



**REQUEST FOR PROPOSAL (RFP) FOR  
CAPACITY BUILDING PROGRAMMES  
FOR HEADS OF SCHOOLS, TEACHERS AND STUDENTS  
OF CBSE AFFILIATED SCHOOLS  
(LOCATED IN INDIA AND ABROAD)**

**CENTRAL BOARD OF SECONDARY EDUCATION  
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NEW DELHI 110002**

**[www.cbseacademic.in](http://www.cbseacademic.in)**

## TABLE OF CONTENTS

<b>1. INTRODUCTION.....</b>	<b>Page 3</b>
1.1 CBSE Organisation and Objectives	
1.2 Details of number of CBSE Regions and Affiliated schools	
1.3 CCE in CBSE	
<b>2. SCOPE OF WORK.....</b>	<b>Page 4</b>
<b>3. QUALIFICATION CRITERIA.....</b>	<b>Page 12</b>
<b>4. EVALUATION AND SELECTION CRITERIA.....</b>	<b>Page 13</b>
4.1 Evaluation of Technical Bid	
4.2 Evaluation of Commercial proposal	
4.3 Implementation schedule	
4.4 CBSE Responsibility	
<b>5. INSTRUCTION TO BIDDERS.....</b>	<b>Page 16</b>
5.1 General information	
5.2 Cost of bidding	
5.3 Proposal validity	
5.4 EMD	
5.5 Bid Opening	
5.6 Language of bid and Correspondence	
5.7 Bid currencies	
5.8 Evaluation and selection criteria	
5.9 Disqualification or Rejection of RFP	
5.10 Forfeiture of EMD (bid security)	
5.11 Compensation for termination of contract	
5.12 Financial Bid	
<b>6. AWARD OF WORK.....</b>	<b>Page 20</b>
6.1 Notification of award	
6.2 Signing of Contract	
6.3 Corrupt or fraudulent practices	
6.4 Termination for default	
6.5 Progress of the project	
6.6 Confidentiality	
6.7 Force majeure	
6.8 Arbitration	
6.9 Legal jurisdiction	
6.10 Completeness of RFP offer	
<b>7. PERFORMAE AND ANNEXURES.....</b>	<b>Page 23 to 39</b>
7.1 Technical Bid (Annexure 1 to 7)	
7.2 Financial Bid (Annexure 8)	

## **1. INTRODUCTION**

### **1.1 CBSE ORGANISATION AND OBJECTIVES**

The Central Board of Secondary Education (CBSE), a registered society and an autonomous organization under Ministry of Human Resource Development, Government of India, is one of the three Boards at National Level. The main objectives of the Board are to serve the educational Institutions effectively and to be responsive to the educational needs of the students.

### **1.2 DETAILS OF NUMBER OF CBSE REGIONS AND AFFILIATED SCHOOLS**

The Board has approx. 14,000 schools affiliated with it with nearly 150 schools located overseas. There are nine regional offices of the Board namely, Delhi, Panchkula, Allahabad, Patna, Guwahati, Ajmer, Chennai, Bhubaneswar, Thiruvananthapuram.

The prime focus of the Board is on (a) prescription of suitable curriculum for its various schemes of examination in both academic and vocational streams (b) regularly updating the pedagogical skills of the teachers and administrators by conducting in-service training programs and workshops, (c) setting norms for affiliation of institutions to raise the academic standards in the country and (d) prescribing as well as updating the course of instructions to raise the academic standards of the institutions affiliated with it.

### **1.3 CCE IN CBSE**

The Board's policies are based on National Policies of Education and it has primarily adopted and adapted the National Curriculum Framework (NCF) - 2005. The NCF-2005 operates on five guiding principles that envisage a learner centered curriculum, founded on the learner's ability to construct his or her own knowledge (constructivism) thus giving primacy to the learner. It advocates teaching to facilitate knowledge construction, diagnostic evaluation to remediation, refining and improving learning processes. As learner's readiness to take an examination has become paramount, thus, the examination reforms were a logical consequence. Assessment for learning was to be a major shift in the extant paradigms of examination oriented learning. A major step of reform in this direction was making the Board examination in class X optional especially when the certificate is not very important for further continuance of studies.

To realize the above objectives, the Board has strengthened several of its academic initiatives treading beyond its direct mandate as an examination body such as laid out periodic guidelines and training programmes to encourage innovation in teaching-learning methodologies; advocated joyous learning without burden in primary and upper primary and implemented the process of CCE in primary classes encouraging for extension in upper primary classes. The Board has thus extended the process of CCE to the secondary classes by including a component of internal assessment in the external examination of class X for the last decade and more.

Notwithstanding all these efforts to streamline pedagogic practices, the one- time board examination still reigned supreme and remained the focus of pedagogy instead of being learner centric. Hence, the MHRD/CABE endorsed the NCF recommendation of making Board exam optional in class X as appropriate for implementation. This, inter alia, also included making the evaluation more comprehensive and continuous to assess both scholastic and co-scholastic abilities of the students i.e. Continuous and Comprehensive Evaluation (CCE).

This further required empowerment of schools to decide the selection of appropriate evaluation tools for facilitating individualized instruction and enhancing the quality of learning in respect of each child placed in the mentorship of the teacher.

The philosophy of CCE takes cognizance of two important factors, namely the various components of human growth and potential that govern the process of learning and continuous assessment of all these to facilitate perpetual refinement of construction of knowledge and enhancement of Life Skills. In operational terms, it would mean designing effective evaluation tools that would serve for Formative and Summative stages of learning.

The Board has taken various thoughtful initiatives to prepare a comprehensive road map to operationalize and implement the examination reforms of the government in a time bound and effective manner with public interest at focus.

One such initiative is implementation of the scheme Continuous and Comprehensive Evaluation (CCE) in its strengthened form from October 2009 in Class IX onwards. The Board in the year 2010 conducted Master Trainer programmes at 95 venues across the country covering more than 7,000 affiliated schools and more than 20,000 teachers from September 2009 to January 2010. The objective was to cover maximum number of schools and at least three teachers (including Principals of the school) of each school so as to help them to assimilate the contents and nuances of CCE and they in turn could train and sensitize other teachers in their schools. The Board also prepared and published Teachers' Manuals on CCE and Formative Assessments and training modules on CCE.

Subsequently in 2012 Board empanelled agencies for imparting In-service Training Programme on various components of CCE. Based on the feedback received from the stakeholders the list of empanelled agencies is being revisited now. The Centre for Assessment Evaluation and Research (CAER) housed at Shiksha Sadan, Rouse Avenue, New Delhi will be responsible for quality audit and monitoring of the agencies.

The Centre for Assessment, Evaluation and Research (CAER) has been established in partnership with the Central Board of Secondary Education (CBSE). Its vision is to establish a centre of excellence in research, educational assessment and evaluation leading to an improvement in the access, equity and quality of learning in India.

The CAER is uniquely placed with its core competencies being in the area of educational assessment, evaluation and research. The CAER has a strong understanding of the principles of assessment and evaluation required for ensuring quality of educational agencies and programmes of learning and research. With its in-depth understanding of multi-fold aspects of professional development needs and strategies and global insights of means to achieve the desired learning outcomes, the CAER intends to focus on developing the appropriate inputs and processes that can ensure and assure the desired quality outcomes by the agencies that have been empanelled and will be empanelled to provide trainings in India.

## **2. SCOPE OF WORK:**

**2.1** The empanelled/listed agency shall be required to conduct one-day/two-days/three days Capacity Building Programmes for Heads of Schools, Teachers and Students at various locations in the country through face-to-face and/ or online training. These programmes should include training on all components of CCE as envisaged in the Board's publications focused on all / any of the areas listed below:

### **A. COMPULSORY TRAINING PROGRAMMES AS PER AFFILIATION BYE-LAWS {RULE 3.3H (VI)} – FOR TEACHERS – ONE DAY/ TWO DAYS**

