

## Expression of Interest

**National Institute of Design , Jorhat** is inviting **Expression of Interest** from NCVET-affiliated Assessment Agencies for empanelment with the **National Institute of Design, Jorhat** to conduct assessments for the trainees of NIDJ enrolled under various schemes in Northeastern Region.

The affiliation of Assessment Agencies will be determined by NIDJ through a fair evaluation of eligibility parameters.

### Important Information.

<b>EOI Release date</b>	26/12/2025
<b>Last date for EOI submission</b>	7 Days from the date of release

## Organization Profile

### EOI Response Form: Corporate Information

Please provide the following information about your company.

Application For Empanelment as Assessment Agency		
Sl. No	Particulars	Details
	Organization Name	
	Parent Company Name (if different)	
	Name and Designation of the Contact Person	
	Address and Contact Details (E-Mail and Mobile No.) of the Contact Person	
	Address of Head Office:	
	Nature of Legal Entity (i.e. Company/ Society/ Charitable Trust/ LLP etc.)	
	Corporate website URL.	
	Registration/Incorporation No	
	Date of registration/Incorporation	
	PAN No	
	GST No (If available)	
	Turnover in the last 3 years	FY 2020-21...../- FY 2021-22...../- FY 2022-23...../-  Submit CA Certificate stating the above figure with UDIN. Also submit audited financial statements for the last 3 FYs.
	NCVET MOU	

## Expression of Interest

### List of Sector Skill Councils/ABs with whom the applicant has already partnership MOU

Sl. No	Name of the Sector Skill Council	Nature of work done	Presence in State

### Annexure C- Assessment Records for the Last 3 Financial Years

Sl. No	Project Undertaken	State	Sectors in which assessment conducted	Total Candidates Assessed

For and on behalf of:

Signature

Name:

Designation:

Date:

## Cover Letter

To  
Director,  
National Institute of Design, Jorhat  
Village- Tocklai, Post Office Rajabari,  
Jorhat- Mariani Road, Jorhat Assam.  
Pin- 785 014 Near,

Dear Sir/Madam,

**Subject: Empanelment of Assessment Agency with NIDJ**

We the undersigned hereby submit our request for proposal for affiliation as Assessment Agency, in response to EOI issued by NIDJ Date: \_\_\_\_\_ and we hereby confirm the following:

1. The response submitted by (Organization Name), is as per the Terms and Conditions of the EOI issued by NIDJ.
2. We examined the EOI document in detail and have understood to abide by all the terms and conditions stipulated in the EOI Document issued by NIDJ. Our application is consistent with all the requirements stated in the EOI Document.
3. The information submitted in our application is complete, strictly as per the requirements as stipulated in the EOI document and is correct to the best of our knowledge and understanding. We shall be solely responsible for any errors, omissions, or misrepresentations in our EOI bid.
4. We understand that NIDJ reserves the right of affiliation and our application may be rejected at any time without assigning any reason whatsoever.

Organization Name

Seal & Stamp

### **Declaration for not being blacklisted.**

*(In Company Letter Head)*

I/ We, on behalf of..... (Name of Bidder), with its registered office at .....do hereby declare that the above-mentioned Assessment Agency has not been blacklisted/ debarred by any State/Central Government authority /SSC/AB/Donor agency and Government of India.

For and on behalf of:

Signature

Name:

Designation:

Date:

(Company Seal)

(Authorized Representative and Signatory)

## Assessment Methodology

### I) Assessment Methodology by Assessment Agency:

Aspect	Yes/No	Remarks
Assessment process: Based on Qualification pack (QP) developed by the SSC and any other assessment method, Please Specify		
Internal Review mechanism of assessment methodology by Assessment Agency, to gauge the effectiveness of the assessments.		
Engagement of Subject Matter Expert in designing and periodically development of assessment methodology, Question papers etc.		
Review/analysis of assessment process adopted by assessment agency from SSC to strengthen the existing assessment system of Assessment Agency.		

### II) Methodology adopted by Assessment Agency for selection/orientation of candidates on aspects listed below:

Aspect	Yes/No	Remarks
Does the AA conduct any orientation program on Training of Assessors for fresh before sending them for assessments?		
Does the AA conduct orientation Program for experienced assessors before sending them for assessments?		
Any standard operating procedure (SOP) adopted or program for imparting soft skills training related to assessments.		

### Declaration

I hereby declare that the above information furnished by me, is true to the best of my knowledge and belief. I do understand that any incorrect information will result in suspension/cancellation of my organization's accreditation with Safety Skill Development Foundation.

I hereby confirm having read the Request for Proposal (EOI) embodying the General Instructions and fully understood the scope of service, empanelment process and other terms and conditions and agree to the same in letter and spirit. I on behalf of the Assessment Agency hereby confirm that we will abide by the terms and condition, financial and guidelines and other policy directives issued by NIDJ, NSDC & NCVET from time to time.

For and on behalf of:

Signature:

Name:

Designation:

Date:

(Authorized Representative and Signatory)

## DOCUMENTS CHECKLIST

Sr. No.	Checklist	Status (Yes/No)
1	Organisation profile	
2	Registration / Incorporation Certificate	
3	Audited account statement for last 3 FYs & ITR copy.	
4	PAN and GST	
5	Address Proof (Internet/ Telephone bill/ Electricity bill not older than three months)	
6	Bank Account details [Cancelled Cheque/ 1 <sup>st</sup> page of bank Pass book/ statement (no transaction required)]	
7	Cover Letter	
8	Organization Profile <ul style="list-style-type: none"> <li>List of Sector Skill Councils with whom the applicant has partnership MOU (Attached)</li> <li>AA Organogram (Attached)</li> </ul>	
9	Assessment Record in last 3 year	
10	Affidavit for not being blacklisted	
11	Assessment Methodology	
12	Declaration Statement	

**The process of selection of the successful Assessment Agencies would be determined as under:-**

**Stage 1: Document Verification-** Verify the document submitted by the Agencies and qualified shall be invited to conduct presentation to the evaluation committee.

**Stage 2: Presentation and Technical Evaluation –** Those qualified in Stage-1 shall be invited to make a presentation to the Committee. The committee will assess the bidder as per the experience in similar domain.

## Expression of Interest

Parameters for Presentation	Maximum Score (100 Marks)
1. Understanding of Skill Assessments.	10 Marks
1. Elaboration on the types of examination handled by the assessment Agency.	10 Marks
2. Elaboration on the process of examination creation and uploading.	10 Marks
3. Elaboration on the process of result reporting in the assessment platform.	10 Marks
4. Security of process from the examination development stage to the score reporting stage.	10 Marks
5. Organizational capabilities and strength	25 Marks
6. Examination Portal	25 Marks

**Please direct all inquiries regarding to this EOI to:**

National Institute Of Design, Jorhat  
Village- Tocklai, Post Office Rajabari,  
Jorhat- Mariani Road, Jorhat Assam.  
Pin- 785 014  
Email- [info@nidj.ac.in](mailto:info@nidj.ac.in)  
Phone- 0376-2310108, 0376-2310105