

# **REQUEST FOR PROPOSAL (RFP)**

**Computer Based  
CBSE STUDENTS GLOBAL APTITUDE ASSESSMENT  
(SGAI)**

**A PLATFORM  
For  
Students of class X**

**CENTRAL BOARD OF SECONDARY EDUCATION**  
[www.cbse.nic.in](http://www.cbse.nic.in)

## **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 among the important National Boards of the country. 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. 15,500 schools affiliated with it in India and 197 schools spread in 24 countries, falling under the jurisdiction of 10 Regional Offices. 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 programme and workshops;

c) setting norms for affiliation of institutions for the purpose of public examination; and

d) prescribing as well as updating the course of instructions to raise the academic standards in the country.

### **1.3 Emphasis on School Based Assessment**

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 the implementation of the School Based Assessment since October 2009 for students in Class IX onwards.

The School Based Assessment program is designed to evaluate each student not based just on the traditional method of external examinations. Restricted to mere marks based assessments, such traditional methods often fails to capture the student's true capabilities and performance abilities. The School Based Assessment is aimed at being a diagnostic tool that allows for a comprehensive evaluation of a student's performance through a period of time and not just restricted to one examination.

### **1.4 Student's Global Aptitude Index (SGAI)**

CBSE SGAI in the present format is a paper and pencil test. There are 100 items including 5 sub tests and interest items to be marked on OMR sheet by the students. SGAI is an optional activity designed for students pursuing Class X in CBSE affiliated schools (India and overseas). Based on individual differences, SGAI assesses Five Aptitudes together with Interest .

However, this assessment is only an indicator or a facilitator to help parents, teachers and students in making academic choices in class XI. The results of SGAI taken together with the student's assessment from other sources should ultimately help students and parents in making informed choices.

## 1.5 Objective

The objective of the Board in floating this RFP is to further strengthen the School Based Assessment framework through the inclusion of a comprehensive Aptitude Testing that could integrate with the existing School Based Assessment system.

Through this, the CBSE seeks a guidance software, the architecture of which should be designed to do the following;

- Easy to use by students who are not very well accustomed to use of internet and computers
- Is scalable and can be delivered across thousands of schools/students
- Most importantly such a software should integrate to provide significant data to various parties – CBSE, Schools and Students

## 2. SCOPE OF WORK

**The CBSE wishes to engage a Research based organisation having relevant experience of atleast 2 years and capacity to conduct Psychological Assessment specifically in Aptitude Testing for class X and to undertake Student's Global Aptitude Index (SGAI) 5<sup>th</sup> edition to be held tentatively in Nov. 2014.**

Student's Global Aptitude Test (SGAI) administration by CBSE is planned to be conducted in computer based/online format with instant delivery of the SGAI reports to Individual Student . This would help students to make better choices for the selection of their academic areas ahead of Class XI.

### 2.1 Target Students

The main objective is to provide a Comprehensive Online (Computer based) program to students in class X and contextualize the program to suit the needs and requirements.

### 2.2 Program Design

The program design should satisfy the following criteria;

- a. The software program should be able to cater to an entire school as an entity .
- b. Assessments or other activities used within the program should be delivered to students in such a way that results should be available for access at any point of time in the future and such data should be stored effectively.
- c. The program should ensure ease of implementation across schools with limited extra effort from teachers or school's in-house counsellors.
- d. The design should allow all students, even those who are not well accustomed to computers and the internet, to operate and use it effectively.
- e. Such a Software should be implementable across many schools at one time and should be able to cater different kinds of schools with varied student background.
- f. The programme must include standardised multiple or meta questions and appropriate online delivery formats for different students in same school or across schools .

- g. The program should ensure sufficient online support to students when they are in the process of the doing the activities.
- h. The agency must ensure and demonstrate dry runs or practice sessions for students prior to actual tests so as to attempt online SGAI without any difficulty in all participating schools
- i. The program should be able to provide the school and the CBSE student wise reports and analysis.
- j. The program should be equipped to handle large volumes of data and results across thousands of students and should be able to draw analytics from the same.

### 2.3 Equipment required by the Schools

All materials and equipment needed for the delivery of the program should be minimal and communicated to the schools in a clear and concise manner and the bidder should be available for assistance throughout the program tenure.

