

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 Centres

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**Replies to Pre Bid queries after the Pre Bid conference held on 12-11-2013.**

Sr. No.	Questioner	Query	Reply
1		Do we have to include all the states and UT included under the jurisdiction of particular region or can we select only one or few of them?	When you select any region then you have opted for all states under the Regional Jurisdiction of the CBSE Regional Office.
2	MIT School of Education	If we are selecting only one state then do we have to mention the name of the state in the column? e.g: Region: Chennai State: Maharashtra	As stated above there is no option of selecting any particular state of the CBSE Region.
3	Macmillan Publishers India Ltd	If we are empanelled, can we still offer free workshops to schools/teachers besides the ones we do on behalf of CBSE as its empanelled agency?  If so, would the 10% fee be waived of?	Irrespective of whether you offer free workshops or not, 10% of administrative charges have to be paid from the income of every workshop.
4		What documentary evidence is required to be submitted in context with conduct of training programme as mentioned in Para 2.1 and 2.213 (Para 4.1 Point No. 8)	Documentary evidence like letter from the Venue Director /attendance sheet of the participants, Programme schedule etc can be submitted as documentary evidence of conduct of the Training Programme
5		Is the same is mandatory for the agencies which are already empanelled with CBSE	Yes. The committee will go through the documents submitted and the evidence available with the Board
6		Is submission of documentary evidence in context with Point No. 11,12,13 of 4.1	Yes. This is mandatory for all agencies as the

		is mandatory for the agencies which are already empanelled with CBSE?	board has floated a fresh RFP.
7	MICA Education Co. Pvt.Ltd	Is an agency which is already empanelled with CBSE and had submitted the same last year have to submit the same this year also. Is Empanelment Fee is refundable	Empanelment fee is only for one year and is non-refundable.
8		Is Technical Qualification will be same for New agency and an Empanelled agency  If Yes, Kindly refer point no. 3  Is the Empanelled agency will have to qualify both the qualification process (Point No. 3 of Notice Page 3 and Technical Eligibility - Page 14)	The conditions are applicable to both previously empaneled agencies and the new ones.  All ready empanelled agencies also have to have technical qualifications as mentioned in the RFP
9		Assessment of Presentation - Clarification sought in Point No. 4 and 5 Page 14 (Instructional Planning, Prototype Model)	Any training Programme is based on a concrete Instructional Planning. A prototype of the Training Programme proposed has to be presented before a technical committee.
10		Can the cost of Monitoring Fee Rs. 50,000.00 be reduced?  Can details/outline about the monitoring guidelines provided by CAER be shared among the agencies?	There is no reduction in Empanelment fees.  The CAER will be in touch with the selected empaneled agencies other than Individuals/Teams /Sahodayas/NGOs regarding the modalities of monitoring.
11		What will be the formula to calculate the amount of Performance Security (10% of total annual cost) which has to be submitted as a form of Bank Guarantee. What will be the tenure of the Bank Guarantee	The Performance security will be calculated on the basis of total expected income, considering that agency will be conducting number of Trainings at least equal to the last year's average number of trainings

12		Column No. 4 and 5 is same in the format 3.b (Technical Bid)	One of the columns may kindly be omitted.
13		Is separate sheet is req. for Format 3.c in support of data provided in format 3.a and 3.b	Not necessarily. You can use the same format.
14		What will be the criteria for judgement of performance of empanelled agency?	This will be decided by the Technical Evaluation Committee from the evidence available with the Board.
15		Previous empanelment agreement will be valid till which date.	The term of the agreement is mentioned in the Service Level Agreement signed between the Board and the empaneled agency. ( In majority of the cases it is end of January 2014)
16		What will be minimum and maximum no. of trainee in one training session?	There is no minimum or maximum number of trainers in one training session.. But for effective training a group size of 30-40 is advised.
17		At what stage the empanelment fee to be paid by the agency?	This has to be paid only by the empaneled agencies before signing the agreement.
18		Additional Rs. 2500/- to be paid consolidated for any number of additional programmes over 5 programmes  OR  Additional Rs. 2500/- to be paid per programme for every additional programme over 5 programmes.	No additional fees to be paid as given in the Addendum.
19		Please clarify what all would be included under “ design/methodology/pedagogy for the training module along with manual	This should at least include objectives of the training programme, programme schedule, details of the material being used for the programme and Methodology being used for the training.
20		What is the meaning of deployment of manpower in schools across all the	The meaning of this clause is that the agency

	Business Analyst Group	regions shall be responsibility of the Empaneled agencies. It will include data capture and entry as well?	will take care of the travel of Resource Persons and the agency will collect the feedback or any other information for analysis.
21		For teachers' training, trainer can visit one school at a time and train all teachers of the school. Please advise how this process would be viable for Principal's training	Principal's training will have to be arranged at a venue where Principals from different schools can conveniently attend.
22		Is it mandatory for the bidder to have office establishment in the Delhi state/NCER?	It is desirable but not mandatory
23		Is performance security is over and above the 10% of the sale proceeds with the Board  as "administrative and empanelment fees"  At what stages should this amount be paid?	Performance Security is only meant as a guarantee for performance by the empaneled agencies.  There is no actual payment involved. A bank guarantee has to be submitted while signing the agreement.
24		What is the total non-refundable amount to be paid by any empaneled agency?	The processing fees of Rs.10,000, empanelment fees and 10% administrative charges on the total revenue are non-refundable The EMD is a security deposit and Performance security is only a guarantee.
25	JISSC	Whether Sahodaya has to have any PAN or Service Tax Number. Will this be a disqualifier for us?	As per norms of the Board, Sahodaya as an entity must have a Bank Account. The Bank Account Number may be given. If Sahodaya has not applied for a PAN same may be provided before empanelment with the Board.
26		As an Individual Bidder is it required by me to present consent and credentials of other resource persons available to work with me for imparting training?	The consent and credentials of other resource persons will help the evaluators to assess the Technical eligibility of the Team

27		As an Individual Bidder, is it required by me to annex a Representative Authorization Letter too?	There is no need of authorization letter for an Individual Bidder
28	School of Skills	As an Individual Bidder if I am desirous to work in a few but not all states falling under the jurisdiction of a RO, then is it permissible for me to present my Financial Bid per participant per State per R.O basis for each area in which I wish to conduct training programme.	No. You have to opt for a Region which means all the states in the regional jurisdiction of that CBSE Region.