

NOTICE FOR RFP

Inviting Request for Proposal for Capacity Building Programmes for Heads of Schools, Teachers and Students of CBSE affiliated schools (located in India and abroad) from Individuals/ Teams /Agencies/ Trusts/ Societies / Sahodaya Clusters/School Teacher Training Centers

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. The Board has approx. 14,000 schools affiliated with nearly 150 schools located overseas.

There are Kendriya Vidyalayas, Government Schools, Jawahar Navodaya Vidyalayas, Central Tibetan Schools and Independent Schools affiliated with the Board. 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.

QUALIFYING CRITERIA:

- 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.
- 2.** The Bidder should have conducted training of at least 360 participants during last two years.
- 3. Financial Capability**
 - i.** 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.
 - ii.** 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.
- 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.
- 5.** The Bidder should have Standard Operating Procedures (SOP) in place for managing programmes.

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.
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.
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 the form of Demand Draft drawn in favor of Secretary, CBSE and payable at Delhi.
9. The successful bidder has to deposit an amount of Rs.50,000/- (Rs. Fifty thousand only) as empanelment fees for an year. This fee covers 5 different programmes (Areas). If any additional area has to be bid for, an additional Rs. 2500/(Rs. Two thousand and five hundred only) needs to be paid. The empanelment fee is nonrefundable.

Comprehensive RFP document can be downloaded from the website www.cbseacademic.in. The payment of Rs. 10,000/- (Rupees Ten thousand only) towards the cost of RFP document should be submitted in the form of DD in favour of Secretary, CBSE payable at Delhi while submitting the response to RFP.

1	Prebid Conference	12/11/2013 at 11-00 a.m.
2	Answers to Prebid queries	21/11/2013 till 5:30 pm
3	Last date and time for receipt of bids	29/11/2013 till 02:30 pm
4	Earnest Money Deposit	Rs. 1,00,000/-
5	Date and Time of opening of Technical Bid	29/11/2013 at 3:00 p.m.

The RFP will be opened in presence of the authorized representative of prospective Bidders. If the submission and opening day is declared as holiday, the bids can be submitted on next working day up to 2:30 pm and will be opened at 3:00 p.m. on the same day.

The RFP complete in all respects and addressed to the following should be dropped in the tender box kept at the reception on or before 29th November by 2-30 p.m.

Director (Academic, Research, Training & Innovation)
Central Board of Secondary Education
Shiksha Sadan, 17, Rouse Avenue, Institutional Area
New Delhi-110002

Note:

1. In case of Individuals/Teams/Sahodaya Clusters, selection will be purely on the basis of their expertise in the relevant area. They need to however produce documents supporting their ability to conduct the relevant training appropriately.
2. The Individual/Teams/Sahodaya Clusters need to possess exceptional expertise and experience as teacher educators/trainers.
3. The previously empanelled agencies shall be eligible for the bid only if their performance has been found satisfactory by the Board and has acquired a minimum level of grading as decided by the Competent Authority in the performance evaluation.