**A.1.** Continuous and Comprehensive Evaluation (CCE) – ONE DAY/ TWO DAYS

**A.2.** Co-scholastic aspects of CCE – ONE DAY/ TWO DAYS

**A.2.1.** Life Skills: Thinking Skills, Social Skills, Emotional Skills

**A.2.2.** Health and Wellness Education

**A.2.3.** Attitudes and Values

- A.2.4. Art Education
  - A.2.5. Work Education
  - A.2.6. Values Education and Integrity Clubs
  - A.2.7. Gender Sensitivity
- A.3. PEC – a) PEC primary, b) PEC secondary, c) PEC Special ability – ONE DAY
- A.4. Environment concerns and Eco Clubs – ONE DAY
- A.5. Inclusion and Inclusive Strategies – ONE DAY
- A.6. Assessment of Listening and Speaking Skills – TWO DAYS
- A.7. Subject specific training programme/Competence building in subject areas – ONE DAY
- A.8. CCE and CBSE Initiatives – ONE DAY
- A.9. Classroom Management-ONE DAY
- A.10. Assessment of learning: - ONE DAY/TWO DAYS
  - A.10.1. Multiple modes of assessment
  - A.10.2. Drafting test items
- B. COMPULSORY TRAINING PROGRAMMES AS PER AFFILIATION BYE-LAWS {RULE 3.3H (VI)} – FOR PRINCIPALS – ONE DAY/ TWO DAYS/ THREE DAYS (RESIDENTIAL/NON RESIDENTIAL)**
  - B.1. Leadership Skills - THREE DAYS
    - B.1.1. Instructional Leadership
    - B.1.2. School Administration and Management
    - B.1.3. Mentoring new staff and motivating experienced staff
  - B.2. Effective School Management and Leadership Skills - THREE DAYS
  - B.3. Strategic Leadership - THREE DAYS
  - B.4. CCE and CBSE Initiatives – ONE DAY
- C. OPTIONAL TRAINING PROGRAMMES – FOR TEACHERS - ONE DAY/TWO DAYS**
  - C.1. Pedagogy strategies (with special focus on inter-disciplinary approach)
  - C.2. Competence building in subject areas - Pedagogy strategies and Formative Assessments
  - C.3. Proficiency in Science/Mathematics/Psychology
  - C.4. Heritage Education
  - C.5. Story-telling, writing and translation
  - C.6. Reading programmes
  - C.7. ICT skills
  - C.8. Disaster management
  - C.9. Leadership Skills
  - C.10. Innovation and Leadership Skills
  - C.11. Financial literacy
  - C.12. Stress management
  - C.13. Time management
- D. OPTIONAL TRAINING PROGRAMMES – FOR STUDENTS/PEER ASSESSORS - ONE DAY**
  - D.1. Life Skills: Thinking Skills, Social Skills, Emotional Skills
  - D.2. Reading Programmes
  - D.3. Innovation and Leadership Skills
  - D.4. Communication strategies
  - D.5. Career counseling
  - D.6. Mental Health and Adolescent Issues
  - D.7. Study skills and Learning strategies

- D.8. Creative writing
- D.9. Story-telling, writing and translation
- D.10. Disaster management
- D.11. Financial literacy
- D.12. CCE and CBSE initiatives

## **E. MULTIMEDIA TRAINING ON CCE.**

### **2.2 The scope of work shall include the following-**

**A) Conduct of the one-day/two-days/three days Capacity Building Programmes for Heads of Schools, Teachers and Students in any/all of the areas mentioned in 2.1 above.**

**B) Development of materials for compulsory training Programmes and Trainers Handbook on the areas mentioned above.** This should be based on the following publications of CBSE:

1. Revised Teachers Manual for Classes I-V
2. Revised Teachers Manual for Classes VI-X
3. Revised Formative Assessment Teacher's Manual - Social Science IX
4. Revised Formative Assessment Teacher's Manual - Social Science X
5. Revised Formative Assessment Teacher's Manual - Mathematics IX
6. Revised Formative Assessment Teacher's Manual - Mathematics X
7. Revised Formative Assessment Teacher's Manual - Science IX
8. Revised Formative Assessment Teacher's Manual - Science X
9. Revised Formative Assessment Teacher's Manual - Hindi Course A- IX
10. Revised Formative Assessment Teacher's Manual - Hindi Course B- IX
11. Revised Formative Assessment Teacher's Manual - Hindi Course A- X
12. Revised Formative Assessment Teacher's Manual - Hindi Course B-X
13. Revised Formative Assessment Teacher's Manual - English Communicative - IX
14. Revised Formative Assessment Teacher's Manual - English Communicative -X
15. Revised Formative Assessment Teacher's Manual - English Lang. & Literature - IX
16. Revised Formative Assessment Teacher's Manual - English Lang. & Literature - X
17. Formative Assessment- Home Science-IX
18. Formative Assessment- Home Science-X
19. Formative Assessment in FIT for Class-IX
20. Formative Assessment in FIT for Class-X
21. Revised School Health Manual Vol-I
22. Revised School Health Manual Vol-II
23. Revised School Health Manual Vol-III
24. Revised School Health Manual Vol-IV
25. Teacher's Manual on Life Skills- Class-VI (Revised)
26. Teacher's Manual on Life Skills- Class-VII (Revised)
27. Teacher's Manual on Life Skills- Class – VIII (Revised)
28. Teacher's Manual on Life Skills- Classes-IX-X
29. Values Education Kit (Manual + Cards)
30. Gender Sensitivity Manual and Gender Cards
31. Teacher's Manual for Physical Education Cards - Primary Level
32. Physical Education Cards
33. Revised Manual on Environment Education – Class VI
34. Revised Manual on Environment Education – Class VII
35. Revised Manual on Environment Education – Class VIII

**Note:** In case there is no publication by the Board in the area in which the Bidder wishes to conduct the training programme, the Bidder should submit the training material (Manual, Handbook, and PPT) to CBSE for vetting the content. In case the bidder is unwilling to work on the specific areas, they may leave them blank and only opt for those where they are proficient, have qualified resources and excellent content

**C) In case of Multimedia Training on CCE the scope is given as under:**

- i. The selected bidder shall develop Multimedia Training Package for training teachers on CCE in the CBSE affiliated schools. The package shall contain following components:
  - a) Introduction to the course
  - b) Perspectives, challenges and response to implementation of CCE
  - c) CCE framework
  - d) Tools and Techniques in implementing CCE
  - e) Data Gathering, Analysis and Archiving, Report Preparation, and providing feedback
  - f) Parent-Teacher Partnership for Holistic Development of Students.
- ii. The Multimedia Training Package to be developed by the agency should comprise of the following media elements.
  - a) Video in DVD
  - b) Collaborative learning exercises built in the video and mentioned in the printed material
  - c) Learning exercise built in the video and mentioned in the printed manual
  - d) Reinforcement reading
  - e) E-tutorial through internet and
  - f) CCE Test for standardization of teachers' knowledge and Skills.
- iii. The selected bidder
  - a) Shall develop a Training Manual for Multimedia Training Package on CCE
  - b) Shall hand over the material developed to CBSE as per demand for scrutiny
  - c) Print and Supply five copies each of reinforcement and Training Manual to each school.
  - d) Shall bear entire cost of planning, production, packaging and distribution of the Multimedia Training Package.
  - e) Will provide the course material to private schools on a price and free to all Govt. Schools/Govt aided schools affiliated to the Board.
  - f) Shall make time to time changes in the package as per requirement of the Board
  - g) Will orient the end users through online mode.
  - h) Supply the Multi Media Training course kit directly to the schools.
  - i) Will pay @10% of net revenue of sale proceeds to CBSE towards its management cost.

**2.3 Actual conduct of the training Programme.** The Bidder must clearly mention:

- a. Duration of training programme – One-day/Two-days/Three days
- b. Subject/Area/Topics covered during the training programme(s)
- c. Nature of the training programme – Online or Face-to-face or both types
- d. Specific locations/region of work (Jurisdiction of Regional offices of the Board/Abroad) where the training programme will be held (as per the given matrix)
- e. The earliest date of starting the programmes

**2.4 Subject/Area of the training programme to be submitted as per following tables.**

\* Areas other than those mentioned also includes all curricular subjects prescribed in the curriculum for secondary classes (Classes IX-X) including regional languages, foreign languages, FIT, Home Science and co-scholastic areas such as Health and Wellness Education, Art Education, Work Education, Values Education, Gender Sensitivity, Co-curricular activities, etc.

\*\* Includes all States and Union Territories of India under the jurisdiction of different Regional Offices of the Board.

