

Media and Entertainment Skills Council  
(MESC)

Empanelment of Authorized Agency (s) with MESC for  
development and managing its website and online portal(s)

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REQUEST FOR PROPOSAL (RPF)

04<sup>th</sup> July 2019

RFP Submission Date: 20<sup>th</sup> July 2019

**Send via Courier / E-Mail To:**

Chief Executive Officer,

**Media and Entertainment Skills Council**

522-24, 5<sup>th</sup> Floor, DLF Tower A, Jasola, New Delhi- 110025

E-Mail: [mohit.soni@mescindia.org](mailto:mohit.soni@mescindia.org), T: 91-11-49048335

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## 1. DISCLAIMER

- a. Though adequate care has been taken in the preparation of this REQUEST FOR PROPOSAL Document (RFP document), the Organization should satisfy himself/ herself that the Document is complete in all respects. Intimation of discrepancy, if any, should be given to the Chief Executive Officer, MESC at below mentioned address latest by **1500 hours of 05-July-2019**, in case, no such intimation is received by the said deadline, it shall be deemed that the Organization is satisfied that the document is complete in all respects.

**Chief Executive Officer,  
Media and Entertainment Skills Council  
522-24, 5th Floor, DLF Tower A, Jasola, New Delhi- 110025  
E-Mail: mohit.soni@mescindia.org,  
T: 91-11-49048335, 91-9971120204**

- b. Neither MESC nor their employees or consultants make any representation or warranty as to the accuracy, reliability or completeness of the information in this RFP document. Each prospective Organization should conduct his own investigations and analysis and check the accuracy, reliability and completeness of the information in this RFP document and obtain independent advice from appropriate source before submission of this RFP and later RFP if shortlisted.
- c. Neither MESC nor their employees or consultants will have any liability to any prospective Organization or any other person under the law of contract, for any loss, expense or damage which may arise from or be incurred or suffered in connection with anything contained in this RFP document.
- d. MESC reserves the right to reject any or all the RFPs submitted in response to this RFP document at any stage without assigning any reasons whatsoever. MESC also reserves the right to hold or withdraw or cancel the process at any stage under intimation to the Organizations who submit the RFP.
- e. MESC also reserves the right to modify or amend or add to any or all the provisions of this RFP document or cancel the present Invitation and call for fresh Invitations.
- f. Neither MESC nor their employees or consultants will have any liability in case of non-receipt of any correspondence from them to the Organizations due to the postal delays.

## 2. SCHEDULE OF RFP PROCESS

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The indicative timelines of the REQUEST FOR PROPOSAL process are mentioned in the table below.

<b>Activity</b>	<b>Scheduled date</b>
Issue of RFP document	04-July-2019
Due date for submission of queries on the RFP	10-July-2019
Issue of clarifications to queries on RFP	15-July-2019
Due date for RFP submission	20-July-2019, 1800 Hours

### 3. INTRODUCTION

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#### **Background**

The Indian Media and Entertainment (M&E) industry is a sunrise sector for the economy and is making high growth strides. Proving its resilience to the world, the Indian M&E industry is on the cusp of a strong phase of growth, backed by rising consumer demand and improving revenues.

Media & Entertainment Skills Council (MESC) is the Sector Skill Council (SSC) promoted by FICCI and set up by National Skill Development Corporation (NSDC) working under aegis of Ministry of Skill Development & Entrepreneurship (MSDE) for Media & Entertainment Sector.

In order to provide the information related to skilling efforts towards skill India mission as well as data networking under online portal (like job portal, NAPS etc.), MESC through this RFP intends to invite applications from various Technical Agencies, Organizations to partner for developing website and online portal for the Council.

#### **Media and Entertainment Skills Council**

Founded in 2012, Media & Entertainment Skills Council (MESC) is a Not-for-Profit Organization, registered under the Societies Registration Act, 1860. The Council has been promoted by Federation of Indian Chambers of Commerce & Industry (FICCI) with the financial support from National Skill Development Corporation (NSDC). The key objective of MESC Council is to create a robust and vibrant ecosystem for quality vocational education and skill development in Media & Entertainment Space in the country.

In addition, the Media & Entertainment Sector Skill Council aims to serve as a single source of information on M & E sector with specific reference to Skill and Human Resource Development in India. ([www.mescindia.org](http://www.mescindia.org))

**Scope of Work:**

The primary objectives of Technical Partner would be the following:

- Development of Job Portal with following features and function:
  - Video Interview functionality
  - Functionality to conduct the Technical test
  - Functionality to upload video showreel/portfolio
  - Functionality to host webinar with recording
  - Emailing and SMS feature
  - Broadcast feature
- Update of MESC websites such as mescindia | Vidyadaan | worldskills etc.
  - Review and update the User Interface of MESC websites
  - Merging of the databases
  - Creating a single login system across the MESC websites
  - Integration of CRM
  - Integration of assessment feature
  - Responsiveness and dynamic
- Development of Assessment Portal with following features and function:
  - Capacity and Scalability
  - Robustness (IT infra)
  - Delivery of Assessments (PCs/Laptops/Tablets)
  - Function to conduct the theory and practical assessment
  - Supported delivery mechanisms (on-line, offline with sync and associated security concerns)
  - Security compliance (encryption, access control levels for Admin, Assessment Agencies, Assessors, Candidates)
  - Ability to function in on-line as well as off-line mode. The off-line mode means that it should be feasible to deliver the assessments on pre-loaded tablets (duly encrypted data) or the solution should be deployable using a local LAN setup. Only the requisite component of assessment should be loaded on the tablets/local LAN setup with capability to synchronize with the central server and database, on resume of connectivity. Any other solution with similar capabilities can also be considered.
  - Time and location stamping of assessments
  - Proctoring support
  - Ability to randomize order of questions to each candidate

- Ability to take photographs and videos as evidence of assessment
- Regular maintenance of website of MESC
- Network and Server Management
- Support in branding and promotion of
  - ✚ MESC and its secondary portals.
  - ✚ Government Schemes on skilling through MESC website

### **Mode of Engagement of Technological Partner**

The Technology Partner would be engaged through a scope of services and based on adherence to set guidelines provided by MESC time to time. An indicative list of key activities conducted by MESC to be showcased, these shall determine the continuation of technology partner post the 2 years of engagement:

A detailed strategic and operational plan to be prepared and submitted by the technology partner on being shortlisted as Technical Partner that would be reviewed and agreed by the Governing Council of MESC. The performance of the technology partner would be evaluated on a periodic basis by the Governing Council based on the plan submitted.

