



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

**CENTRAL BOARD OF SECONDARY EDUCATION
SHIKSHA SADAN, 17 ROUSE AVENUE, INSTITUTIONAL AREA,
NEW DELHI 110002**

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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. 15,000 schools affiliated with it with nearly 150 schools located overseas. There are ten regional offices of the Board namely, Delhi, Panchkula, Allahabad, Patna, Guwahati, Ajmer, Chennai, Bhubaneswar, Thiruvananthapuram and Dehradun.

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 Principal 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 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 / 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. TRAINING PROGRAMMES– FOR TEACHERS

- A.1.** Continuous and Comprehensive Evaluation (CCE) – One Day
- A.2.** Continuous and Comprehensive Evaluation (CCE) –Two Days
- A.3.** Co-Scholastic aspects of CCE – One Day
- A.4.** Co-Scholastic aspects of CCE –Two Days
- A.5.** Assessment of Co-Scholastic Areas of CCE – One Day
- A.6.** Life Skills: Thinking Skills, Social Skills, Emotional Skills – One Day
- A.7.** Life Skills through Visual Medium-One day
- A.8.** Health and Wellness Education – One Day
- A.9.** Attitudes and Values – One Day
- A.10.** Art Education – One Day
- A.11.** Work Education – One Day
- A.12.** Values Education and Integrity Clubs – One Day
- A.13.** Gender Sensitivity – One Day
- A.14.** PEC – a) PEC primary, b) PEC secondary, c) PEC Special ability – One Day
- A.15.** Environment concerns and Eco Clubs – One Day
- A.16.** Inclusion and Inclusive Strategies – One Day
- A.17.** Assessment of Listening and Speaking Skills – Two Days
- A.18.** Subject specific training programmes at Secondary Level– One Day
- A.19.** Pedagogy strategies (with special focus on inter-disciplinary approach) – One Day
- A.20.** Different Aspects of Formative Assessments – One Day
- A.21.** Subject specific training programmes at Senior Secondary Level – One Day
- A.22.** CCE and CBSE Initiatives – One Day
- A.23.** Classroom Management –One Day
- A.24.** Multiple modes of assessment – One Day
- A.25.** Drafting test items – One Day
- A.26.** Heritage Education – One Day
- A.27.** Story-telling, writing and translation – One Day
- A.28.** Reading programmes – One Day
- A.29.** ICT Skills – One Day
- A.30.** Disaster Management – One Day
- A.31.** Innovation and Leadership Skills – One Day
- A.32.** Financial Literacy – One Day
- A.33.** Stress Management – One Day
- A.34.** Time Management – One Day

- A.35. Inculcating Counselling Skills in teachers – One Day
- A.36. Communication Strategies – One Day
- B. TRAINING PROGRAMMES – FOR PRINCIPALS**
 - B.1. Leadership Skills - Three Days – Residential
 - B.2. Leadership Skills - Three Days – Non-Residential
 - B.3. Effective School Management and Leadership Skills - Three Days - Residential
 - B.4. Effective School Management and Leadership Skills - Three Days – Non Residential
 - B.5. Strategic Leadership - Three Days – Residential
 - B.6. Strategic Leadership - Three Days – Non- Residential
 - B.7. CCE and CBSE Initiatives – One Day – Non Residential
- C. TRAINING PROGRAMMES – FOR STUDENTS/PEER ASSESSORS**
 - C.1. Life Skills: Thinking Skills, Social Skills, Emotional Skills – One Day
 - C.2. Life skills through Visual Medium- One day
 - C.3. Reading Programmes – One Day
 - C.4. Leadership Skills – One Day
 - C.5. Communication Strategies – One Day
 - C.6. Career Counselling – One Day
 - C.7. Mental Health and Adolescent Issues – One Day
 - C.8. Health and Wellness – One Day
 - C.9. Study skills and Learning strategies – One Day
 - C.10. Creative writing – One Day
 - C.11. Story-telling, writing and translation – One Day
 - C.12. Disaster Management – One Day
 - C.13. Financial Literacy – One Day
 - C.14. Personality Development – One Day
- D. TRAINING PROGRAMMES – FOR PARENTS**
 - D.1 Advocacy for Parenting – One Day
 - D.2 CCE and CBSE Initiatives – One Day

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 ,Students and parents 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 A- X
11. Revised Formative Assessment Teacher's Manual – Hindi Course B- IX
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. Physical Education Cards
32. Teacher's Manual for Physical Education Cards – Primary Level
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

2.3 Subject/Area of the training programme is to be submitted by the bidder in Annexure-1 duly stamped and signed by the authorized representative.

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 .