## BIDDER'S DETAILS

Name of the Bidder: \_\_\_\_\_

Complete address: \_\_\_\_\_

Name of the company Head(s)/CEO: \_\_\_\_\_

Contact details: \_\_\_\_\_

PAN details: \_\_\_\_\_

Registration details: \_\_\_\_\_

Income tax details (for the last quarter): \_\_\_\_\_

Service tax details: \_\_\_\_\_

Financial capability (turnover): \_\_\_\_\_

No. of training programmes conducted (2012-2013): \_\_\_\_\_

No. of schools covered (2012-2013): \_\_\_\_\_

No. of teachers trained/reached (2012-2013): \_\_\_\_\_

### (A). COMPULSORY TRAINING PROGRAMMES AS PER AFFILIATION BYE-LAWS {RULE 3.3 h(vi)} - FOR TEACHERS - ONE DAY/ TWO DAYS

<div style="display: flex; align-items: center;"> <div style="text-align: center;"> <b>AREAS*</b> ↓         </div> <div style="flex-grow: 1; border-bottom: 1px solid black; position: relative;"> <div style="position: absolute; top: -10px; left: 50%; transform: translateX(-50%);"> <b>CBSE REGIONS**</b> →         </div> </div> </div>			DELHI	PANCHKULA	ALLAHABAD	PATNA	GUWAHATI	AJMER	CHENNAI	BHUBANESWAR	THIRUVANANTHAPURAM	FOREIGN COUNTRIES
<b>A.1.</b>	CONTINUOUS AND COMPREHENSIVE EVALUATION (CCE) - ONE DAY/ TWO DAYS											
<b>A.2.</b>	CO-SCHOLASTIC ASPECTS OF CCE - ONE DAY/ TWO DAYS	<b>A.2.1.</b> LIFE SKILLS: THINKING SKILLS, SOCIAL SKILLS, EMOTIONAL SKILLS										
		<b>A.2.2.</b> HEALTH AND WELLNESS EDUCATION										
		<b>A.2.3.</b> ATTITUDES AND VALUES										
		<b>A.2.4.</b> ART EDUCATION										
		<b>A.2.5.</b> WORK EDUCATION										
		<b>A.2.6.</b> VALUES EDUCATION AND INTEGRITY CLUBS										
		<b>A.2.7.</b> GENDER SENSITIVITY										
<b>A.3.</b>	PEC - A) PEC PRIMARY, B) PEC SECONDARY, C) PEC SPECIAL ABILITY - ONE DAY											
<b>A.4.</b>	ENVIRONMENT CONCERNS AND ECO CLUBS - ONE DAY											
<b>A.5.</b>	INCLUSION AND INCLUSIVE STRATEGIES - ONE DAY											
<b>A.6.</b>	ASSESSMENT OF LISTENING AND SPEAKING SKILLS - TWO DAYS											
<b>A.7.</b>	SUBJECT SPECIFIC TRAINING PROGRAMME/ COMPETENCE BUILDING IN SUBJECT AREAS - ONE DAY											
<b>A.8.</b>	CCE AND CBSE INITIATIVES - ONE DAY											
<b>A.9.</b>	CLASSROOM MANAGEMENT - ONE DAY											
<b>A.10.</b>	ASSESSMENT OF LEARNING - ONE DAY/ TWO DAYS	<b>A.10.1.</b> MULTIPLE MODES OF ASSESSMENT										
		<b>A.10.2.</b> DRAFTING TEST ITEMS										

Please put a tick mark in the relevant column(s).



## BIDDER'S DETAILS

Name of the Bidder: \_\_\_\_\_

Complete address: \_\_\_\_\_

Name of the company Head(s)/CEO: \_\_\_\_\_

Contact details: \_\_\_\_\_

PAN details: \_\_\_\_\_

Registration details: \_\_\_\_\_

Income tax details (for the last quarter): \_\_\_\_\_

Service tax details: \_\_\_\_\_

Financial capability (turnover): \_\_\_\_\_

No. of training programmes conducted (2012-2013): \_\_\_\_\_

No. of schools covered (2012-2013): \_\_\_\_\_

No. of teachers trained/reached (2012-2013): \_\_\_\_\_

### (B). COMPULSORY TRAINING PROGRAMMES AS PER AFFILIATION BYE-LAWS {RULE 3.3H(VI)} – FOR PRINCIPALS – ONE DAY/ TWO DAYS/ THREE DAYS – RESIDENTIAL/NON-RESIDENTIAL

<div style="display: flex; justify-content: space-between; align-items: center;"> <div style="text-align: center;"> <b>AREAS*</b> ↓         </div> <div style="text-align: center;"> <b>CBSE REGIONS**</b> →         </div> </div>			DELHI	PANCHKULA	ALLAHABAD	PATNA	GUWAHATI	AJMER	CHENNAI	BHUBANESWAR	THIRUVANANTHAPURAM	FOREIGN COUNTRIES
<b>B.1.</b>	LEADERSHIP SKILLS - THREE DAYS	<b>B.1.1.</b> INSTRUCTIONAL LEADERSHIP										
		<b>B.1.2.</b> SCHOOL ADMINISTRATION AND MANAGEMENT										
		<b>B.1.3.</b> MENTORING NEW STAFF AND MOTIVATING EXPERIENCED STAFF										
<b>B.2.</b>	EFFECTIVE SCHOOL MANAGEMENT AND LEADERSHIP SKILLS - THREE DAYS											
<b>B.3.</b>	STRATEGIC LEADERSHIP - THREE DAYS											
<b>B.4.</b>	CCE AND CBSE INITIATIVES – ONE DAY											

Please put a tick mark in the relevant column(s).

## BIDDER'S DETAILS

Name of the Bidder: \_\_\_\_\_

Complete address: \_\_\_\_\_

Name of the company Head(s)/CEO: \_\_\_\_\_

Contact details: \_\_\_\_\_

PAN details: \_\_\_\_\_

Registration details: \_\_\_\_\_

Income tax details (for the last quarter): \_\_\_\_\_

Service tax details: \_\_\_\_\_

Financial capability (turnover): \_\_\_\_\_

No. of training programmes conducted (2012-2013): \_\_\_\_\_

No. of schools covered (2012-2013): \_\_\_\_\_

No. of teachers trained/reached (2012-2013): \_\_\_\_\_

### (C). OPTIONAL TRAINING PROGRAMMES – FOR TEACHERS - ONE DAY/TWO DAYS

<div style="display: flex; align-items: center;"> <div style="text-align: center; margin-right: 20px;"> <b>AREAS*</b> ↓         </div> <div style="text-align: center;"> <b>CBSE REGIONS**</b> →         </div> </div>		DELHI	PANCHKULA	ALLAHABAD	PATNA	GUWAHATI	AJMER	CHENNAI	BHUBANESWAR	THIRUVANANTHAPURAM	FOREIGN COUNTRIES
C.1.	PEDAGOGY STRATEGIES (WITH SPECIAL FOCUS ON INTER-DISCIPLINARY APPROACH)										
C.2.	COMPETENCE BUILDING IN SUBJECT AREAS - PEDAGOGY STRATEGIES AND FORMATIVE ASSESSMENTS										
C.3.	PROFICIENCY IN SCIENCE/MATHEMATICS/PSYCHOLOGY										
C.4.	HERITAGE EDUCATION										
C.5.	STORY-TELLING, WRITING AND TRANSLATION										
C.6.	READING PROGRAMMES										
C.7.	ICT SKILLS										
C.8.	DISASTER MANAGEMENT										
C.9.	LEADERSHIP SKILLS										
C.10.	INNOVATION AND LEADERSHIP SKILLS										
C.11.	FINANCIAL LITERACY										
C.12.	STRESS MANAGEMENT										
C.13.	TIME MANAGEMENT										

**Please put a tick mark in the relevant column(s).**

## BIDDER'S DETAILS

Name of the Bidder: \_\_\_\_\_

Complete address: \_\_\_\_\_

Name of the company Head(s)/CEO: \_\_\_\_\_

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PAN details: \_\_\_\_\_

Registration details: \_\_\_\_\_

Income tax details (for the last quarter): \_\_\_\_\_

Service tax details: \_\_\_\_\_

Financial capability (turnover): \_\_\_\_\_

No. of training programmes conducted (2012-2013): \_\_\_\_\_

No. of schools covered (2012-2013): \_\_\_\_\_

No. of teachers trained/reached (2012-2013): \_\_\_\_\_

### (D). OPTIONAL TRAINING PROGRAMMES – FOR STUDENTS/PEER ASSESSORS – ONE DAY

<div style="display: flex; align-items: center;"> <div style="text-align: center; margin-right: 20px;"> <b>AREAS*</b> ↓         </div> <div style="text-align: center;"> <b>CBSE REGIONS**</b> →         </div> </div>		DELHI	PANCHKULA	ALLAHABAD	PATNA	GUWAHATI	AJMER	CHENNAI	BHUBANESWAR	THIRUVANANTHAPURAM	FOREIGN COUNTRIES
D.1.	LIFE SKILLS: THINKING SKILLS, SOCIAL SKILLS, EMOTIONAL SKILLS										
D.2.	READING PROGRAMMES										
D.3.	INNOVATION AND LEADERSHIP SKILLS										
D.4.	COMMUNICATION STRATEGIES										
D.5.	CAREER COUNSELING										
D.6.	MENTAL HEALTH AND ADOLESCENT ISSUES										
D.7.	STUDY SKILLS AND LEARNING STRATEGIES										
D.8.	CREATIVE WRITING										
D.9.	STORY-TELLING, WRITING AND TRANSLATION										
D.10.	DISASTER MANAGEMENT										
D.11.	FINANCIAL LITERACY										
D.12.	CCE AND CBSE INITIATIVES										

Please put a tick mark in the relevant column(s).

## BIDDER'S DETAILS

Name of the Bidder: \_\_\_\_\_

Complete address: \_\_\_\_\_

Name of the company Head(s)/CEO: \_\_\_\_\_

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Financial capability (turnover): \_\_\_\_\_

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No. of schools covered (2012-2013): \_\_\_\_\_

No. of teachers trained/reached (2012-2013): \_\_\_\_\_

(E). MULTIMEDIA TRAINING ON CCE			
AREAS*	REGIONS**	INDIA	FOREIGN COUNTRIES
E.	OPTED FOR		

Please put a tick mark in the relevant column(s).

### 3. QUALIFICATION CRITERIA

**3.1 Individuals/ Teams /Agencies/ Trusts/ Societies / Sahodaya Clusters/School Teacher Training Centers** (hereinafter referred as “Bidder”) should have experience of conducting ‘Face to Face” or “Online” Training on Professional Development and Capacity Building Programme, Content and Curriculum Development Programmes for teachers in one or more areas of Formative Assessment and/ or Co-Scholastic Assessment in Government/ Autonomous Institutions/ Universities/ Large Private Sector Institutions in at least one or more States across India. Documentary evidence is required in support of claim in the form of Work Orders, Client’s Reports etc.

