

## **CENTRAL BOARD OF SECONDARY EDUCATION**

2, COMMUNITY CENTRE, PREET VIHAR, DELHI-110092

**Web site : [www.cbse.nic.in](http://www.cbse.nic.in)**

### **Press Notice**

#### **Request for Proposal**

#### **(For verification of application forms received for School affiliation)**

The CBSE invites proposals (both technical and financial) from reputed consultants, individually or through consortium actively engaged in education sector for more than three years to undertake critical verification of the application forms, Inspection reports etc received for affiliation of a school for a period of one year, extendable upto three years.

The eligibility criteria, format for proposals and the terms and conditions etc. can be downloaded from the CBSE's website [www.cbse.nic.in](http://www.cbse.nic.in). No printed form shall be provided by the Board. The last date for receipt of duly filled up form accompanied with relevant testimonials along with non-refundable processing fee of Rs.5,000/- and EMD, both in the form of DD drawn in favour of Secretary, CBSE payable at Delhi is 27.10.2011 till 3.00 PM at the address given above. The proposal which is incomplete, or unsigned or not accompanied with the prescribed processing fee and EMD shall be rejected. Proposals received after the stipulated date and time will not be entertained under any circumstances.

CBSE reserves the right to accept or reject any proposal and to annul the bidding process and reject all proposals, at any time during the bidding process, without thereby incurring any liability to the affected Consultant(s) or any obligation to inform the affected Consultant(s) of the grounds for the Board's action.

If any exceptions/deviations are maintained in the proposal, such conditional/non-conforming proposals shall not be considered and may be rejected out rightly.

**[Joint Secretary (A&L)]**  
**Central Board of Secondary Education**  
**2, Community Centre, Preet Vihar,**  
**Delhi – 110092**

**CENTRAL BOARD OF SECONDARY EDUCATION  
SHIKSHA KENDRA, 2 COMMUNITY CENTRE  
PREET VIHAR, DELHI 110092**

## **REQUEST FOR PROPOSAL (RFP)**

**FOR**

**VERIFICATION OF ONLINE /**OFFLINE** APPLICATION FORMS RECEIVED  
FROM SCHOOLS SEEKING AFFILIATION**

## I Introduction:

The Central Board of Secondary Education (“**the Board**”) is an autonomous organisation under the Union Ministry of Human Resource Development, Government of India. The Board presently have around 11,000 schools including 150 schools in 21 countries. The Kendriya Vidyalayas, Government schools in UTs, State of Arunachal Pradesh, Sikkim, National Capital Territory (NCT) of Delhi, Central Tibetan Schools, and Jawahar Navodaya Vidyalayas are all under the affiliation and academic purview of the Board. The Board provides affiliations to private unaided schools as well as those run by Government Department/Government aided schools and schools managed directly by PSUs or by societies formed for such PSUs.

## II Objectives of CBSE

The Board was primarily set up to achieve certain interlinked objectives such as:

- a. to fulfill the educational requirements of those students whose parents were employed in transferable jobs
- b. to affiliate institutions for the purpose of examination
- c. to raise the academic standards of schools in the country
- d. to prescribe and update the course of instructions for examinations.
- e. to prescribe conditions of examinations and conduct public examinations at the end of classes X and XII.
- f. to grant qualifying certificates to successful candidates studying in affiliated schools.

## III Affiliation of Schools

The affiliation process is managed in-house by the board and commences from the filing of the online application by the schools and ends with the grant of affiliation after the verification of records and inspection of schools. Each year, nearly 4000 applications are processed by the Board out of which more than 50% are seeking fresh/up gradation of affiliation.

During the process, scrutiny of Online Application along with supporting documents is important and critical stage of affiliation. As a consequence, quality enhancement and process improvement to expedite the verification of application is paramount. To buttress this, the Board intends to seek proposals from Consultants (“**the Consultant**”) to outsource the process of verification of application of schools seeking affiliation with the Board.