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

3.3 Financial Capability

3.3.1 Firms/Institutions/Agencies/Trust have to submit copies of balance sheets of the last financial year (up to 31st March, 2014) 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 on permanent rolls . A list of all such professionals should be given in the Annexure-5 with their Biodatas duly signed by the Resource Persons in Annexure-6

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) as detailed below along with the technical document.

- For Individuals/Teams/Sahodayas: Rs.25,000/
- For Trusts/Societies : Rs.50,000/-
- For Others: Rs.1,00,000/-

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 as empanelment fees for a year as detailed below:

- For Individuals/Teams /Sahodayas : Rs.10,000/
- For Trusts/Societies : Rs.25,000/-
- For Others: Rs.50,000/-

Irrespective of the number of areas selected, the empanelment fees will be as above. This empanelment fee is to be paid only after empanelment of the bidder for the programmes and **no fees has to be paid by the agencies already empanelled for the current session.**

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. Individuals/Teams/Sahodayas/Trusts will be assessed separately from other agencies.

The bidder may ensure that all the documents mentioned in the checklist 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 opening of 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 ,Students and Parents.
- ii. The **quality of presentation** given by the bidder before an expert committee. The bidder will be asked to give presentations in each of the major areas separately and if there is any need of additional number of presentations ,the same shall be intimated to the concerned bidder. In the presentation, at least three Resource Persons must be present with the authorized representative of the bidder. Session Plan, Training material prepared, details of training conducted and the competency of the agency for conducting the training in each selected area should be presented before a technical committee appointed by the Competent Authority of the Board.

Assessment of documentary evidence: The documentary evidence submitted by the bidder regarding 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 Training programmes in the selected area.	10
2. Strength of Resource persons for conducting training programmes in the selected area	20
3. Quality of Session plan submitted (only for the areas opted) with bibliography	20
	50

Those bidders who secure more than 50% score in this assessment shall be called for a presentation before an expert committee constituted by the Competent Authority of the Board.

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 submitted by the bidder regarding expertise and experience in the training. Three Resource persons along with authorized representative must be present during the presentation. The presentation should focus on the expertise and experience of the bidder for conducting training programmes. The assessment of the Presentation shall be based on the basis of inputs received during the presentation.

S. No.	CRITERIA	WEIGHTAGE
1	Ability of the bidder to conduct the training as per presentation	25
2	Quality of the Training Material for the conduct of training submitted during the presentation	25
	TOTAL	50

Only those bidders who secure more than 75 % score in the Presentation 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

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 suggest 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 area of training will be considered as the final fees if found suitable after cost analysis. In case the price quoted is low and not economically feasible an alternate price will be fixed by the committee constituted by the Board.
- The Board would prepare a panel of agencies who will have to give the services on the fees 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 area of the 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

- 4.4.2** 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 in case of Individuals /Teams and Sahodayas. All other agencies shall be assessed by the CAER.
- 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 decided by the CBSE shall be collected by the Board through an online mechanism and after deducting 10% administrative charges shall be paid to the agencies by the Board.
- 4.4.5** The Board has mandated CAER (Centre for Assessment , Evaluation and Research) to monitor the quality of all Agencies(other than individuals/Teams 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 /Teams 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 only as per instructions given in this RFP.

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. 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.

Instructions regarding the packing and submission of RFP :

The RFP documents should be packed and submitted as per following guidelines.

The Technical bid includes a signed and stamped copy of the complete RFP, the duly filled in and stamped Annexures from 1-8, supporting documents, DD for the RFP document fees and DD for EMD. The checklist should be kept in the beginning and the technical bid must be sealed in an envelope superscripting, **Technical Bid for RFP –Capacity Building Programmes for Heads of Schools, Teachers ,Students and Parents June 2014** . The company address, contact details must be mentioned on the envelope for identification. If more than one envelopes are prepared same may be duly numbered . The agencies must avoid submitting huge volumes of documents.

The financial Bid as per Annexure-9 duly filled signed and stamped must be sealed in a separate envelope superscripting **Financial bid for RFP – Capacity Building Programmes for Heads of Schools, Teachers ,Students and Parents June 2014** . The company address and the contact details must be mentioned on the envelope for identification of the bid document.

The two envelopes must be packed in a cloth parcel/single envelope and should be addressed to The Professor and Director (Academic, Research, Training and Innovation) ,CBSE, 'Shiksha Sadan', 17-Rouse Avenue, New Delhi. The company address , contact details must be mentioned on the parcel/envelope for identification. This sealed cloth parcel/envelope should be superscripted with '**RFP – Capacity Building Programmes for Heads of Schools, Teachers ,Students and Parents June - 2014**'. The response to the RFP complete in all respect must be dropped in the tender box kept at the reception of CBSE, 'Shiksha Sadan', 17- Rouse Avenue, New Delhi before 2-00 p.m. on 30/6/2014.