**3.2** The Bidder should have conducted training of at least 360 participants during last two years.

#### 3.3 Financial Capability

**3.3.1** Firms/Institutions/Agencies/Trust have to submit copies of balance sheets of last financial year (up to 31st March, 2013) and Individuals/Teams should submit copies of IT return.

**3.3.2** The Bidder participating for conduct of training programmes should have sufficient financial capacity to execute the training programmes as supported by their IT returns/ Balance Sheet etc.

- 3.4 The Bidder should have adequate number of experienced professionals to support the programmes either on permanent rolls or on contract basis. A list of all such professionals should be filled into the format.
- 3.5 The Bidder should have Standard Operating Procedures (SOP) in place for managing programmes.
- 3.6 The Bidder should be registered with appropriate statutory authorities as required under law. Certified copies of all such registration such as PAN, Service Tax etc. must be enclosed and the details must be filled in the relevant columns.
- 3.7 The Bidder should have appropriate arrangement and logistical support to facilitate the conduct of training programmes on End-to-End outsourcing basis. All infrastructure and manpower etc. required to facilitate the conduct of training programmes has to be arranged by the Bidder.
- 3.8 The Bidder should enclose Earnest Money Deposit (EMD) of Rs.1,00,000/- (Rupees One lakh only) along with the technical document. The EMD should be in form of Demand Draft drawn in favour of Secretary, CBSE and payable at Delhi.
- 3.8 The successful bidder has to deposit an amount of Rs.50,000/- (Rs. Fifty thousand only) as empanelment fees for a year. This fee covers 5 different programmes(Areas). If any additional area has to be bid for , an additional Rs. 2500/(Rupees Two thousand and five hundred only) needs to be paid. The empanelment fee is non-refundable.

#### **4 EVALUATION AND SELECTION CRITERIA**

##### **4.1 Evaluation of Technical Bid**

The following criteria are prescribed as pre-qualification criteria for Bidder interested to undertake this project.

<b>CRITERIA</b>
<b>1. Acceptance of Terms and conditions of RFP</b>
<b>2. Submission of Bidder Profile</b>
<b>3. Submission of Authorization letter</b>
<b>4. Submission of Self-certification</b>
<b>5. Submission Rs.10,000/- towards the cost of the RFP Document</b>
<b>6. Submission of documents showing registration with appropriate statutory authorities and should enclose copy of their registration with Income tax, Service tax etc. as applicable</b>
<b>7. Furnishing of the Earnest Money Deposit (EMD)</b>
<b>8. Submission of documentary evidence with regard to conduct of training programmes as mentioned in para 2.1 and 2.2 of the document.</b>
<b>9. Clear indication of the areas for which they shall conduct the training programmes as required under para 2.1 of the document</b>
<b>10. Submission of the proof of Financial capability as required under Para 3.3.1 and 3.3.2 as applicable</b>
<b>11. Submission of the documentary evidence to the effect that they have well-established and proven methodology, following SOP for conducting and managing training programmes.</b>
<b>12. Submission of documentary evidence to show that there is adequate qualified workforce.</b>
<b>13. Submission of the entire design/ methodology/ pedagogy for the training module along with manual (if prepared). The design/ methodology/ pedagogy shall be main focus in evaluation of technical bids.</b>
<b>14. Clear indication of the geographical location in which they shall be participating for the conduct of training programmes- i.e. the states under the jurisdiction of the Regional Office of the Board/ the schools situated abroad as per matrix under para 2.4 of the document.</b>

The bidder may ensure that all the documents mentioned above are submitted to avoid disqualification in the initial scrutiny.

The technical evaluation committee shall look into all the technical pre requisites as well as the training methodology. However, the design/ pedagogy/ approach and other academic issues related to conduct of training programmes shall be of priority while selection of agencies for the Financial bids.

#### Technical Eligibility:

The Assessment of Technical bids of those bidders who have submitted the documents mentioned above shall be based on two parameters:

- i. The **documentary evidence** of the expertise and experience of the bidder in the area of one-day/two-days/three days Capacity Building Programmes for Heads of Schools, Teachers and Students.
- ii. The **quality of presentation** given by the bidder before an expert committee.

**Assessment of documentary evidence:** The documentary evidence of the expertise and experience of the bidder in the area of Teacher Training shall be assessed based on the following criteria:

CRITERIA	WEIGHTAGE
1. Documentary evidence with regard to conduct of professional development, capacity building etc in one or more areas of the Compulsory Component (as per Affiliation Byelaws) Formative and/ or Co-scholastic Assessment as mentioned in para 2.1 and 2.2 of the document has been produced.	15
2. Documentary evidence with regard to well-established and proven methodology following SOP of conducting training is provided.	15
3. Documentary evidence w.r.t. presence of adequate qualified workforce is provided.	15
4. The entire design/ methodology/ pedagogy for the training module along with manual (if prepared) is provided. [The design/ methodology/ pedagogy shall be main focus in evaluation of technical bids].	20
5. The geographical location where the Bidder intends to conduct the training programme (i.e. the states under the jurisdiction of the Regional Office of the Board/ the schools situated abroad) has been clearly mentioned as per para 2.4 of this document	15
6. Successful conduct of training programmes as per evidence with CBSE(2012-13)	20
<b>TOTAL</b>	<b>100</b>

Only the bidders who secure more than 50% score in this assessment shall be called for a presentation before an expert committee.

**Assessment of Presentation:** The date and time of the presentation shall be intimated to the bidders who have obtained more than 50% score in the assessment of documentary evidence of expertise and experience in the teacher training. The trainers enrolled with the bidders will conduct a mini training session of two hours duration on any of the selected areas before a group of experts appointed by the Board. Good quality videos of a regular training session conducted by the bidder may also be made available for assessment. The assessment of the presentation shall be based on the following criteria:

S. No.	CRITERIA	WEIGHTAGE
1	Presentation Skills	20
2	Content Matter	20
3	Training effectiveness	20
4	Instructional Planning	20
5	Prototype model of proposed training	20
	<b>TOTAL</b>	<b>100</b>

Only those bidders who secure more than 75 marks shall be considered technically eligible.

#### Calculation of the Technical Score:

The Technical score of bidder/s who has/have been found eligible as per above norms (i.e. who had secured 50 or more marks in the first assessment and 75 or more in the second assessment) will be

calculated as under:

**Technical Score = (Score in the assessment of documents + Score in the presentation) ÷ 2**

Each eligible bidder would be awarded Technical Scores (TS) out of maximum 100 points by the committee as detailed above. It will be the discretion of the committee to decide the number of agencies to be empanelled for a particular region/particular area of training.

#### **4.2 Evaluation of Commercial Proposal**

- The Financial Bids of only those Bidders would be opened who qualify the technical evaluation as per the technical evaluation process described above.
- The lowest quoted price amongst all technically qualified bidders for each region and area of training will be considered as the base price for training.
- The Board would prepare a panel of agencies who will have to give the services on the lowest price approved by the competent authority of the Board. The scores in the technical evaluation will be considered for arriving at the number of empaneled agencies for a particular region/ area of training.

#### **4.3 Implementation schedule**

For a smooth roll out of the solution, a phase-wise implementation schedule is being proposed. It is expected that detailed project deliverables and schedules under each phase will be discussed and mutually agreed upon between the Bidders and CBSE.

##### **FIRST PHASE**

- Comprises of design and development, validation of content and its approval by CBSE.
- Selection and deployment of agencies in schools .

##### **IMPLEMENTATION PHASE**

- Schedule of training will be formulated by Empanelled Agency/Agencies after consultation with CBSE.
- Deployment of manpower in Schools across all the regions shall be responsibility of the Empanelled Agency/Agencies. It will include data capture and entry as well.
- The Master trainers of the Bidder(s) would train the teachers in the schools. The Agencies shall provide necessary technical instructions over email, phone, visits etc. during this phase.

#### **4.4 CBSE RESPONSIBILITY**

**4.4.1** The Central Board of Secondary Education will facilitate to identify the venues for the training.

**4.4.2** The CBSE shall appoint one or more nodal officer(s) at HQ and/or Regional Offices for smooth conduct of the training programmes. An observer appointed by CBSE will also provide direct feedback to the Board.

**4.4.3** Training Calendar shall be jointly finalized after discussion between CBSE and Empanelled Agency/Agencies.

**4.4.4** CBSE shall inform all schools through circular(s) regarding the selection of agencies and the School shall have to coordinate with the Empanelled Agency/ Agencies for sponsoring of teachers for the training programmes. The requisite fees etc as decided by the CBSE shall be collected by the agencies from such schools on their own.

**4.4.5** The Board has mandated CAER (Centre for Assessment , Evaluation and Research) to

monitor the quality of all Agencies( other than individuals and Sahodaya Clusters) for which the CAER will get in touch with the selected bidders directly. The report by the CAER will determine the continuation of the empanelment. The cost of monitoring shall be Rs. 50,000/- (Rupees Fifty thousand only)for one year. The monitoring of the quality of Individuals and Sahodaya Clusters shall be done by the Board.