### 2.4 Registration Process, Individual Account & Profile creation

There must be a system that registers each student school-wise. School registrations must be organised school-wise, class-wise and section-wise. Each student must be able to create an individual profile. The profiles so created must gather the following details:

1. Full Name
2. School, Class, Section, Date of Birth, Gender, City
3. Expressed Interest (capture 2 Interest areas) upfront before any Assessments
4. There should be a mechanism to accept/input academic marks across subjects in at least 2 term exams. Final class IX (SA II) and SA I class X.

### 2.5 Assessment – Design

- A. The Assessments used for this Aptitude Program should be contextualised to the needs of the students in class X.
- B. Such Assessments should have been delivered online (Computer Based) and results delivered online – the CBSE may ask for references.
- C. All sections of the assessment must be in English and Hindi.
- D. The Assessments should be suitably categorized into the following criteria – Interest, Personality and Aptitude.

**The total duration of the assessment should not exceed 2-2.30 hrs .A suggestive design to bring in more accuracy is however as follows :**

- A. **Interest Section** should track core interests of each student. The Interest Section must have the following attributes:

**Should be Multiple Choice Questions**

- A minimum of 75 Questions should assess at least 15 areas of interests.
- The Interest section must not be a timed test.

- Each question must have an “Explain this” option for better understanding of the question. The explanation should help students understand the question through references and examples.
  - There must be a mechanism that measures the consistency of answers given by the student .
  - If the consistency of the assessment is lower than a permissible threshold, the system must prompt the student to retake the test separately later.
  - The test must measure certain entrepreneurial traits of the students; the measurement of which indicates whether the student is likely to become an entrepreneur or start something of his own in the future.
  - The programme should also include ‘help feature’ in case students can’t understand or get stuck in answering a question.
  - The student must have the option to temporarily exit the test and resume later without having to retake the test.
- B. **Personality Section** should track the core personality traits of each student. The Personality Section must have the following attributes:

**Should be Multiple Choice Questions**

- A minimum of 85 Questions should assess at least 10 personality traits.
  - These traits should then map to Roles that are part of most industries to provide the student a realistic interpretation of their traits.
  - The Personality section must not be a timed test.
  - There must be a mechanism that measures the consistency of answers given.
  - If the consistency of answers is lower than a permissible threshold the system must prompt the student to retake the test.
  - The programme should also include ‘help feature’ in case students can’t understand or get stuck in answering a question.
  - The student must have the option to temporarily exit the test and resume later without having to retake the test.
- C. **Aptitude Section** should have the following attributes
- The Aptitude Section must be an objective type test.
  - This section should measure at least 8 intelligence areas.
  - Each Intelligence area must be organised separately as sub tests and separately timed.
  - It should be a conceptual, speed and power test.
  - The following areas must be tested as suggested below
    - i. Numerical Ability (min 25 questions)
    - ii. Verbal Reasoning (min 30 questions)
    - iii. Spatial Relations (min 25 questions)
    - iv. Mechanical Reasoning (min 25 questions)
    - v. Abstract Reasoning (min 20 questions)
    - vi. Language Usage (min 20 questions)
    - vii. Vocabulary (min 45 questions)
    - viii. Speed and Accuracy. (min 90 questions)

- The display of questions and the user interface in all the sub tests must be easy for the student to comprehend the question quickly without any loss of time.
- The programme should also include 'help feature' in case students can't understand or get stuck in answering a question.
- On completion of any section the student must have the ability to exit the aptitude section and resume later.

## 2.6 Delivery of Assessment Reports

The Assessments should be delivered online (Computer Based).

- a. The format for the Assessments should appeal to the students and should allow both ease of use and excite their Interest.
- b. The language used in such Assessments should be easy to understand.
- c. The Assessment should be designed in such a way that the school or its co-ordinator should be able administer to students with minimal training.

## 2.7 Consideration of term-wise Academic Scores & Integration

- a. The program design should allow a meaningful integration of the academic scores of each student with their interest.
- b. The results of the Interest Section in the Assessments should be mapped to the term marks collected per student in the Registration process.
- c. The system should highlight the subjects that are relevant for each student based on his top Interests. Further it should automatically evaluate his ability to pursue such an Interest based on his academic performance of the relevant subjects.
- d. For students in class X, the academic integration should showcase the most appropriate subject choices for Class XI.

The final recommendation, automatically generated should include the following per student and should give as many data points.