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 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

A payment of Rs. 10,000/- (Rupees Ten thousand only) towards the cost of RFP document/Processing should be submitted in the form of DD in favor of Secretary, CBSE payable at Delhi while submitting the response to RFP. This charge will be applicable if the bidder has opted for programmes less than or equal to 5. If the number of programmes are more than 5 an additional amount of Rs.500/- per programme must be added to this cost.

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 as detailed below.

- For Individuals/Teams/Sahodayas: Rs.25,000/-
- For Trusts/Societies : Rs.50,000/-
- For Others: Rs.1,00,000/-

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. **No EMD shall be taken from the agencies who are already empanelled for the current session and willing to apply for additional areas.**

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 and the Presentation.
- 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 the expertise and experience of the bidder in the training with a focus on Session plans, training material prepared and the experience in the area of training.

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 – 9**.
- 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 charges'**. The Board may call for records/ book of account to verify the number of participants trained to ensure correctness of **'administrative charges'** collected by 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 downloadable modules
 - Miscellaneous – Follow Up etc.
- vi. The Bidder may give composite cost per participant per area in which they wish to conduct the 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, **Director(A,R,T and I)**, 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 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 Director(A,R,T and I), 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 **The Director (A,R, T and I) , 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.

CHECKLIST OF DOCUMENTS ATTACHED

(All the documents must be flagged with a number)

S. No.		Attached	Flag No.
		Yes/No	
1.	RFP document fees of Rs.....for.....number of programmes opted.		
2.	DD worth Rs..... as Earnest Money Deposit (EMD) No..... dated.....		
3.	Bidder Profile duly signed and stamped with clear indication of areas opted and marked N.A for the areas not opted for.		
4.	Acceptance of Terms and conditions of RFP as per Annexure 2		
5.	Authorization letter as per Annexure 3		
6.	Self-declaration as per Annexure 4		
7.	Attested copy of PAN Card		
8.	Service Tax Registration papers		
9.	Company/Trust/Society Registration papers (if applicable)		
10.	List of Resource persons with details as per Annexure 5		
11.	Bio data of Resource Persons as per Annexure 6		
12.	Details of training Programmes conducted by the bidder in schools as per Annexure 7		
13.	Certificate from Schools regarding conduct of training programmes as evidence of the conduct of the programmes mentioned in Annexure 8		
14.	Duly signed and stamped Financial bid in Sealed Cover with clear indication of fees for areas opted and marked N.A for the areas not opted for.		
15.	Details of any other document, if attached.		
16.	Duly signed copy of the RFP document		

Technical Bid
(Annexures 1, 2, 3, 4, 5, 6 ,7 and 8)

Annexure-1

BIDDER'S DETAILS

Name of the Bidder:

Type of the bidder: Individual/Team/Trust/Society/Company/Others

Complete address:

Name of the company Head(s)/CEO/Team Leader :

Office No: _____ Official website: _____ Email Id: _____

Name of the authorized representative: _____

Designation : _____

Mobile Number _____ Email id _____

PAN details:

Registration details:

Income tax details (for the last quarter):

Service tax details:

Financial capability (turnover):

Selected Programmes for the Bid

AREAS* ↓		LOCATIION	
		INDIA (YES/NO)	FOREIGN COUNTRIES (YES/NO)
A. TRAINING PROGRAMMES- FOR TEACHERS			
A1.	Continuous and Comprehensive Evaluation (CCE) – One Day		
A2	Continuous and Comprehensive Evaluation (CCE) –Two		

	Days		
A3	Co-Scholastic aspects of CCE – One Day		
A4	Co-Scholastic aspects of CCE –Two Days		
A5	Assessment of Co-Scholastic Areas of CCE – One Day		
A6	Life Skills: Thinking Skills, Social Skills, Emotional Skills – One Day		
A7	Life Skills through Visual Medium –One day		
A8	Health and Wellness Education – One Day		
A9	Attitudes and Values – One Day		
A10	Art Education – One Day		
A11	Work Education – One Day		
A12	Values Education and Integrity Clubs – One Day		
A13	Gender Sensitivity – One Day		
A14	PEC – a) PEC primary, b) PEC secondary, c) PEC Special ability – One Day		
A15	Environment concerns and Eco Clubs – One Day		
A16	Inclusion and Inclusive Strategies – One Day		
A17	Assessment of Listening and Speaking Skills – Two Days		
A18	Subject specific training programmes at Secondary Level– One Day		
A19	Pedagogy strategies (with special focus on inter-disciplinary approach) – One Day		
A20	Different Aspects of Formative Assessments – One Day		
A21	Subject specific training programmes at Senior Secondary Level – One Day		
A22	CCE and CBSE Initiatives – One Day		
A23	Classroom Management –One Day		
A24	Multiple modes of assessment – One Day		