## **5. INSTRUCTION TO THE BIDDERS**

### **5.1 General information**

This document should be read in consonance with any Addendum that may be issued with the RFP by the CBSE. The Bidder is required to read the RFP document and the Addendum(s) and would be deemed to be in knowledge of the provisions of both the document and the Addendum(s). No claim of any nature whatsoever shall be entertained in this regard. In case of any conflict between the addendum(s) and the RFP document, the provisions of the RFP document shall prevail for all intents and purposes.

- Tenders (non-transferable) would be considered in the prescribed RFP format in para 4.1.1. Proposals duly filled-in and accompanying all supporting documents duly signed and stamped should be submitted on or before the given time after which no RFP would be accepted.
- The bids will be opened at the given address in the presence of representatives of the participating Bidders as per the bid schedule mentioned in the notification. The Technical Bids of only those Bidders who have submitted the RFP document fees and EMD will be opened.
- Similarly, the Commercial Bids of only the Bidder's short-listed from the Technical bids will be opened.
- The bids will be opened on the scheduled date and time even in case of absence of the tenderer(s). RFPs shall be submitted fully in accordance with the requirements of the General Terms and Conditions. Appropriate format prescribed with this document shall be used for filling quotations. Incomplete, illegible and unsealed RFPs will be rejected. Telegraphic RFPs will not be accepted and no correspondence will be made in this regard.
- All offers should be made in English/Hindi. Conditional offers and offers qualified by vague and indefinite expressions such as "Subject to immediate acceptance" etc. will not be considered.
- The price and conditions of the offer should be valid for at least a period of 180 days from the date of RFP opening. RFP with validity of less than 180 days will be rejected.
- The Bidders shall carefully examine the RFP documents and the technical specifications and fully acquaint themselves as to all the conditions and matters, which may in any way, affect the work or the cost thereof. Should a RFP find discrepancies in or omissions from the specifications or other documents, or should there be any doubt as to their meaning, the Bidder should at once notify CBSE, New Delhi and obtain clarification in writing from the Board. This however does not entitle the Bidder to ask for time beyond the due date fixed for receipt of RFPs.
- Submitted RFP forms, with overwritten or erased or illegible rate or rates not shown in figures and words in English, will be liable for rejection. In case of discrepancy between words and figures noted against each item of the RFP and between unit rates and the total amount, the decision of the Competent Authority will be final and binding on the Bidders. Total of each item and grand total of for the entire programme selected in the RFP should be clearly written. Corrections in the RFP, if unavoidable, should be made by rewriting with dated initials of the Bidder after scoring out the incorrect entries. Clerical and arithmetical mistakes may result in rejection of the RFP.
- Request from the Bidder in respect of additions, alterations, modifications, corrections etc. of either terms or conditions or rates after opening of the RFP will not be considered.



- While RFP is under consideration, Bidders and their representatives or other interested parties, are advised to refrain from contacting by any means whatsoever on matters relating to the RFP under study. CBSE, New Delhi if necessary, will obtain clarification on RFP by requesting such information from any or all the Bidders either in writing or through personal contact as may be necessary. The Bidder will not be permitted to change the substance of his offer after the RFP has been received in CBSE, New Delhi. Any attempt by any Bidder to bring pressure of any kind, may disqualify the Bidder for the present RFP and the Bidder may be liable to be debarred from bidding for RFPs of CBSE, New Delhi in future for a period of two years. CBSE, New Delhi reserves all rights to cancel the RFP without assigning any reason thereof.
- Govt. levies like service tax shall be paid at actual rates applicable on the date of delivery. Rates should be quoted accordingly giving the basic price, Service Tax etc.
- The proposal should be submitted in English/Hindi Language and prices quoted in INR.
- Bidder shall sign and stamp all pages of quotation forwarded with the quotation.
- In case of any discrepancy between rates mentioned in figures and words, the latter shall prevail.
- Any attempt to influence direct or indirect on the part of the Bidder with the authority to whom the Bidder has submitted the RFP or authority who is competent finally to accept it after the Bidder has submitted his RFP or any endeavor to secure any interest for an actual or prospective Bidder or to influence by any means, whatsoever, the acceptance of a particular RFP; will render the RFP liable to be excluded from consideration.
- The Bidder should have an office in the Delhi state/ NCR and at other places across India. These offices should be manned with their own qualified professionals.

#### **Amendments to RFP**

Modifications/Amendments to RFP, mutually agreed between CBSE and Bidders or due to any error, if required will be made by an addendum. Copies of Addendum will be notified only on the website [www.cbseacademic.in](http://www.cbseacademic.in) and no other means of communication will be used by CBSE. These shall be signed and shall form a part of the RFP in full and/or part thereof.

#### **5.2 COST OF BIDDING**

The Bidder shall bear all costs associated with the preparation and submission of its bid and Board will in no case be responsible or liable for these costs, whether or not the Bid is finally accepted.

**Non-transferable RFP:** The RFP Document is not transferable. Only the party which has purchased this RFP form shall be entitled to quote.

#### **5.3 PROPOSAL VALIDITY**

Technical and Financial Proposals shall remain valid for a period of 180 days from the date specified for opening of Technical Bid. CBSE, New Delhi shall reject the Proposal as being non-responsive if it is valid for a shorter period.

In exceptional circumstances, prior to expiry of the original Proposal validity period, CBSE, New Delhi may extend the period of validity for a specified additional period. The request and the responses thereto shall be made in writing to or by facsimile or by email to the listed contact information of the Bidders. In such cases, the Bidders shall not be required or permitted to modify the Proposal, but shall be required to extend the validity of the Proposal for the extension period.

#### **5.4 EMD**

The Bidder shall furnish, as part of its general bid, an EMD of amount Rs. 1,00,000/- (Rupees One lakh only). The EMD shall be in the form of Demand Draft from any Scheduled Commercial Bank located in India, drawn in favour of **Secretary, CBSE** payable at Delhi and will not be liable for any interest. Any bid, not containing

the EMD will be rejected as non-responsive. Unsuccessful Bidder's EMD will be discharged/ returned as promptly as possible, without interest.

## **5.5 BID OPENING**

Bids will be opened in the presence of the representatives of the Bidders who wish to attend the opening of the bids. Technically qualified bids will be taken up for further processing. Financial Bids of technically qualified Bidders will be opened in the presence of the Bidders / representatives on a separate date and time which will be notified separately.

No discussion / interaction will be held with the Bidders whose bids have been rejected / disqualified. CBSE, New Delhi reserves the right to accept or reject in part or full any or all the offers without assigning any reason whatsoever.

The RFP Evaluation Committee(s) shall evaluate the Technical Bids and Financial Bids. The decisions of the Evaluation Committee(s) in the evaluation of the Bids shall be final. No correspondence will be entertained outside the process of negotiation / discussion with the Committee(s).

At the date, time and location of the bid opening as specified in the RFP, the Evaluation Committee(s) shall open the Proposals, in the presence of Bidders' designated representatives who choose to attend. The Bidders' representatives who are present shall sign a register evidencing their attendance. The Bidders' names, and any such other details as the Evaluation Committee(s) may consider appropriate, will be announced by the Evaluation Committee(s) at the opening.

The Evaluation Committee(s) reserves the right at any time to postpone or cancel the scheduled Bid opening. The Bids will be opened at the address specified in the RFP.

## **5.6 LANGUAGE OF BID AND CORRESPONDENCE**

The Bid will be prepared by the Bidder in English/Hindi language only. All the documents relating to the Bid (including brochures) supplied by the Bidder should also be in English/Hindi, and the correspondence between the Bidder and CBSE, New Delhi will be in English/Hindi language only.

## **5.7 BID CURRENCIES**

Prices shall be quoted in INDIAN RUPEES (INR) and should be inclusive of all prevailing taxes.

## **5.8 EVALUATION & SELECTION CRITERIA**

The Evaluation Committee will carry out a detailed evaluation of the Proposals as per section 4 of RFP in order to determine whether the technical aspects are in accordance with the requirements set forth in the Document. In order to reach such a determination, the Evaluation Committee will examine and compare the technical aspects and thoroughness of the proposals on the basis of information provided by the Bidder, taking into account the following factors:-

- Overall completeness and compliance with the requirement
- Proposed work-plan and methodology demonstrating that the Bidder will achieve the performance standards within the time frame described in RFP documents.
- Any other relevant factors, listed in RFP document, or which the CBSE, New Delhi deems necessary or prudent to take into consideration.

All Bidders who meet pre-qualification criteria may be asked to develop and present a prototype for the training programmes for which they have bid.

## 5.9 DISQUALIFICATION OR REJECTION OF RFP

The RFP is liable to be rejected or the Bidder be disqualified at any stage on account of the following:

- If the Bid or its submission is not in conformity with the instructions mentioned herein.
- If the Bid is not accompanied with the requisite RFP document cost
- If the Bid is not accompanied with the requisite EMD.
- If the Bid is not signed with seal, on all the pages of the bid document.
- If the Bid is received after the expiry of due date and time.
- If the Bid is incomplete and required documents are not furnished.
- If the Bid is misleading or false statements/ representations are made as part of pre- qualification requirements.
- If found to have a record of poor performance such as having abandoned work, work completion being inordinately delayed and having faced commercial failures etc.