- *Snapshot of top interests, academic range and aptitude scores separately.*
- *The academic range calculated in relevance to the top interest areas.*
- *Automatic subject recommendations based on the above for students in class XI.*

## 2.8 Manner of delivery & Access

- a. Student Report: A summary report (info-graphics) and a detailed report (PDF) for each individual student must be available online immediately after the assessment.
- b. Study Path: A separate report that covers study path including subjects and courses to each student should be made available based on the results of the assessments. The system would allow the reports to be made available online

for access to students once the counselling is completed or as per an agreed process:

1. The results of the Interest, Personality, Aptitude and the Academic Integration should be 'tied-in' together to deliver a final consolidated report to each student.
2. For example; the top Interest for a student should be read along with the top Personality traits, his aptitude scores and academic range (post calculation and the final recommendation should cover all the above elements.
- c. In addition to student wise reports, the system should deliver a school wise report covering analysis across the students per school.
- d. The system should also provide CBSE analytics across student sections for all the schools in which the program has been implemented.
  1. Emerging trends in interest
  2. Across boys, girls, region
  3. Analytics on the recommendations for subject groups for X
  4. Analytics on the recommendations for courses and career for XI
  5. Any other analytics that may be useful to the CBSE

## 2.9 Expected project outcomes and measurability

- a. Specifically, for students in Class X, the recommendation report should include subjects most suited for class XI – such a recommendation should have evolved scientifically from the program.
- b. Each student's recommendation should be carefully recorded and stored for future access.
- c. CBSE will also collect feedback from the schools on the impact of the program.
- d. The program should also provide critical analytics for the CBSE to help plan effective interventions for the future.

## 2.10 Basic service and upgrade service related clause

- a. All services rendered by the bidder that are in line with this RFP and relates to those mentioned in the Scope of Work shall be called Basic Services. The vendor will quote separately for such basic service per student.
- b. Services that are over and above those mentioned or covered in this RFP would be called Upgradable services.
- c. For better clarity, the bidder will only quote for the Basic services in the RFP and will clearly keep the upgradable services separate.

## 3. Confidentiality Clause

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.

## 4. ESSENTIAL QUALIFICATIONS CRITERIA

### 4.1 General Eligibility

1. Acceptance of Terms and Conditions of the RFP (Annexure 1)
2. Completion of Authorization Letter (Annexure 2)
3. Completion of Bidder Profile (Annexure 3).
4. Self-certification (Annexure 4)
5. Declaration of Financial & Administrative Details (Annexure 5)
- 6 Certificate of Confidentially (Annexure 6)
7. Proof of payment of Rs. 1,000/- (one thousand only ) towards the cost of the RFP document.
- 8 Copy of Registration with appropriate statutory authorities.
9. Not-for-profit organisation should specifically mention the same.
10. Furnish the Earnest Money Deposit (EMD) of Rs. 1,00,000/- (.one lakh only )
11. Submit evidence with regards to have similar work experience in previous years.
12. Financial statements for the last three financial years.
13. The Bidder should submit an undertaking that the agency has not been black-listed by anybody at any time nor is having any legal cases/ disputed pending with any Government agency on the date of submission of the proposal.
  
14. The Bidder should be registered with appropriate tax authorities such as Income Tax, Service Tax etc and should submit valid certificates of registration with these authorities.

Please note that the bidders should submit records to verify all the above criteria.

### 4.2 Technical Capability

- a. The bidder should have experience of conducting test at both secondary and Senior Secondary levels.
- b. The bidder should have demonstrated conducting such tests across India and demonstrate that geography and volume is not a constraint.
- c. Organisations should have adequate institutional support, experienced professional staff atleast 10 persons full time to support the program . a list of the professional members of the team should be attached.
- d. The bidder should not be working as a group of professionals or as a consortium
- e. The bidder should have pre-designed functioning program that satisfies all the criteria mentioned in the section 'Scope of Work'.

### 4.3 Financial Capability

- 1.The bidder should be an Income tax assessee during last three financial years (2013 - 2014, 2012-2013 & 2011-2012) duly supported by audited financial statements.
  
2. The organisation/ individual should have financial capability to carry out the work. Copy of latest Financial Statements, Balance Sheet.
  
3. The bidder's **Average Annual Turnover during last three years should be at least 25 lakhs.** (Attach documentary evidence such as audited financial statements).



4. Turn over should be of the bidding agency and not that of the group to which company belongs. Moreover, the turnover refers to a company/bidder and not the composite turnover of its subsidiaries/sister concerns etc. for 2011-12, 2012-13 and 2013 – 14. Attach Audited financial statements of the last 3 years

5. Organisations should enclose Earnest Money Deposit (EMD) of Rs. 1,00,000/- (Rupees one lakh only) along with the technical document. The EMD will be in the form of a Demand Draft drawn in favour of the “Secretary, CBSE” and payable at Delhi.

