

REQUEST FOR PROPOSAL (RFP)

Empanelment of Assessment Agencies

Issued by:



Uttar Pradesh Scheduled Caste Finance and Development Corporation Limited

About Uttar Pradesh Scheduled Caste Finance and Development Corporation Limited

Uttar Pradesh Scheduled Caste Finance and Development Corporation Limited (UPSCFDC) is a government organization committed to the socio-economic upliftment of Scheduled Caste communities in Uttar Pradesh through skill development, financial assistance, and livelihood promotion initiatives.

Purpose of the RFP

As part of certifying trained candidates under various skill development schemes, UPSCFDC invites applications from NCVET-recognized Assessment Agencies.

The selected agencies will be responsible for:

- Conducting independent and transparent assessments
- Certifying skilled candidates through recognized Awarding Bodies
- Supporting certification under NSQF and Non-NSQF aligned programs
- Ensuring compliance with scheme norms, policies, and regulatory guidelines

Eligibility (Brief)

Organizations applying for empanelment must meet the following criteria:

- Must be NCVET recognized and authorized to operate within the jurisdiction of Uttar Pradesh.
- Must have a minimum of 3 years of existence as an Assessment Agency.
- Must have assessed at least 1,00,000 candidates in the last 3 years under Government schemes.
- Must have an average annual turnover of ₹1 Crore during the last three financial years.
- Must demonstrate strong operational capabilities with robust technology backup (online/offline assessment systems, reporting, data management, etc.).
- The organization must not have been blacklisted by any Government department or agency.



Mode of Application

Interested agencies may submit their application along with supporting documents as per the prescribed format and guidelines issued by UPSCFDC to monitor.hq@upscfdc.in

Empanelment Fee

- No fee is required for submission of the application but Assessment Agencies **selected for empanelment** shall be required to pay a **non-refundable Empanelment Fee of ₹10,000/- (Rupees Ten Thousand only)**.
- The Empanelment Fee shall be payable **only after issuance of the empanelment approval / selection intimation** by UPSCFDC.
- Detailed payment instructions for the Empanelment Fee shall be communicated separately to the selected agencies.
 - Amount: ₹10,000/- (Non-refundable)
 - Mode of Payment: NEFT / RTGS
 - Account Name: U.P. Scheduled Caste Finance and Development Corporation Ltd.
 - Bank Name: Union Bank of India
 - Branch: Mahanagar, Lucknow
 - Account Number: 437202011002555
 - IFSC Code: UBIN0556882

Earnest Money Deposit

- Assessment Agencies shall submit an Earnest Money Deposit (EMD) amounting to ₹1,00,000/- in the form of a Demand Draft drawn in favor of **Uttar Pradesh Scheduled Caste Finance and Development Corporation Limited**.



Important Dates

TIME SCHEDULE		
1.	RFP Release Date	13/02/2026
2.	Last Date for Submission of Queries	17/02/2026 Till 5:00 PM
3.	Last Date for Submission of Application	18/02/2026 Till 5:00 PM
4.	Presentation of Shortlisted Agencies	19/02/2026
5.	Announcement of Selected Agencies	TBD

Submission & Query Details

Email ID for Application Submission and Queries: monitor.hq@upscfdc.in

Note- The subject of the Email should be "RFP-UPSCFDC-<YOUR AGENCY NAME>"

Disclaimer

The Managing Director, UPSCFDC reserves the right to accept or reject any or all applications without assigning any reason whatsoever. Submission of an application shall not confer any right or guarantee for empanelment.

Further, any agency empanelled with UPSCFDC that fails to deliver the assigned work within the stipulated timelines in accordance with the prescribed Standard Operating Procedure (SOP) may be removed from the empanelled list by the MD, UPSCFDC, with or without assigning any reason.