## 5.10 FORFEITURE OF EMD (BID SECURITY)

EMD submitted by the Bidder may be forfeited under the following conditions:

- If the Bid or its submission is not in conformity with the instructions mentioned herein.
- If the Bidder withdraws the RFP before the expiry of the validity period.
- If the Bidder violates any of the provisions of the terms and conditions of the RFP.

In the case of a successful Bidder failing to

- accept award of work,
- sign the Contract Agreement with CBSE, New Delhi, after acceptance of communication on placement of award,
- furnish performance security, or
- the Bidder violates any of such important conditions of this RFP document or indulges in any such activities as would jeopardize the interest of CBSE, New Delhi.
- the decision of Chairman CBSE, regarding forfeiture of bid security shall be final and shall not be called upon question under any circumstances.

A default in such a case may involve black-listing of the Bidder by CBSE, New Delhi.

## 5.11 COMPENSATION FOR TERMINATION OF CONTRACT

If the Bidder fails to carry out the award / work order in terms of this document within the stipulated period or any extension thereof, as may be allowed by CBSE, New Delhi, without any valid reasons acceptable to it, may terminate the contract after giving one month notice, and the decision of Chairman CBSE, in the matter shall be final and binding upon the Bidder. Upon termination of the contract, CBSE, New Delhi shall be at liberty to get the work done at the risk and cost of the Bidder through any other agency, and to recover compensation or damages from the Bidder.

## 5.12 FINANCIAL BID

- i. Financial Bid should be submitted in a separate sealed envelope as per Performa given in **Annexure - 8**.
- ii. The rates quoted should be inclusive of all taxes.
- iii. Out of the total cost per participant charged by the Bidder, the Bidder shall have to share 10% of the proceeds with the Board as '**administrative and empanelment fees**'. The Board may call for records/ book of account to verify the number of participants trained to ensure correctness of 'administrative and empanelment fees' paid to the Board.

- iv. The indicative heads of expenditure for Face to Face Training programmes could be the following, but the agencies may also factor other contingencies as they foresee:-
- Two Resource persons per batch
  - Conveyance Charges of Resource Persons in city
  - Outstation Journeys
  - Development and Printing of Training Manual
  - Lunch and Refreshment
  - Stationery to Participants
  - Miscellaneous (Projector, Audio Systems etc.)
- v. The indicative heads of expenditure for Online Training Programme could be the following, but the agencies may also factor other contingencies as they foresee:-
- Creating a dedicated Web Portal
  - Maintaining the Web Portal(Technical)
  - Development of Interactive Modules
  - Developing and Maintaining suitable LMS
  - Online Training facilitators
  - Development of downloading modules
  - Miscellaneous - Follow Up etc.
- vi. The Bidder may give composite cost per participant per Regional Office (R.O) basis (mentioning the names of the R.Os) if conducting training programme in all areas OR may give cost per participant per area per R.O basis for each area in which they wish to conduct training programme.

## **6 AWARD OF WORK**

Notwithstanding anything else contained to contrary in this RFP Document, Chairman, CBSE reserves the right to accept or reject any Bid or to annul the bidding process fully or partially, or modifying the same and to reject all Bids at any time prior to the award of work, without incurring any liabilities in this regard.

### **6.1 NOTIFICATION OF AWARD**

Prior to the expiry of the period of Bid validity, **Joint Director (A&F)**, CBSE will notify the successful Bidder in writing by speed post or Fax or email that its Bid has been accepted.

The liability of the Bidder to perform the services will commence from the date of notification of Award of Work. The Completion Period shall be counted from the date of '*Notification of Award of Work*'.

### **6.2 SIGNING OF CONTRACT**

Within 10 (Ten) days of receipt of the Contract, the successful Bidder shall sign and date the Contract for an initial period of one year and return it to the CBSE. Any incidental expenses on execution of agreement shall be borne by the successful Bidder. The successful Bidder shall also have to submit a Performance Security in the form a Bank Guarantee worth ten percent of the total annual cost.

### **6.3 CORRUPT OR FRAUDULENT PRACTICES OR CONFLICT OF INTEREST**

The Board requires that the Bidders under this RFP observe the highest standards of ethics during the bidding and execution of the contract. In pursuance of this policy, the CBSE defines the terms set forth as follows:-

**“Corrupt practice”** means the offering, giving, receiving or soliciting of anything of value to influence the action of the public official in the procurement process or in contract execution; and

**“Fraudulent Practice”** means a misrepresentation of facts, in order to influence a procurement process or execution of a contract to the detriment of the Purchaser, and includes collusive practice among Bidders (prior to or after bid submission), designed to establish bid prices at artificial non-competitive levels and to deprive the Purchaser to the benefits of the free and open competition;

The Chairman CBSE will reject a proposal for award if it determines that the Bidder recommended for award has engaged in corrupt or fraudulent practices or conflict of interest in completion for the contract in question.

The Chairman CBSE, will declare a Bidder ineligible, either indefinitely or for a stated period of time, to be awarded a contract if at any time it is determined that Bidder has engaged in corrupt and fraudulent practices in completion for or in execution of the contract.

#### **6.4 TERMINATION FOR DEFAULT**

Chairman, CBSE, may without prejudice to any other remedy for breach up of terms and conditions (including forfeiture of Performance Security) by written notice of default sent to the Bidder, terminate the work / task in whole or in part, after sending a notice to the Bidder in this regard:

- If the Bidder fails to deliver or complete the job assigned in the terms and conditions within the time period (s) specified in the RFP Document.
- If the Bidder fails to perform any other obligations under the terms and conditions.

#### **6.5 PROGRESS OF THE PROJECT**

- Progress of the Project may be intimated in writing to Chairman, CBSE, on at least monthly basis. The Board shall review the progress on quarterly basis and further extension of contract shall be subject to satisfactory performance in previous quarter.

#### **6.6 CONFIDENTIALITY**

Any information pertaining to the CBSE or any other agency involved in the project, matters concerning CBSE that comes to the knowledge of the Bidder in connection with this contract, will be deemed to be confidential and the contractor will be fully responsible, for the same being kept confidential and held in trust, as also for all consequences of its concerned personnel failing to observe the same. The Bidder shall ensure due secrecy of information and data not intended for public distribution. **The affidavit to this effect should be submitted along with security deposit.**

#### **6.7 FORCE MAJEURE**

This clause shall mean and be limited to the following in the execution of the contract

- War / hostilities
- Riot or civil commotion
- Earth quake, Flood, Tempest, Lightning or other natural physical disaster
- Restrictions imposed by the Government or other statutory bodies, which is beyond the control, which prevent or delay the execution of the order.

The Agency shall inform **Joint Director (A&F) , CBSE** in writing the beginning and the end of the above clauses of delay, within 7 days of occurrence and cessation of the force majeure conditions. In

the event of a delay lasting for more than one month, if arising out of clauses of force majeure, **Chairman, CBSE**, reserves the right to cancel the contract without any obligation to compensate the Bidder in any manner for whatsoever reason, subject to the provision of clause mentioned.

## **6.8 ARBITRATION**

- All disputes, differences, claims and demands arising under the contract shall be referred to the **Chairman, CBSE**, New Delhi for final decision and the same shall be binding on all parties.
- Any other terms and conditions mutually agreed prior to finalization of the order / agreement shall be binding on the Bidder.
- **Chairman, CBSE** and the selected agency shall make every effort to resolve amicably through direct negotiation, any disagreement or dispute arising between them under or in connection with the work order. If any dispute arises between parties on aspects not covered by this agreement, or the construction or operation thereof, or the rights, duties or liabilities under these except as to any matter the decision of which is specially provided for by the general conditions, such disputes shall be referred to two arbitrators, one to be appointed by each party and the said arbitrators shall appoint an umpire in writing before entering into the reference and the award of the arbitration or umpire, as the case may be shall be final and binding on both the parties. The arbitrators or the umpire as the case may be, with the consent of parties, may modify the time frame for making and publishing the award. Such arbitration shall be governed in all respects by the provision of the Indian Arbitration and Conciliation Act, 1996 or later and the rules there under and any statutory modification or reenactment thereof the arbitration proceeding shall be held in Delhi.

## **6.9 LEGAL JURISDICTION**

All legal disputes are subject to the jurisdiction of Delhi courts only.

## **6.10 COMPLETENESS OF RFP OFFER**

The Bidder is expected to examine all instructions, forms, terms, conditions and deliverables in the RFP Documents. Failure to furnish all information required by the RFP documents or submission of a RFP offer not substantially responsive in every respect to the RFP documents will be at the Bidder's risk and may result in rejection of its RFP offer. The RFP offer is liable to be rejected outright without any intimation to the Bidder if complete information as called for in the RFP document is not given therein, or if particulars asked for in the Forms / Performa in the RFP are not fully furnished.

# **Technical Bid**

**(Annexures 1, 2, 3, 4, 5, 6 and 7)**

## ACCEPTANCE OF TERMS &amp; CONDITIONS CONTAINED IN THE RFP DOCUMENT

To

**The Joint Director (A &F)**

Central Board of Secondary Education  
Shiksha Sadan, 17 - Rouse Avenue,  
Institutional Area  
New Delhi 110002

Madam,

I/we have carefully gone through the Terms & Conditions contained in the RFP Document regarding  
**“One-day/two-days/three days Capacity Building Programmes for Heads of Schools,  
Teachers and Students of CBSE affiliated schools”.**

I/we declare that all the provisions of this RFP Document are acceptable to me/us/my firm.