6. The organisation will have to comply with all the existing rules prevalent in CBSE and Government of India for the purpose.

7. The organization must have office with sufficient permanent professional and administrative staff located in India for day-to-day liaison.

## 5. Evaluation of Bids:

The evaluation of bids will be based on a **Quality cum Cost Basis (QCBS)**. There will be 70% weightage for the Technical Evaluation and 30% for the Financial Evaluation.

### a. Evaluation of the Technical Bid

The Technical Evaluation Committee will examine all of the technical pre-requisites for the conduct of the services. Each Bidder will be awarded a Technical Score (TS) out of 100 marks by the Committee based on the parameters given below in the table:

| <b>Criteria for Technical Evaluation</b> |   |                    |                           |
|--|---|--------------------|---------------------------|
| <b>S. No.</b>                            | <b>Criteria</b>   | <b>Total Marks</b> | <b>Allotment of Marks</b> |
| 1.                                       | <b>Experience in Psychometric testing domain</b>  | <b>10 Marks</b>    |                           |
|  | More than 2 years up to 3 years   |                    | 4                         |
|  | More than 3 years up to 4 years   |                    | 6                         |
|  | More than 4 years up to 5 years   |                    | 8                         |
|  | More than 5 years   |                    | 10                        |
| 2.                                       | <b>Number of qualified professionals including Psychologists</b>  | <b>10 Marks</b>    |                           |
|  | 10-15   |                    | 3                         |
|  | 16-20   |                    | 6                         |
|  | 20-25   |                    | 9                         |
|  | More than 25  |                    | 10                        |
| 3.                                       | <b>Experience in conducting online aptitude tests for school students</b>   | <b>25 Marks</b>    |                           |
|  | 2 to 3 times for a minimum of 10,000 students   |                    | 10                        |
|  | 4 to 5 times for a minimum of 25,000 students   |                    | 15                        |
|  | More than 5 times a minimum 30,000 students   |                    | 25                        |
| 4.                                       | <b>Average annual turnover of the Bidder during the last three Financial years (2011-12, 2012-13 and 2013-14)</b> | <b>10 Marks</b>    |                           |
|  | Rs. 25 lakh to 50 lakh  |                    | 5                         |

|    |  |                  |    |
|----|--|------------------|----|
|    | More than 50 lakh to 100 Lakh  |                  | 8  |
|    | 100 lakhs and above  |                  | 10 |
|    |  |                  |    |
| 5. | <b>Number of standardised aptitude tests developed</b>   | <b>10 Marks</b>  |    |
|    | 2-3  |                  | 6  |
|    | More than 3  |                  | 10 |
|    |  |                  |    |
| 6. | <b>Number of offices/branches for Pan India presence</b>   | <b>10 Marks</b>  |    |
|    | At least in 5 states   |                  | 4  |
|    | More than 5 but less than 10 states  |                  | 7  |
|    | More than 10 states including North East   |                  | 10 |
|    |  |                  |    |
| 7. | <b>PowerPoint presentation before CBSE Committee showcasing the understanding of the entire proposed program with architecture of the test and its delivery module</b> | <b>25 Marks</b>  |    |
|    |  |                  |    |
|    |  |                  |    |
|    | Total  | <b>100 Marks</b> |    |

Bids scoring Less than 50 marks in technical evaluation will not qualify for financial evaluation and over all evaluation

#### **b. Evaluation of Financial Proposal**

Financial proposals of the bidders should be as per the RFP and will be awarded Commercial Scores (CS) out of a maximum of 100 points by the Committee. Financial proposals of only those bidders will be opened, who pass the Technical Scores arrived at from the technical evaluation process described above.

Important: For the purpose of financial evaluation the price quoted for above two lakh candidates will only be considered.

#### **c. Final Evaluation**

##### **Method of calculating of the Final Score (FS)**

Final Score (FS) =  $TS * 0.7 + CS * 0.3$

The bidder with the highest FS will be awarded the final contract.

#### **d. Implementation Schedule**

For a smooth roll out of the solution the successful bidder will meet with the CBSE to develop a commonly agreed Implementation Schedule that will comprise a detailed plan showing deliverables and schedules through each phase of the project.

## 6. CBSE Responsibility

The Central Board of Secondary Education (CBSE) will be responsible for the logistical components.. This will require working very closely with the successful bidder in planning and implementing the total project.

The implementation plan will be finalized between the successful bidder and the CBSE.

The CBSE will inform all schools through Circulars and other relevant notifications regarding the program.