Office Address

**U.P. Scheduled Caste Finance and
Development Corporation Ltd.**

B-912, Sector-C, Mahanagar,
Lucknow, Uttar Pradesh 226006



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 Assessment Agency ensures the conduct of quality assured standardized assessment to formally evaluate the learning outcomes (knowledge, skills and/or competencies) of an individual, records results, and develops assessment strategy and Standard Operating Procedures (SOPs)/ question banks, assessment and delivery processes, performance reporting and analytics, roles and responsibilities of the assessors, proctors and SME, etc.

Terms of Reference

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

Training Provider will NOT be an Assessment Body to safeguard against “conflict of interest.”

Any deviations to this will be at the discretion of UPSCFDC Assessment Committee based on merit of each case.

Assessment processes / procedures should be transparent, demonstrative and in line with international best practices to ensure credibility of the certificate.

Assessments through trained and certified assessors of UPSCFDC. Monopoly or cartelization in assessment is not allowed.

No sub-contracting or franchising would be permissible to the Assessment Agencies.

Prerequisites for Selection of AAs

Assessment agency must be affiliated with NCVET at the time of application (Received LOI/MoU)

The AAs should have the ability to develop the assessment process and tools for different training courses with ability for continuous improvement.

AA should have the ability to maintain assessment process records and details pertaining to candidates registered, tested, passed, centres, assessors, etc, and shall preserve all the records for at least **7 years** or till the validity of any scheme (whichever is later) at any point in time and make its online access to UPSCFDC.

Assessment Agencies must comply with all applicable NCVET norms, including but not limited to financial viability, governance standards, assessor certification, data security, independence from training delivery, and non-blacklisting.

Conflict of Interest: In case of any, the AA should declare its linkages with other stakeholders in skill ecosystem to ensure independence and to avoid any conflict of interest.



Affiliation Process of AAs

Three stage process for Affiliation of an AA will be Followed:

Stage 1: Application

Stage 2: Field Visit & Final Evaluation

Stage 3: Affiliation & Orientation

Stage 1: Application

Prospective AA will submit the application in prescribed formats

UPSCFDC reserves the right to select/reject the AA on merit. However, in case of rejection same would be communicated to the applicant in writing.

Decision of UPSCFDC in this regard would be final and grievances should be addressed to the Committee constituted by UPSCFDC.

Stage 2: Field Visit and Final Evaluation Stage

UPSCFDC team will visit the prospective AA, meet their key staff and carry out verification of records and processes. UPSCFDC would also connect with at least two of the existing customers of the prospective AA and get their feedback in writing.

Team will submit its Assessment Report for consideration to Committee.

AA who has successfully cleared Stage 2 would be Invited to make a final presentation to the Committee. Decision of this Committee would be final and binding to all AA.

Stage 3: Affiliation & Orientation

All eligible AAs will be formally intimated by UPSCFDC

The Affiliation will be valid for one year, after which the renewal of AA will be based on their performance or via floating RFP



APPLICATION FORM

Date: _____

From,

To,

Managing Director,
U.P. Scheduled Caste Finance and Development Corporation Ltd.
B-912, Sector-C, Mahanagar, Lucknow, Uttar Pradesh 226006

Subject: Empanelment of Assessment Agency with UPSCFDC

We are an Assessing Body with necessary experience and expertise in the Assessment field and hereby apply for Accreditation with UPSCFDC.

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

We confirm that the EMD amounting to ₹1,00,000/- in the form of a Demand Draft drawn in favor of Uttar Pradesh Scheduled Caste Finance and Development Corporation Limited is submitted as per RFP terms and proof is enclosed. It is on the UPSCFDC discretion that they accredit us; or will put our application on hold.

Signature of

Authorized Person

Name & Designation:

Phone No: E- mail:



APPLICATION FOR EMPANELMENT AS ASSESSMENT AGENCY

Detailed eligibility, evaluation criteria, and NCVET compliance requirements are provided in the downloadable RFP document.