The consultant will take up the engagement of verification of the application forms in accordance with the affiliation bylaws prescribed by the Board. The shortlisted consultant recognised by the Board shall carry out the verification under supervision of the Board.

#### **IV Scope of work**

The consultant shall carry out the following work:

- a) Acknowledge the files containing the Application Forms and other supporting documents from the Affiliation Unit of the Board.
- b) Check the application form is complete in all respect
- c) Check that requisite application fee has been paid
- d) Check that all the documents required along with the application are submitted by the School.
- e) Verify the authenticity of the enclosed documents.
- f) Check the applicant is eligible as per the Affiliation by-laws of the Board /and policy procedures made therein from time to time.
- g) Recommend for constitution of Inspection Committee/ Deficiency/ Rejection, as the case may be, to the Board. The draft letter for "deficiency/rejection" shall also be provided.
- h) Analysis of the Inspection Report given by the Affiliation Unit of the Board and comments on it as per Affiliation Bye laws and other rules/regulations/guidelines of the Board.
- i) Submit reports in format and form as desired by the Board.

#### **V Submission of Proposal:**

The suitable eligible consultant may submit their proposal in following format as per details below:

##### Technical Proposal-

1. Covering Letter along with Processing fee and EMD.
2. Full particulars of the Organization/Company/Institution with their financial strength, constitution/ownership, organizational structure, manpower, registration and main activities of the organisation. In case of a consortium, a signed MOU with other partner(s) is mandatory. **(Annexure I)**
3. Names and short resume including field of specialization of each of the proposed key personnel to be deployed on the engagement **(Annexures-II & III)**
4. Unabridged audited financial statements for the last three years including certified copies for substantiating requirement of eligibility condition (f) below. **(Annexure IV)**
5. Details of major engagements of a similar nature including those undertaken by / for the Government during the last three years. **(Annexure V)**
6. Methodology: A detailed plan indicating how the company/firm proposes to carry out the proposed verification.

##### Financial Proposal-

Annexure VI

*Note:*

1. *Failure to comply with the above requirements and submission of documentary evidences shall render the Proposal liable to be rejected.*
2. *All disputes / interpretation and other matters if any, concerning the scope of engagement or concerning the agreement (on award of work) shall be subject to the decision of the Chairman, CBSE and decision of the Board shall be final and binding on the consultant.*
3. *In case of disputes, the same shall be subject to jurisdiction of appropriate Court of Delhi.*

## **VI ELIGIBILITY**

- (a) Experience of at least three years in conducting such verifications, validations and reviewing of application/documents in order to identify malpractices / incorrect financial reporting / misleading information / falsification of documents.
- (b) The consultant should have sufficient experience in educational sector, preferably in school sector, for at least three years since its registration.
- (c) Experience of successfully managing and executing minimum five consulting/auditing engagements. (minimum 2000 applications in each case) covering as mentioned in (a) above of which at least two should have been done for the Government/Universities/Autonomous Educational Institutions under Central/State Government.
- (d) The Consultant must be registered in India with appropriate tax and other administrative authorities. In case the consultant is submitting a proposal in consortium with another entity, such other entity should be registered and incorporated with the relevant and applicable laws of India.
- (e) The consultant should submit a detailed approach and methodology on verification complete in all respects and should have the capability and capacity to complete minimum of 1000 applications within four (04) weeks in respect of verification of application and analysis of reports as the case may be.
- (f) The consultant should have an annual average turnover of at least Rs. 50 crores per year during the last three financial years from educational consulting—services. For the purpose of calculation of the average turnover, the turnover of the lead consultant will only be considered.
- (g) The professionals proposed to be engaged in the verification work should have relevant subject matter expertise and qualifications and may

include the following: Chartered Accountants, School teaching professionals, MBAs and Lawyers.