## 7. Instructions to the Bidders

- a. This document should be read in consonance with any Addendum that may be issued with the RFP. 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.
- b. Tenders (non-transferable) would be considered in the prescribed RFP format .
- c. Proposals duly filled-in and supported by all essential documents should be submitted on or before the given time after which no RFPs will be accepted.
- d. The bids will be opened at the given address in the presence of representatives of the participating bidders as per the bid schedule mentioned below. The Prequalification Bids of only those bidders who have submitted the RFP document fees and EMD will be opened. The Technical Bids of only the bidders short-listed from the Prequalification bids will be opened.

### 7.1 Schedule of Bidding Process

The Board shall endeavour to adhere to the following schedule:

#### Event Description

1. **Pre-Bid conference** will be held on 16<sup>th</sup> September 2014 between 11 am-1pm at CBSE Hqts. Preet Vihar Delhi . A maximum of two representatives of each Bidder shall be allowed to participate in the conference.

During the course of Pre-Bid conferences, the Bidders will be free to seek clarifications and make suggestions for consideration of the Board. The Board shall endeavour to provide clarifications and such further information as it may, in its sole discretion, consider appropriate for facilitating a fair, transparent and competitive Bidding Process.

**2. Bid Due Date 30 September 2014 up to 2.00 PM**

**3. Opening of Bids 30<sup>th</sup> September 2014 at 3.30 PM**

#### 4. Validity of Bids 50 days of Bid Due Date

- e. The Financial Bids of only the bidder's short-listed from the Technical bids will be opened.
- f. The bids will be opened on the scheduled date and time even in case of absence of the bidder. RFPs shall be submitted fully in accordance with the requirements of the General Terms and Conditions.
- g. 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.
- h. All offers should be made in English. Conditional offers and offers qualified by vague and indefinite expressions such as "Subject to immediate acceptance" etc. will not be considered.
- i. The price and conditions of the offer should be valid for at least a period of 50 days from the date of RFP opening. RFP with validity of less than 50 days will be rejected.
- j. The bidder 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, he should at once notify CBSE, Delhi and obtain clarification by tele fax no. 011-22440083 or phone 011-22043635 and e-mail (rs.sgai@gmail.com). This however does not entitle the bidder to ask for time beyond the due date fixed for receipt of RFPs.
- k. 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 the entire RFP should be clearly written. Corrections in the RFP, if unavoidable, should be made by rewriting with dated initial of the bidder after scoring out the incorrect entries. Clerical and arithmetical mistakes may result in rejection of the RFP.
- l. 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.

#### 7.2. Sealing and Marking of Bids

- a. The Bidder shall submit the Bid in the format specified in the RFP and seal it in an envelope and mark the envelope as "Comprehensive Online (Computer Based) Platform for Aptitude Testing for Class X
- b. The documents accompanying the Bid shall be placed in a separate envelope and marked as "Enclosures of the Bid". The documents shall include:
  - i. Bid Security
  - ii. Supporting documents;
- c. The Bidder shall submit the financial Bid in the format specified at Appendix 3 and seal it in an envelope and mark the envelope as "Financial Bid for Comprehensive Online (computer based) Aptitude Testing Platform for Class X
- d. The envelope specified at pt. a & b above (both placed in one envelope) and another envelope for pt. c shall be placed in an outer envelope, which shall be sealed. Each

of the three envelopes shall clearly bear the following identification: "RFP for Comprehensive Online (computer based) Aptitude Testing Platform for Class X and shall clearly indicate the name and address of the Bidder. In addition, the Bid Due Date should be indicated on the right hand top corner of each of the envelopes.

- e. Each of the envelopes shall be addressed to so as to reach latest by 30<sup>th</sup> september by 2.00 pm:

Smt. Rama Sharma  
Public Relations Officer & Project Director (SGAI)  
Central Board of Secondary Education  
Delhi 110301

- f. If the envelopes are not sealed and marked as instructed above, the Board assumes no responsibility for the misplacement or premature opening of the contents of the Bid submitted.
- g. While RFPs are under consideration, bidders and their representatives or other interested parties, are advised to refrain from contacting CBSE by any means bidders' personnel or representatives, on matters relating to the RFPs under study. If necessary, CBSE will obtain clarification on RFPs 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 RFPs have been received in CBSE, 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 CBSE, Delhi RFPs in future for a period of two years. CBSE, Delhi reserves all rights to cancel the RFP without assigning any reason thereof.
- h. 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.
- i. The proposal should be submitted in English Language and prices quoted in INR.
- j. Bidder shall sign all pages of RFP. In case of any discrepancy between rates mentioned in figures and words, the latter shall prevail.
- k. Any attempt to influence directly or indirectly on the part of the prospective bidder with the authority to whom he has submitted the RFP or authority who is competent finally to accept it after he has submitted his RFP or any endeavour to secure any interest for an actual or prospective bidder or to influence by any means the acceptance of a particular RFP will render the RFP liable to be excluded from consideration.