I /we further certify that I am/we are an authorized signatory of my company/trust/consortium and  
am, therefore, competent to make this declaration.

Signature of Witness

Date:

Place:

Signature of the Bidder

Date:

Place:

Company Seal



**BIDDER'S PROFILE**  
**(in case of Firms/Institution /Agencies/Trusts)**

**2.a) STRUCTURE OF THE ORGANIZATION**

- 1.Name and address of Bidder: \_\_\_\_\_  
 \_\_\_\_\_
2. Telephone No. /Fax No./Email address : \_\_\_\_\_  
 \_\_\_\_\_
3. Legal status (Attach copies of original document defining the legal status): \_\_\_\_\_  
  - a) A Proprietary/ Partnership firm:
  - b) A Trust:
  - c) A Limited Company or Corporation
4. Particulars of Registration with various Government bodies & Statutory Tax Authorities (attach attested photocopy)
  - a) Registration Number: \_\_\_\_\_
  - b) Organization/Place of registration: \_\_\_\_\_
  - c) Date of validity: \_\_\_\_\_
5. Names and titles of Directors & Officers with designation to be concerned with this work with designation of individuals authorized to act for the organization: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_
6. Were you or your company ever required to suspend the work for a period of more than six months continuously after you commenced the works? If so, give the name of the project and reasons for not completing the work. \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_
7. Have you or your constituent partner(s) ever left the work awarded to you incomplete? If so, give name of the project and reasons for not completing the work. \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_
8. Have you or your constituent partner(s) been debarred/black listed for tendering in any organization at any time? If so, give details \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_
9. Area of specialization and Interest: \_\_\_\_\_
10. Any other information considered necessary but not included above: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

(Signature and stamp of Bidder)

**BIDDER'S PROFILE**  
**(In case of Individual/Team/Sahodaya cluster)**

**2.a) Personal details:**

1. Name and address of Bidder/authorized representative: \_\_\_\_\_

\_\_\_\_\_

2. Telephone No. /Fax No./Email address : \_\_\_\_\_

\_\_\_\_\_

3. PAN: \_\_\_\_\_

4. Membership of profession bodies/Sahodaya registration details: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

5. Designation and official address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

6. Were you or ever required to  
suspend the work for a period of more  
than six months continuously after you  
commenced the works? If so, give the  
name of the project and reasons for not  
completing the work.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

7. Have you ever left the work awarded to you  
incomplete? If so, give name of the project  
and reasons for not completing the work.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

8. Have you been debarred/ black listed for  
tendering in any organization at any time?  
If so, give details

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

9. Area of specialization and Interest:

\_\_\_\_\_

**10. References with name and designation:**

1) \_\_\_\_\_

Address \_\_\_\_\_

Contact Numbers: \_\_\_\_\_

Email id: \_\_\_\_\_

2) \_\_\_\_\_

Address \_\_\_\_\_

Contact Numbers \_\_\_\_\_

Email id: \_\_\_\_\_

Any other information considered necessary but not included above: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

(Signature and stamp of Bidder)

**2.b) DETAILS OF TECHNICAL AND ADMINISTRATIVE PERSONNEL TO BE EMPLOYED FOR THE WORK**

S. No.	Designation	Total number of employees in that category	Number available for this work	Name	Qualification	Professional experience and details of work carried out	In what capacity they would be involved in this work	Remarks
1	2	3	4	5	6	7	8	9

(Signature and stamp of Bidder)

**3.a) DETAILS OF ONE-DAY/TWO-DAYS/THREE DAYS CAPACITY BUILDING PROGRAMMES FOR HEADS OF SCHOOLS, TEACHERS AND STUDENTS WITHIN INDIA /ABROAD (DURING LAST TWO YEARS)**

S. No.	Name of the Training conducted	Name of the organization for which Training has been conducted	Year/Month/Date	Period of Training	No. of participants present for training	Fees charged	Name of cities in which training programme was conducted
1	2	3	4	5	6	7	8

(Signature and Stamp of Bidder)

### 3.b) SIMILAR WORKS/PROJECT UNDER EXECUTION OR AWARDED

S. No.	Name of Work/ Project & Location	Owner of sponsoring organization	Cost of Work (in lakhs/ crores)	Cost of Work (in lakhs/ crores)	Stipulated date of completion	Upto date percentage progress of work	Slow progress if any, and reasons thereof	Name and Address/ telephone number of officer to whom reference may be made	Remarks
1	2	3	4	5	6	7	8	9	10

(Signature and stamp of Bidder)

### 3.c) PERFORMANCE REPORT OF WORKS REFERRED IN ANNEXURE 3a & 3b

(Furnish this information for each individual work from the employer for whom the work was executed during the last two years)

1. Name of Work/Project: \_\_\_\_\_

and Location: \_\_\_\_\_

2. Agreement No.: \_\_\_\_\_

3. Estimated Cost: \_\_\_\_\_

4. Tendered Cost: \_\_\_\_\_

5. Date of Start: \_\_\_\_\_

6. Date of completion: \_\_\_\_\_

Stipulated date of completion: \_\_\_\_\_

Actual date of completion: \_\_\_\_\_

7. Amount of compensation levied for delayed completion, or any other damages, if any: \_\_\_\_\_

\_\_\_\_\_

8. Performance reports (Supported by documentary evidence, if any): \_\_\_\_\_

\_\_\_\_\_

(a) Quality of work: Excellent/ Very Good/ Good/ Fair

(b) Resourcefulness: Excellent/ Very Good/ Good/ Fair

Date: \_\_\_\_\_

(Signature and Seal of Organization)

**REPRESENTATIVE AUTHORIZATION LETTER**

Date: \_\_\_\_\_

Ref: \_\_\_\_\_

**To**

**Professor and Director (ART&I)**  
Central Board of Secondary Education  
Shiksha Sadan, 17 Rouse Avenue  
Institutional Area  
New Delhi 110002

Madam,

Ms. /Mr. \_\_\_\_\_ is hereby authorised to sign relevant documents on behalf of the agency for the RFP for “one-day/two-days/three days Capacity Building Programmes for Heads of Schools, Teachers and Students of CBSE affiliated schools (located in India and abroad)”.

She/ He is also authorized to attend meetings & submit technical & financial information as may be required by you in the course of processing above-said RFP.

Thanking you,

Authorized Signatory

Representative's Signature

Company Seal

**SELF-DECLARATION**

Date : \_\_\_\_\_

Ref : \_\_\_\_\_

**To**

**Professor and Director (ART&I)**  
Central Board of Secondary Education  
Shiksha Sadan, 17 Rouse Avenue  
Institutional Area  
New Delhi 110002

Madam,

In response to the RFP dated \_\_\_\_\_, I/we Ms. / Mr. \_\_\_\_\_, as a \_\_\_\_\_ hereby declare that our agency \_\_\_\_\_ is having unblemished past record and was not declared ineligible for corrupt & fraudulent practices either indefinitely or for a particular period of time.

Signature of Witness

Date: \_\_\_\_\_

Place: \_\_\_\_\_

Signature of the Bidder

Date: \_\_\_\_\_

Place: \_\_\_\_\_

Company Seal



**DECLARATION OF FINANCIAL & ADMINISTRATIVE DETAILS****Company Name and Address****Name:** \_\_\_\_\_**Address:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**City:** \_\_\_\_\_**District:** \_\_\_\_\_**State:** \_\_\_\_\_**Pin:** \_\_\_\_\_**Telephone:** \_\_\_\_\_**Mobile No.:** \_\_\_\_\_**Fax:** \_\_\_\_\_**E-mail:** \_\_\_\_\_

- Copies of Audited Balance Sheets/ Return filed (incase of individual) for the last two financial years are attached.
- Copies of experience and client's report in the similar work as desired in the RFP document are attached.

Signature of Witness

Date: \_\_\_\_\_

Place: \_\_\_\_\_

Signature of Bidder

Date: \_\_\_\_\_

Place: \_\_\_\_\_

**CHECKLIST OF DOCUMENTS ATTACHED****CHECKLIST OF ANNEXURES/DOCUMENTS TO BE SUBMITTED ALONGWITH THE RFP**

<b>S. No.</b>		<b>Attached</b>	<b>Annexure</b>
		<b>Yes/No</b>	
<b>1.</b>	Acceptance of Terms and conditions of RFP		
<b>2.</b>	Bidder Profile		
<b>3.</b>	Authorization letter		
<b>4.</b>	Self-certification		
<b>5.</b>	The Bidder should have submitted Rs. 10,000/- towards the cost of the RFP Document		
<b>6.</b>	The Bidder should ensure registration with appropriate statutory authorities and should enclose copy of their registration with Income tax, Service tax etc. as applicable		
<b>7.</b>	The Bidder should have furnished the Earnest Money Deposit (EMD)		
<b>8.</b>	The Bidder should have submitted Documentary evidence with regard to conduct of professional development, capacity building etc in one or more areas of the Compulsory Component (as per Affiliation Byelaws), Formative and/ or Co-scholastic Assessment as mentioned in para 2.1 and 2.2 of the document has been produced		
<b>9.</b>	The Bidder should have clearly indicated the areas for which they shall conduct the training programmes as required under para 2.1 of the document		
<b>10.</b>	The Bidder should have submitted the proof of Financial capability as required under 3.3.1 and 3.3.2 as applicable		
<b>11.</b>	The Bidder should have submitted documentary evidence to the effect that they have well-established and proven methodology, following SOP for conducting and managing training programmes.		
<b>12.</b>	The Bidder should have adequate qualified workforce (documentary evidence)		
<b>13.</b>	The Bidder should submit the entire design/ methodology/ pedagogy for the training module along with manual (if prepared). The design/ methodology/ pedagogy shall be main focus in evaluation of technical bids.		
<b>14.</b>	The Bidder should clearly indicate the geographical location in which they shall be participating for the conduct of training programmes - i.e. on Pan-India basis or in certain States / UTs of the country or overseas as per matrix under para 2.4 of the document.		
<b>15.</b>	Details of any other document, if attached.		

