



REQUEST FOR PROPOSAL (RFP)

Empanelment of Assessment Agencies

Issued by:
Orion Educational Society

About Orion Educational Society

Orion Educational Society (OES) is a not-for-profit organization established in 2007, dedicated to empowering underserved communities through skill development and livelihood initiatives. OES works across India to uplift youth, women, and marginalized groups by providing market-relevant vocational training and life skills. The organization focuses on fostering self-reliance and economic empowerment among disadvantaged populations. OES has partnered with corporates and Public Sector Undertakings under CSR initiatives to implement high-impact skilling programs. Its training interventions span sectors such as Retail, Hospitality, BFSI, Electronics, Apparel, and Healthcare. **OES has been selected as an NCVET-recognized Awarding Body, enabling it to ensure quality-aligned certification and compliance with national skill standards.** The programs are designed to enhance employability through placement-linked training and self-employment support. OES primarily serves youth aged 18–35 years facing socio-economic and educational challenges, aiming to create sustainable livelihood opportunities and inclusive growth.

Purpose of the RFP

The purpose of this RFP is to **empanel qualified and independent Assessment Agencies** to conduct learner assessments in accordance with **NCVET guidelines**, national occupational standards, and best practices in assessment delivery.

Eligibility (Brief)

Assessment Agency must be **affiliated with NCVET** (LOI/MoU mandatory at the time of application).
Assessment Agency must be **independent of Training Providers** to avoid conflict of interest.
Agency should have adequate **technical, human resource, and financial capacity** to conduct assessments.

(For detailed eligibility and requirements, please refer to the full RFP document.)



Mode of Application

Interested Assessment Agencies are required to:

Download the detailed RFP document from this page

Submit the duly filled application along with all required annexures and supporting documents **via email only**

Important Dates

RFP Release Date: 10th March'26

Last Date for Submission of Queries: 12th March'26

Last Date for Submission of Application: 30th March'26

Presentation by Shortlisted Agencies: TBD

Submission & Query Details

Email ID for Application Submission and Queries:

info@orionedusociety.org & Supriyo@orionedusociety.org

Disclaimer

Orion Educational Society reserves the right to accept or reject any or all applications without assigning any reason. Submission of an application does not guarantee empanelment.

Office Address

Orion Educational Society

PS AVIATOR, Unit No: 608, 6th Floor

Atghora, Chinar Park, Rajarhat Road

Kolkata – 700136



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 Orion Educational Society 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 Orion Educational Society.

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 10 years or till the validity of any scheme (whichever is later) at any point in time and make its online access to Orion Educational Society.

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 Presentation Stage

Stage 3: Affiliation & Orientation

Stage 1: Application

Prospective AA will submit the application in prescribed formats

Orion Educational Society 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 Orion Educational Society in this regard would be final and grievances should be addressed to the Committee constituted by Orion Educational Society.

Stage 2: Field Visit and Final Evaluation Stage

Orion Educational Society team will visit the prospective AA, meet their key staff and carry out verification of records and processes. Orion Educational Society 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 Orion Educational Society

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

Chief Operating Officer

Orion Educational Society PS AVIATOR,
Unit No: 608, 6th Floor, Atghora, Chinar Park, Rajarhat Road, Kol-700136

Subject: Empanelment of Assessment Agency with Orion Educational Society

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

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

It is on the Orion Educational Society 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

Copy of electricity/ telephone bill mentioning residential address of the Head of the Organisation

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 · r c	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 order 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)

Registration Certificate of organization
Proof of registered address and communication address
Assessment Blueprint Design
Assessment platform link
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
Photo copy of the PAN/TAN card and GST Letter
Process of selection and empanelment of assessors and their profiles
Profiles of SMEs
Audited Balance Sheet of Last Three Years
Sample Contract with the Assessors
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 Orion Educational Society. I/We accept that an analysis of capacity may be made during the processing of this application and thereafter, and I authorize Orion Educational Society official or any person/entity authorized by Orion Educational Society to carry out audit or quality check.

I/We hereby accept all the terms and conditions set by Orion Educational Society 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 n o	Parameter	Maximum Score	Particular	Weightage point
1	Overall Experience	10	10 years and above	10
			5 to 9 years	8
			1 to 4 years	5
2	Number of certified assessors	25	100 and above	25
			60 to 99	15
			1 to 59	10
3	Number of SMEs	10	9 and above	10
			5 to 8	7
			1 to 4 years	3
4	Number of full-time employees for Assessment vertical	20	41 and above	20
			21 to 40	10
			1 to 20	5
5	Data Storage capacity	10	Hard and soft copy	10
			Soft copy or Hard copy	5
6	Technology – Portal & applications	25	Own portal with AI proctor-based facility and Data Security	25
			Outsourced white label with AI proctor-based facility and Data Security	10

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 Orion Educational Society 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 Orion Educational Society. - 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 Orion Educational Society 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 Orion Educational Society. - 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 Orion Educational Society 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: _____