### **7.3. 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.

## 7.4. 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, Delhi reserves the right to accept or reject in part or full any or all the offers without assigning any reasons whatsoever. The RFP Evaluation Committee(s) shall evaluate the Prequalification Bids, 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 a scheduled bid opening. The bids will be opened at the address specified in RFP.

## 7.5 Language of Bid and Correspondence

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

## 7.6 Bid Currencies

Prices shall be quoted in INDIAN RUPEES, inclusive of all prevailing taxes.

## 7.7 Amendments to the RFP

At any time prior to the deadline for submission of Bids, the Board may, for any reason, whether at its own initiative or in response to clarifications requested by a Bidder, modify the RFP by the issuance of Addenda.

Any Addendum thus issued will be notified only on the website for information to all the Bidders and no other means of communications will be used by CBSE.

In order to afford the Bidders a reasonable time for taking an Addendum into account, or for any other reason, the Board may, at its own discretion, extend the Bid Due Date.

## 7.8 Non-transferable RFP

The RFP Document could be obtained from Syndicate Bank, Preet Vihar , CBSE Delhi or downloaded from Board's website (www.cbse.nic.in) on payment of Rs 1,000/- as the cost of the document, to be remitted, in the form of a Cash/DD in favour of Secretary, CBSE payable at Delhi is not transferable. Only the party which has purchased this RFP form shall be entitled to quote.

## 7.9 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, Delhi , 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.

## 7.10. Proposal Validity

Technical and Financial Proposals shall remain valid for a period of 120 days from the date specified for opening of Technical Bid. CBSE, 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, 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 on 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.

## 8. Evaluation and Selection Criteria

The Evaluation Committee will carry out a detailed evaluation of the Proposals as per section 5 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 to demonstrate 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, Delhi deems necessary or prudent to take into consideration.
- The selected bidder may be asked to develop and present Prototype.

## 8.1 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 instruction mentioned herein.

- If the bid is not accompanied by the requisite RFP document cost
- If the bid is not accompanied by the requisite EMD.
- If it is not signed with seal, on all the pages of the bid document.
- If it is received after the expiry of due date and time.
- If it is incomplete and required documents are not furnished.
- If it 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, having been inordinately delayed completion and having faced commercial failures etc.

## 8.2 Forfeiture of EMD (Bid Security)

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

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

In the case of a successful bidder, EMD may be forfeited if he fails to:

- accept award of work,
- sign the Contract Agreement with CBSE, 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, 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, Delhi

## 8.3.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, Delhi, without any valid reasons acceptable to it, it may terminate the contract after giving one month notice, and the decision of Chairman CBSE, in the matter shall be final and binding on the bidder. Upon termination of the contract, CBSE, 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 from the bidder compensation or damages.



## 9. Award of Work & Contract

The Chairman, CBSE reserves the right to accept or reject any or all bids-

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 modify the same and/or to reject all Bids at any time prior to the award of work, without incurring any liabilities in this regard.

### 9.1 Notification of Award

Prior to the expiry of the period of Bid validity, J.S.(A&L), 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. The Completion Period shall be counted from the date of 'Notification of Award of Work'.

### 9.2 Signing of Contract

Within 10 (Ten) days of receipt of the Contract, the successful Bidder shall sign and date the Contract and return it to the CBSE. Any incidental expenses on execution of agreement shall be borne by the successful Bidder. A Service Level Agreement (SLA) will be signed with the bidder at the time of awarding the contract.