**FINANCIAL BID - MENTION COST PER PARTICIPANT PER CBSE REGION PER AREA OF TRAINING (IN INR FOR INDIA AND IN USD FOR FOREIGN COUNTRIES)**

**(A). COMPULSORY TRAINING PROGRAMMES AS PER AFFILIATION BYE-LAWS {RULE 3.3 H(VI)} - FOR TEACHERS - ONE DAY/ TWO DAYS**

<div> <div>AREAS*</div> <div>↓</div> </div> <div> <div>CBSE REGIONS**</div> <div>→</div> </div>			DELHI	PANCHKULA	ALLAHABAD	PATNA	GUWAHATI	AJMER	CHENNAI	BHUBANESWAR	THIRUVANANTHAPURAM	FOREIGN COUNTRIES
A.1.	CONTINUOUS AND COMPREHENSIVE EVALUATION (CCE) - ONE DAY/ TWO DAYS											
A.2.	CO-SCHOLASTIC ASPECTS OF CCE - ONE DAY/ TWO DAYS	A.2.1. LIFE SKILLS: THINKING SKILLS, SOCIAL SKILLS, EMOTIONAL SKILLS										
		A.2.2. HEALTH AND WELLNESS EDUCATION										
		A.2.3. ATTITUDES AND VALUES										
		A.2.4. ART EDUCATION										
		A.2.5. WORK EDUCATION										
		A.2.6. VALUES EDUCATION AND INTEGRITY CLUBS										
		A.2.7. GENDER SENSITIVITY										
A.3.	PEC - A) PEC PRIMARY, B) PEC SECONDARY, C) PEC SPECIAL ABILITY - ONE DAY											
A.4.	ENVIRONMENT CONCERNS AND ECO CLUBS - ONE DAY											
A.5.	INCLUSION AND INCLUSIVE STRATEGIES - ONE DAY											
A.6.	ASSESSMENT OF LISTENING AND SPEAKING SKILLS - TWO DAYS											
A.7.	SUBJECT SPECIFIC TRAINING PROGRAMME/ COMPETENCE BUILDING IN SUBJECT AREAS - ONE DAY											
A.8.	CCE AND CBSE INITIATIVES - ONE DAY											
A.9.	CLASSROOM MANAGEMENT - ONE DAY											
A.10.	ASSESSMENT OF LEARNING - ONE DAY/ TWO DAYS	A.10.1. MULTIPLE MODES OF ASSESSMENT										
		A.10.2. DRAFTING TEST ITEMS										

**The charges mentioned above are inclusive of all taxes**

**Signature of authorised person with seal**

**FINANCIAL BID - MENTION COST PER PARTICIPANT PER CBSE REGION PER AREA OF TRAINING (IN INR FOR INDIA AND IN USD FOR FOREIGN COUNTRIES)**

<b>(B). COMPULSORY TRAINING PROGRAMMES AS PER AFFILIATION BYE-LAWS {RULE 3.3h(vi)} – FOR PRINCIPALS – ONE DAY/ TWO DAYS/ THREE DAYS – RESIDENTIAL/NON-RESIDENTIAL</b>												
<div> <div>AREAS*</div> <div>↓</div> </div> <div> <div>CBSE REGIONS**</div> <div>→</div> </div>			DELHI	PANCHKULA	ALLAHABAD	PATNA	GUWAHATI	AJMER	CHENNAI	BHUBANESWAR	THIRUVANANTHAPURAM	FOREIGN COUNTRIES
<b>B.1.</b>	LEADERSHIP SKILLS - THREE DAYS	<b>B.1.1.</b> INSTRUCTIONAL LEADERSHIP										
		<b>B.1.2.</b> SCHOOL ADMINISTRATION AND MANAGEMENT										
		<b>B.1.3.</b> MENTORING NEW STAFF AND MOTIVATING EXPERIENCED STAFF										
<b>B.2.</b>	EFFECTIVE SCHOOL MANAGEMENT AND LEADERSHIP SKILLS - THREE DAYS											
<b>B.3.</b>	STRATEGIC LEADERSHIP - THREE DAYS											
<b>B.4.</b>	CCE AND CBSE INITIATIVES – ONE DAY											

**The charges mentioned above are inclusive of all taxes**

**Signature of authorised person with seal**

**FINANCIAL BID - MENTION COST PER PARTICIPANT PER CBSE REGION PER AREA OF TRAINING (IN INR FOR INDIA AND IN USD FOR FOREIGN COUNTRIES)**

**(C). OPTIONAL TRAINING PROGRAMMES - FOR TEACHERS - ONE DAY/TWO DAYS**

<div> <div>AREAS*</div> <div>CBSE REGIONS**</div> </div>		DELHI	PANCHKULA	ALLAHABAD	PATNA	GUWAHATI	AJMER	CHENNAI	BHUBANESWAR	THIRUVANANTHAPURAM	FOREIGN COUNTRIES
C.1.	PEDAGOGY STRATEGIES (WITH SPECIAL FOCUS ON INTER-DISCIPLINARY APPROACH)										
C.2.	COMPETENCE BUILDING IN SUBJECT AREAS - PEDAGOGY STRATEGIES AND FORMATIVE ASSESSMENTS										
C.3.	PROFICIENCY IN SCIENCE/MATHEMATICS/ PSYCHOLOGY										
C.4.	HERITAGE EDUCATION										
C.5.	STORY-TELLING, WRITING AND TRANSLATION										
C.6.	READING PROGRAMMES										
C.7.	ICT SKILLS										
C.8.	DISASTER MANAGEMENT										
C.9.	LEADERSHIP SKILLS										
C.10	INNOVATION AND LEADERSHIP SKILLS										
C.11.	FINANCIAL LITERACY										
C.12.	STRESS MANAGEMENT										
C.13.	TIME MANAGEMENT										

The charges mentioned above are inclusive of all taxes

Signature of authorised person with seal

**FINANCIAL BID - MENTION COST PER PARTICIPANT PER CBSE REGION PER AREA OF TRAINING (IN INR FOR INDIA AND IN USD FOR FOREIGN COUNTRIES)**

<b>(D). COMPULSORY TRAINING PROGRAMMES AS PER AFFILIATION BYE-LAWS {RULE 3.3 h(vi)} – FOR TEACHERS – ONE DAY/ TWO DAYS</b>											
<div> <div>AREAS*</div> <div>CBSE REGIONS**</div> </div>		DELHI	PANCHKULA	ALLAHABAD	PATNA	GUWAHATI	AJMER	CHENNAI	BHUBANESWAR	THIRUVANANTHAPURAM	FOREIGN COUNTRIES
<b>D.1.</b>	LIFE SKILLS: THINKING SKILLS, SOCIAL SKILLS, EMOTIONAL SKILLS										
<b>D.2.</b>	READING PROGRAMMES										
<b>D.3.</b>	INNOVATION AND LEADERSHIP SKILLS										
<b>D.4.</b>	COMMUNICATION STRATEGIES										
<b>D.5.</b>	CAREER COUNSELING										
<b>D.6.</b>	MENTAL HEALTH AND ADOLESCENT ISSUES										
<b>D.7.</b>	STUDY SKILLS AND LEARNING STRATEGIES										
<b>D.8.</b>	CREATIVE WRITING										
<b>D.9.</b>	STORY-TELLING, WRITING AND TRANSLATION										
<b>D.10.</b>	DISASTER MANAGEMENT										
<b>D.11.</b>	FINANCIAL LITERACY										
<b>D.12.</b>	CCE AND CBSE INITIATIVES										

**The charges mentioned above are inclusive of all taxes**

**Signature of authorised person with seal**

**FINANCIAL BID****(E). MULTIMEDIA TRAINING ON CCE**

<b>S. No.</b>	<b>REGION</b>	<b>COST PER SCHOOL</b>
<b>1.</b>	<b>INDIA</b>	<b>(IN INR)</b>
<b>2.</b>	<b>FOREIGN COUNTRIES</b>	<b>(IN USD)</b>

**The charges mentioned above are inclusive of all taxes**

**Signature of authorised person with seal**