- (h) The consultant should preferably have a pan India presence (offices / set ups including those in all the metros)

## **VII Conflict of Interest**

The Consultant shall not have a conflict of interest (the “**Conflict of Interest**”) that affects the Bidding Process. Any Consultant found to have a Conflict of Interest shall be disqualified. In the event of disqualification, the Board shall forfeit and appropriate the Bid Security or Performance Security, as the case may be, as mutually agreed genuine pre-estimated compensation and damages payable to the Board for, inter alia, the time, cost and effort of the Board, including consideration of such Consultant’s proposal, without prejudice to any other right or remedy that may be available to the Board hereunder or otherwise. Without limiting the generality of the above, a Consultant shall be considered to have a Conflict of Interest that affects the Bidding Process, if:

- (a) such Consultant (or any constituent thereof) have common controlling shareholders or other ownership interest, or
- (b) a constituent of such Consultant is also a constituent of another Consultant; or
- (c) such Consultant receives or has received any direct or indirect subsidy from any other Consultant, or has provided any such subsidy to any other Consultant; or
- (d) such Consultant has the same legal representative for purposes of this Bid as any other Consultant; or
- (e) such Consultant has a relationship with another Consultant, directly or through common third parties, that puts them in a position to have access to each others’ information about, or to influence the Bid of either or each of the other Consultant; or
- (f) such Consultant has participated as a consultant to the Board in the preparation of any documents, design or technical specifications of the Project.

## **VI Disqualification**

The Consultant shall be liable for **disqualification and forfeiture of Bid Security** if

- any legal, financial or technical adviser of the Board in relation to the consultancy is engaged by the Consultant in any manner for matters related

to or incidental to such Project during the Bidding Process or subsequent to the (i) issue of the Letter Of Award (LOA) or (ii) execution of the Agreement. In the event any such adviser is engaged by the Selected Consultant after issue of the LOA or execution of the Agreement, then notwithstanding anything to the contrary contained herein or in the LOA or the Agreement and without prejudice to any other right or remedy of the Board, including the forfeiture and appropriation of the Bid Security or Performance Security, as the case may be, which the Board may have thereunder or otherwise, the LOA or the Agreement, as the case may be, shall be liable to be terminated without the Board being liable in any manner whatsoever to the Selected Consultant for the same.

- the Consultant, during the last three years, neither failed to perform on any agreement, as evidenced by imposition of a penalty by an arbitral or judicial authority or a judicial pronouncement or arbitration award against the consultant, nor been expelled from any project or agreement nor have had any agreement terminated for breach by such Consultant.
- any entity which has been barred by the Central / State Government or any other undertaking of Government of India, or any entity controlled by them, from participating in any project, and the bar subsists as on the date of Proposal.

## VII CRITERION FOR EVALUATION OF CONSULTANTS

The proposals of the consultant shall be evaluated on **Quality cum Cost Based System (QCBS)**. The technical proposal shall be evaluated on the basis of the criteria stipulated below. Only those Consultants who score at least 70 % marks (“**technical score**”) in total shall qualify for further consideration of their financial proposal and shall be ranked from highest to the lowest on the basis of their technical score.

The scoring criteria to be used for evaluation shall be as follows: Sl. No.	Criteria	Weightage (Total 100 Marks)
(a)	(i) Past experience of the firm in education sector (15 marks)	40

	<p>a. More than three years – 15 marks b. More than two years -10 marks</p> <p>(ii) Past experience of verification of similar nature as mentioned in the eligibility criteria (10 marks)  &gt;3000 application in single engagement – 10 marks  2000-3000 application in single engagement – 5 marks  &lt;2000 application in single engagement – 0 marks</p> <p>(iii) Past experience of working with the Government / Universities/Autonomous Educational Institutions under Central/State Government (15 marks)  &gt;2 engagements – 15 marks  2 or less similar engagements- 0 marks</p>	
(b)	<p>Experience of key personnel dedicated to this engagement  (i) Appropriate Qualifications – 10 marks  (ii) Prior experience in school sector for three years or more – 10 marks</p>	20
(c)	<p>Approach, Methodology and capability to execute the proposed verification within the stipulated time.</p>	20
(d)	<p>Financial status of the Consultant  (i) An annual turnover of at least Rs. 50 crores per year each during the last three financial years from educational consulting services.</p>	20

The Financial Proposal of only technically qualified proposal shall be considered. The commercial quotes shall be normalized on a scale of 100 marks (“**financial score**”), with lowest cost of services being normalized to 100 and the rest being



awarded on a pro-rata basis. Thus, the consultant quoting lowest cost of services shall be given the highest marks. Such normalized scores shall be considered for the purpose of QCBS based evaluation.