### 9.3.TERMS OF PAYMENT

**1) Mobilisation advance 20% at the time of award of work.**

**30 % after conduct of the SGAI.**

**30% on submission of research reports, analysis**

**20% on completion of work.**

**2) Payment will be made directly in the bank account of the bidder. Hence the bidder will required to provide bank details , IFSC code etc. while submitting the bills for payment.**

### 9.4. 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

Corrupt practice” means (i) the offering, giving, receiving, or soliciting, directly or indirectly, of anything of value to influence the actions of any person connected with the Bidding Process (for avoidance of doubt, offering of employment to or employing or engaging in any manner whatsoever, directly or indirectly, any official of the Board who is or has been associated in any manner, directly or indirectly with the Bidding Process or the Award of Work or has dealt with matters concerning the Service Level Agreement or arising there from, before or after the execution thereof, at any time prior to the expiry of one year from the date such official resigns or retires from or otherwise ceases to be in the service of the Board, shall be deemed to constitute influencing the actions of a person connected with the Bidding Process); or (ii) engaging in any manner whatsoever, whether during the Bidding Process or after the issue of the Award of Work or after the execution of the Service Level Agreement, as the case may be, any person in respect of any matter relating to the work or the Award of Work or the Service Level Agreement, who at any time has been or is a legal, financial or technical adviser of the Board in relation to any matter concerning the work; (b) **“fraudulent practice”** means a misrepresentation or omission of facts or suppression of facts or disclosure of incomplete facts, in order to influence the Bidding Process ; (c) “coercive practice” means impairing or harming, or threatening to impair or harm, directly or indirectly, any person or property to influence any person’s participation or action in the Bidding Process; (d) “undesirable practice” means (i) establishing contact with any person connected with or employed or engaged by the Board with the objective of canvassing, lobbying or in any manner influencing or attempting to influence the Bidding Process; or (ii) having a Conflict of Interest; and (e) “restrictive practice” means forming a cartel or arriving at any understanding or arrangement among Bidders with the objective of restricting or manipulating a full and fair competition in the Bidding Process. (f) “Conflict of Interest” means without limiting the generality of the word, a Bidder shall be considered to have a Conflict of Interest that affects the Bidding Process, if: (i) such Bidder (or any constituent thereof) have common controlling shareholders or other ownership interest, or (ii) a constituent of such Bidder is also a constituent of another Bidder; or (iii) such Bidder receives or has received any direct or indirect subsidy from any other Bidder, or has provided any such subsidy to any other Bidder; or (iv) such Bidder has the same legal representative for purposes of this Bid as any other Bidder; or (v) such Bidder has a relationship with another Bidder, directly or through common third parties, that puts them in a position to have access to each other’s’ information about, or to influence the Bid of either or each of the other 12 Bidder; or (vi) such Bidder has participated as a consultant to the Board in the preparation of any documents, design or technical specifications of the proposal.

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 competing 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 the Bidder has engaged in corrupt and fraudulent practices in competing for or in execution of the contract.

## 9.5 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.

## 9.6 Progress of the Project

Progress of the Project may be intimated in writing to Chairman, CBSE, on at least a 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.

## 9.7 PENALTY

**A penalty of 1% per week per activity will be levied on the agency in case of non-compliance of the agreed schedule and over all progress of the project .**

## 9.8. Force Majeure

This clause shall mean and be limited to the following in the execution of the contract of 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 of the consultant, which prevent or delay the execution of the order by the consultant
- The Agency shall inform J.S.(A&L), 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.

## 9.9. Arbitration

All disputes, differences, claims and demands arising under the contract shall be referred to the Chairman, CBSE, 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 re-enactment thereof the arbitration proceeding shall be held in Delhi.

### **9.10 .Legal Jurisdiction**

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

### **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.

## ANNEXURE-1

### ACCEPTANCE OF TERMS & CONDITIONS CONTAINED IN THE RFP DOCUMENTS

To  
JS A&L  
Central Board of Secondary Education  
Delhi  
Sir,

I have carefully gone through the Terms & Conditions contained in the RFP Document regarding "Financial Bid for Comprehensive Online Platform for CBSE SGAI /Aptitude Assessment NOV. 2014.

I declare that all the provisions of this RFP Document are acceptable to my company. I further certify that I am an authorized signatory of my company and am, therefore, competent to make this declaration.

Signature of witness

Signature of the bidder

Date:

Date:

Place:

Place:

Company Seal

Company Seal

**REPRESENTATIVE AUTHORIZATION LETTER**

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

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

To

The Project Director (SGAI)  
Central Board of Secondary Education  
Delhi

Sir

Ms. /Mr. \_\_\_\_\_ is hereby authorised to sign relevant documents on behalf of the agency for the RFP "Financial Bid for Comprehensive computer based SGAI to be held in NOV. 2014 She/He is also authorised to attend meetings & submit technical & financial information as may be required by you in the course of processing above said RFP.