A25	Drafting test items – One Day		
A26	Heritage Education – One Day		
A27	Story-telling, writing and translation – One Day		
A28	Reading programmes – One Day		
A29	ICT Skills – One Day		
A30	Disaster Management – One Day		
A31	Innovation and Leadership Skills – One Day		
A32	Financial Literacy – One Day		
A33	Stress Management – One Day		
A34	Time Management – One Day		
A35	Inculcating Counselling Skills in teachers – One Day		
A 36	Communication Strategies – One Day		
B. TRAINING PROGRAMMES – FOR PRINCIPALS			
B1.	Leadership Skills - Three Days – Residential		
B2.	Leadership Skills - Three Days – Non-Residential		
B3.	Effective School Management and Leadership Skills - Three Days - Residential		
B4.	Effective School Management and Leadership Skills - Three Days – Non Residential		
B5.	Strategic Leadership - Three Days – Residential		
B6.	Strategic Leadership - Three Days – Non- Residential		
B7.	CCE and CBSE Initiatives – One Day – Non Residential		
C. TRAINING PROGRAMMES – FOR STUDENTS/PEER ASSESSORS			
C1	Life Skills: Thinking Skills, Social Skills, Emotional Skills – One Day		
C2	Life Skills through Visual Medium –One day		
C3	Reading Programmes – One Day		

C4	Leadership Skills – One Day		
C5	Communication Strategies – One Day		
C6	Career Counseling – One Day		
C7	Mental Health and Adolescent Issues – One Day		
C8	Health and Wellness – One Day		
C9	Study skills and Learning strategies – One Day		
C10	Creative writing – One Day		
C11	Story-telling, writing and translation – One Day		
C12	Disaster Management – One Day		
C13	Financial Literacy – One Day		
C14	Personality development-One Day		
D. TRAINING PROGRAMMES – FOR PARENTS			
D1	Advocacy for Parenting – One Day		
D2	CCE and CBSE Initiatives – One Day		

Date:

(Signature and stamp of Bidder)

ACCEPTANCE OF TERMS & CONDITIONS CONTAINED IN THE RFP DOCUMENT

To

The Professor and Director (ART&I)
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 issued in the month of2014 , regarding **“One-day/two-days/three days Capacity Building Programmes for Heads of Schools, Teachers ,Students and Parents 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

Annexure-3

AUTHORIZATION LETTER

Date: _____

To

The 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, Students and Parents 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

Annexure-4

SELF-DECLARATION

Date : _____

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

List of Resource Persons to be engaged for training.

S. No.	Name of the Resource Person	Areas for which the name has been proposed	Qualification	Experience in conducting training programme in Schools in the areas proposed	Mobile No.	Email id

(Signature and stamp of Bidder)

BIO-DATA OF RESOURCE PERSONS

1. Name of the Resource Person: _____
2. Qualification: _____
3. Designation (if employed): _____
4. Address for communication: _____

5. Mobile Number: _____
6. Email Id: _____
7. Qualification: _____
8. Publications: _____
9. Training received _____
10. Awards /Recognition received _____
11. Areas in which training has been conducted and the number of trainings conducted in each area

Sr.No.	Area of Training	No. of Trainings conducted

12. Total experience in Training : _____(years)

I hereby declare that all the information given above are true to my knowledge and belief. I am ready to work for the bidder.

Place :

Date: (Signature with name of the Resource Person)

DETAILS OF TRAINING PROGRAMMES CONDUCTED BY THE BIDDER IN SCHOOLS DURING 2011-2013

S. No.	Area for which Training Conducted/title of the programme	Name of the School 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)

CERTIFICATE FROM SCHOOLS FOR CONDUCT OF THE TRAINING PROGRAMMES

CERTIFICATE

This is to certify that(bidder's name) has conductedday training programme for our (teachers/Students/Administrative Staff/Parents) atduring.....toThe training has been found satisfactory and useful .

Date:

Place: (Signature of the Head of the Institution with Seal)

FINANCIAL BID

Fees per participant per training (INR in India and USD for abroad)

The programmes with approved rates have not been included

AREAS* ↓		LOCATIION →	
		INDIA (INR)	FOREIGN COUNTRIES (USD)
A7	Life Skills through Visual Medium-One day		
A19	Different Aspects of Formative Assessments – One Day		
A34	Communication Strategies – One Day		
A35	Inculcating Counseling Skills in teachers – One Day		
C2	Life Skills through Visual Medium-One day		
C8	Health and Wellness – One Day		
D1	Advocacy for Parenting – One Day		
D2	CCE and CBSE Initiatives – One Day		

- The charges mentioned above are inclusive of all taxes.
- We agree to work with existing rates for other programmes.

Date:

Signature of authorized person with seal