and thereafter, and I authorize B&WSSC official or any person/entity authorized by B&WSSC to carry out audit or quality check.

I/We hereby accept all the terms and conditions set by B&WSSC or updated from time to time regarding assessment.

Signature and Stamp Name:

Designation:

Date