Part A: Basic Details of the Organization

Sr. No.	Fields	Details
1.	Organization Name	
2.	Parent Company Name (if different)	
3.	Nature of legal entity (i.e. company, charitable trust, society etc.)	
4.	Permanent Income Tax Account Number (PAN)	
5.	GST Registration Number	
6.	Date of Establishment	
7.	Complete Address	
8.	Organization's Email ID	
9.	Website URL	
10.	Phone	
11.	Name, designation, and contact details of primary point of contact	

The organization must submit the following documents also.

Part B: Legal status and infrastructure requirements

Name of document	Nature of document	Submitted (Yes/No)
Certificate of Registration and/or Article of Incorporation	Mandatory	
Society/ Trust Deed Agreement of NGO Registration Certificate issued by respective state	Mandatory (for NGOs)	
Permanent Account Number (PAN) and Goods and Services Tax (GST) registration details & any other statutory requirement under GoI/State Government	Mandatory	
For international agencies - Mutual Agreement Copy with Indian partner firm Shareholder Agreement with Indian partner firm Permission from Ministry of Home Affairs, submission of FCRA clearance certificate and evidence of separate bank account for foreign funds	Applicable only for foreign entities with registered Indian subsidiaries/partners	
Title deed and building plan	Mandatory (if office premises are owned)	
Lease Agreement for 3 years and building Plan	Mandatory (if office premises are rented)	



Part C: Financial viability:

Financial documents will be evaluated in line with NCVET eligibility benchmarks for Assessment

Agencies The organization must submit the following documents:

Name of document	Nature of document	Submitted (Yes/No)
Annual Report and Audited financial statements of the entity, duly certified by the Chartered Accountant and filed with the Income Tax Authorities for preceding 3 financial years from the date of application along with audit report	Mandatory	
Income tax returns for preceding 3 financial years of the entity preceding 3 financial years from the date of Application		
Minimum account balance certificate from the public/private sector bank	Optional	
ISO certificate / Rating report	Optional	

Part D: Senior Management Details (Includes Board members and Head of the organization)

Name	Title/ Designation	Phone and Email Id	Address

Copy of Organogram: Engagement letter of Head of the Organization delineating roles & responsibilities tenure.



Part E: Details of assessment staff List of assessors – Sub sector wise

S no	Name	(Education)	Qualification Name	Prior experience	Certified (Yes/No)	Certificate Validity Date	Full time/Part Time



List of Proctors

Name of Proctor	Date of joining (DD/MM/YY)	Location

SME Details (Sub Sector wise)

S. no	Name	Prior experience	Name of Qualifications	Education - Highest	Tenure of engagement

Part F: Prior Experience

Experience and assessment volumes will be evaluated in accordance with NCVET-prescribed norms for the sectors and geographies applied for.

Work orders along with completion certificate/appointment certificate for each of the engagements have to be attached

S. no	Scheme Name	Assessment conducted last 3 years	Total Assessment conducted	Assessment conducted in sector



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

1. Registration Certificate of organization.
2. Proof of registered address and communication address Assessment Blueprint Design.
3. Assessment platform link.
4. 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.
5. Number of branches/offices and locations.
6. Data management system and processes as per point 5 of Evaluation Matrix Photo copy of the PAN/TAN card and GST Letter.
7. Process of selection and empanelment of assessors and their profiles of SMEs.
8. Audited Balance Sheet of Last Three Years Sample Contract with the Assessors.
9. Copy of NCVET MoU/LOI Annexures (Formats given).

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 UPSCFDC. I/We accept that an analysis of capacity may be made during the processing of this application and thereafter, and I authorize UPSCFDC official or any person/entity authorized by UPSCFDC to carry out audit or quality check.