### **Financials**

The submitting body (ies) will submit the cost fact sheet, for all the services he is tendered to including applicable taxes (if any).

The rate will be quoted as per the current market rate with sample of quotation of the individual organization (Standard format).

## 4. RESPONSIVENESS

### Eligibility Criteria

- 1 The Organization for REQUEST FOR PROPOSAL should be a single entity which can be a Company incorporated with the Companies Act, 1956/ 2013 or Society registered under the Societies Registration Act, 1860 or a Trust registered under the Indian Trusts Act, 1882
- 2 To be eligible for evaluation of the Bid, a Bidder shall fulfil the following technical capacity criteria of eligibility:
  - **Technical Capacity: For demonstrating technical capacity and experience (the “Minimum Technical Capacity”)**, the Bidder shall have satisfied one of the following:
    - i. Developed (or) Operated & Maintained websites of reputed Institutions and have worked on similar projects.
    - ii. Minimum two (2) years of experience in website development & maintenance

Note: The bidder shall submit the necessary documentary evidence proof and portfolio which support the experience.

Organizations are required to submit the necessary documents indicating their eligibility details as per the Form B in the annexure.

MESC reserves the right to verify the details submitted from the respective agencies. The Organization shall give authorization to MESC to do the same.

### RFP preparation cost

The Organization shall be responsible for the costs associated with the preparation of its RFP and its participation in the RFP. MESC shall not be responsible or in any way liable for such costs, regardless of the conduct or outcome of the RFP.

### Right to accept any RFP and to reject any or all RFPs

- Notwithstanding anything contained in this document, MESC reserves the right to accept or reject any RFP and to annul the RFP process and reject all RFPs, at any time without any liability or any obligation for such acceptance, rejection or annulment, without assigning any reasons.



- MESC reserves the right to reject any RFP if:
  - a. At any time, a material misrepresentation is made or uncovered, or
  - b. A material concealment is detected, or
  - c. The Organization does not respond promptly and thoroughly to requests for supplemental information required for the evaluation of the RFP.
- Such misrepresentation / improper response / concealment would lead to the disqualification of the Organization.

### **Preparation and submission of RFP**

- The RFP submitted by Organization shall be valid till the completion of RFP process.
- The Bidder shall submit the Response in the format specified at Annexure-I and its Annexures (Form A to C), and seal it in an envelope and mark the envelope as “**REQUEST FOR PROPOSAL for Empanelment of Technology Partner with MESC**”. The Bidder shall seal the original and the copy of the Bid, together with their respective enclosures, in separate envelopes duly marking the envelopes as “ORIGINAL” and “COPY”.
- The envelope shall indicate the name, address and contact phone number of the Organization
- The envelope shall be addressed to:

**Chief Executive Officer, Media and Entertainment Skills Council  
522-24, 5th Floor, DLF Tower A, Jasola, New Delhi- 110025  
E-Mail: mohit.soni@mescindia.org, T: 91-11-49048335**

**Annexure I**

(To be typed in Organization's Letterhead)

From:

To:

Chief Executive Officer,

Media and Entertainment Skills Council

522-24, 5th Floor, DLF Tower A, Jasola, New Delhi- 110025

E-Mail: mohit.soni@mescindia.org, T: 91-11-49048335, 91-9971120204

**Sub: Submission of REQUEST FOR PROPOSAL for Empanelment of Technology Partner with MESC**

Sir,

Having examined the details given in RFP Notice and Project Information details for the above project, I/we hereby submit our REQUEST FOR PROPOSAL and the relevant information

1. I/We hereby certify that all the statements made in the information supplied in the enclosed form and the accompanying statements are true and correct.
2. I/We have furnished all information and details necessary for RFP and have no further pertinent information to supply.
3. I/We also authorize MESC or their authorized representatives to approach individuals, employers and firms to verify our competence and general reputation.
4. We understand that MESC will be at liberty to finalize bid parameters and issue RFQ/RFP for the project at a later stage.

**Signature(s) of Applicant Organization(s)**

Enclosures

Seal of Organization

Date of submission

**FORM A**

1	Name & Address of the Organization with Telephone No./Fax No.
2	a) Year of Establishment b) Date & Year of commencement
3	Legal status of the Organization (attach copies of original document defining the legal status) a) A proprietary firm b) A firm in partnership c) A limited company or Corporation/Joint venture/Consortia d) State owned
4	Place of Registration and Principal places of business
5	Name & Title of Directors and key officers to be concerned with the project, with designation of individuals authorized to act for the organization
6	Any other information considered necessary but not included above

**FORM B**

**Profile of Organization**

**(Separate form shall be furnished for each institution)**

1. Name of Organization
2. Complete Address
3. Year of commencement of operations:
4. Number of Employee:
5. Achievements
6. Notable Projects
7. Profiles of the promoter(s):
8. Type of the Organization being run (Trust, Society, Private Limited Company etc.)

**Signature(s) of Organization(s)**

(Use a separate form for each educational institution)