Thanking you,

Authorised Signatory  
Representative Signature  
Company Seal

**DETAILS OF THE ORGANISATION/ BIDDER'S PROFILE**

- a) Name of the Organisation:
- b) Registered Address:
- c) Year of Establishment:
- d) Details of Registration / Incorporation
- e) Whether Not-for-profit organisation
- f) Details of the Technical Specialists employed with the Organization:

**Sl. No. Specialty /**

**Skill-set/**

**No. of People/**

**Average length of service with the Organization/**

- g) List of works/Projects Handled as per RFP : with proof /evidence

- 1.
- 2.
- 3.
- 4.

PLACE :

DATE :

SIGNATURE OF AUTHORISED PERSON WITH SEAL

**SELF-DECLARATION**

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

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

To,  
**Joint Secretary (A&L)**  
Central Board of Secondary Education  
Preet Vihar, Delhi

In response to the RFP dated \_\_\_\_\_, Ms. / Mr. \_\_\_\_\_, as a  
\_\_\_\_\_. I / We 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:

Company Seal

Signature of the bidder

Date:

Place:

Company Seal



**ANNEXURE 5**

**DECLARATION OF FINACIAL & ADMINISTRATIVE DETAILAS**

Company Name & Address

Name:

Address:

City:

District:

State:

Pin:

Telephone:

Cell:

Fax:

E-mail:

Copies of Audited Balance sheets for the financial year are attached

Copies of experience and client's report in the similar work as desired in the RFP document-

Signature of witness

Signature of the bidder

Date:

Date:

Place:

Place:

Company seal

Company Seal

## **Affidavit**

It is hereby declared that all activities related to the CBSE Students Global Aptitude Index for NOV. 2014 as mentioned in RFP document will kept confidential. The software and related material will remain the property of the board and none of the members will use it for personal or commercial purpose. CBSE may use the material entirely or in parts as per its suitability.

**Signature:** \_\_\_\_\_

**Name (In block letters):** \_\_\_\_\_

**Designation:** \_\_\_\_\_

**Name of the Agency:** \_\_\_\_\_

**Address:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Contact no :** \_\_\_\_\_

**STATEMENT OF REQUIREMENTS**

The organisation will be responsible for following work so as to enable CBSE be successful in doing the Aptitude Assessment of the Students in different schools. The project work will include as under:

- a. consulting and supporting CBSE for its work on SGAI 2014
- b. developing a plan of action for carrying the time bound actions
- c. Developing of software for conducting computer based SGAI across all schools in india and abroad, instant online assessment and analysis to students
- d. Approval of on line design and delivery from CBSE for individual Student SGAI report
- e. Handing over of Individual Student SGAI report as per time schedule
- f. Providing Research Report on SGAI 2014 by the experts towards the SGAI analysis and standardisation process
- g. Handover of all material back to CBSE (soft and Hard copies)

## PROJECT TIMELINE

The detail of the project timeline will be negotiated with the bidder during the first consultation meeting, within the following dates for the CBSE-SGAI.

### **CBSE-SGAI assessment and report program from the date of award of work.**

#### **Activity**

|  |                                  |
|--|----------------------------------|
| Initial consultation meeting between CBSE and bidder   | Within a week                    |
| Commencement of software and report development trials , dry runs of computer based assessment by bidder | Next two weeks                   |
| Review and Finalisation of CBSE Software and report  | One week                         |
| Report generation  | INSTANT on the day of assessment |

## Financial Bid

| S. No. |  | Price per candidates up to 50000 | Price per candidates from 50001 to 100000 | Price per candidates from 100001 to 200000 | Price per candidates above 200000 |
|--------|--|----------------------------------|---|--|-----------------------------------|
|        | Per Student charges (for component of Software development, Psychological Assessment, report making, logistics, professional fees) |                                  |   |  |                                   |
|        | Computer based students Assessment report charges  |                                  |   |  |                                   |
|        | Statistical Analysis for Research work & Standardisation   |                                  |   |  |                                   |
|        | <b>Total Price per candidate</b>   |                                  |   |  |                                   |

Important: For the purpose of financial evaluation the price quoted for above two lakh candidates will only be considered.

## **REFEREES**

Please provide details of referees that the CBSE could contact with regard to the services provided.

**Client:**

Client Contact:

Contact: Telephone No.

Contact: Facsimile No.:

Contact: E-mail address:

Description of goods, works or

service provided to this client:

Period of contract: FROM TO

**Client:**

Client Contact:

Contact: Telephone No.

Contact: Facsimile No.:

Contact: E-mail address:

Description of goods, works or

service provided to this client:

Period of contract: FROM TO