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

Signature and stamp Name:

Designation:

Date



Self – Declaration by the head of the Assessment Agency

S. NO.	Current Business Status	Commitment (delete not applicable)	If yes, please furnish full Details	Remarks (A separate sheet may be attached, if required)
1	Are you a Training Partner in the skill eco system?	Yes/No		
2	Do you have any linkages with any other Organization in the assessment domain?	Yes/No		
3	Have you ever been engaged in assessment operations in past or present with a different entity?	Yes/No		
4	Do you have the capacity to develop question Banks in multiple language	Yes/No		
5	Do you have necessary financial resources for the operation of skills assessment including associated liabilities?	Yes/No		
6	Do you have a website of your own?	Yes/No		
7	Is AA's website and Assessment platform being accessible and comply with Web Content Accessibility Guidelines (WCAG)	Yes/No		
8	How many of your Assessors are undertaking multiple sector assessments?	Yes/No	On payroll _____ On Long-term Contract	Please give total numbers
9	AA confirms that its website carries disclosures as required under NCVET guidelines.	Yes/No		



Evaluation Matrix

S No	Parameter	Maximum Score	Particular	Weightage Point
1	Overall Experience	10	10 years and above	10
			5 to 9 years	8
			3 to 4 years	5
2	Number of Skill Assessments conducted under Government Schemes	20	3 Lakh and Above	20
			2 Lakh to 3 Lakh	10
			1 Lakh to 2 Lakh	5
3	Operating Capability Based on Credentials and Scrutiny	25	Based on the organisation's capacity	25
				15
				10
4	Number of Certified Assessors	10	100 and above	10
			51 to 100	7
			50 and below	3
5	Data Storage capacity	10	Hard and soft copy	10
			Soft copy or Hard copy	5
6	Technology – Portal & applications	25	Portal with AI proctor-based facility and Data Security	25
			Portal without AI proctor-based facility and Data Security	15
			None	0



Annexures

(To be submitted on bidder's

letterhead) **Annexure A: NCVET**

Compliance Declaration

We, _____ (Name of Assessment Agency), hereby declare that: - We understand and comply with all applicable **NCVET Assessment Guidelines**. - We shall conduct assessments independently, fairly, and transparently. - We shall not engage in any activity that compromises the integrity of assessment. - We agree to abide by all directions issued by UPSCFDC and NCVET.

Authorised Signatory: _____

Name & Designation: _____

Date: _____

Annexure B: Conflict of Interest (CoI) Declaration

We declare that: - We do not have any direct or indirect conflict of interest with any Training Partner affiliated with UPSCFDC. - No assessor deployed by us shall have prior involvement in training, content delivery, or candidate preparation for the same batch. - Any potential conflict identified in the future will be immediately disclosed.

Authorised Signatory: _____

Date: _____

Annexure C: Assessor Independence & Confidentiality Undertaking

We undertake that: - Assessors deployed will be independent and certified as per prescribed norms. - Assessment tools, question banks, results, and learner data will be treated as confidential. - No assessment-related information shall be shared with unauthorised parties.

Authorised Signatory: _____

Date: _____



Annexure D: Data Privacy & Security Declaration

We confirm that: - Learner data will be handled in compliance with applicable data protection laws. - Secure systems will be used for storage, transmission, and processing of assessment data. - Data shall be shared only with UPSCFDC and authorised entities.

Authorised Signatory: _____

Date: _____

Annexure E: Malpractice Prevention & Ethical Conduct Declaration

We affirm that: - Robust mechanisms are in place to prevent impersonation, cheating, or manipulation of assessment results. - Any malpractice detected will be immediately reported to UPSCFDC. - We adhere to high ethical standards and professional conduct.

Authorised Signatory: _____

Date: _____

Annexure F: Audit & Inspection Acceptance

We hereby agree that: - We shall cooperate with audits, inspections, and verifications conducted by UPSCFDC or NCVET. - Required documents, records, and evidence will be made available upon request.

Authorised Signatory: _____

Date: _____

Annexure G: Declaration of Past Blacklisting / Litigation

We declare that: - We have not been blacklisted by any government body, Awarding Body, or statutory authority. -

Authorised Signatory: _____

Date: _____