The individual consultant's commercial quotes are normalized as per the formula below:

$F_n = F_{min} / F_b * 100\%$  (rounded off to 2 decimal places) where,  
F<sub>n</sub>= Normalized financial score for the consultant under consideration  
F<sub>min</sub>= Minimum absolute commercial quote  
F<sub>b</sub>= Absolute commercial quote for the bidder under consideration

### **SELECTION OF PROPOSALS**

Each Technical and Financial Proposal will be assigned a technical score (ST) and financial score (SF) respectively. The eventual selection will be based on combined weightage for technical (70%) and financial (30%) proposals. The formula for selection is as under-

$$\text{Composite Score (S)} = \text{ST} * 0.7 + \text{SF} * 0.3$$

The Consultant with the highest Composite Score(S) shall be awarded the contract.

The Board will determine whether the Financial Proposals are complete, unqualified and unconditional. The cost indicated in the Financial Proposal for critical verification of each application and analysis of inspection report shall be deemed as final and reflecting the total cost of services. Omissions, if any, in costing any item shall not entitle the consultant to be compensated and the liability to fulfil its obligations as per the RFP within the total quoted price shall be that of the Consultant.

CBSE reserves the right of engaging more than one consultant for the proposed verification.

### **VIII TIME-FRAME FOR THE VERIFICATION**

The work shall be completed by the consultant within time frame given in the LOA with minimum of 1000 applications/ analysis of reports within 04 weeks. **No extension of time for submission of report would be granted unless in exceptional circumstances as deemed fit by the Board.**

**In case of delay beyond due date, a penalty of Rs 10,000 per week per application/report of delay will be applicable. Further, in case of any misrepresentations of information by the Consultant during the processing of application/ inspection report, the Consultant may be debarred and also covered under criminal liability. In addition, penalty up to Rs 1, 00,000/- per application/ report shall also be levied in such cases.**

## **IX PAYMENT TO THE CONSULTANT**

The CBSE shall cause the payment due to the Consultant to be made within 30 (thirty) days after the receipt by the Board of duly completed invoice with necessary particulars. No advance payment shall be made.

All payments under this Agreement shall be made to the account of the Consultant as may be notified to the Board by the Consultant.

## **X MODE OF DELIVERY OF PROPOSALS**

The proposals (both Technical and Financial) should be submitted in separate sealed envelopes and both these envelopes being kept in bigger sealed envelope bearing the address of CBSE, RFP Consultancy name and the name and address of the Consultant.

If the envelopes are not sealed and marked as instructed above, CBSE assumes no responsibility for the misplacement or premature opening of the contents of the Proposal submitted.

The completed proposal must be delivered on or before 27.10.2011 by 3.00 p.m. to the Joint Secretary (A&L), CBSE. The proposals submitted by fax, telex, telegram or e-mail shall not be entertained.

## **XI Amendment of RFP**

- (a) 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 Consultant, modify the RFP by the issuance of Addenda.
- (b) Any Addendum thus issued will be sent in writing to all the Consultants.
- (c) In order to afford the Consultants 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.

## **XII Pre Bid Conference**

The Board shall organise pre bid conference for benefit of all stakeholders on 19.10.2011. The venue and time shall be informed on Board's website. Any corrigendum in sequel to the pre bid conference discussion shall be placed on Board's website.

## **XIII Validity of Proposals**

The proposals shall be valid for a period of not less than 120 (one hundred and twenty) days from the Bid Due Date. The validity of proposals may be extended by mutual consent of the respective Consultants and the Board.

#### **XIV Confidentiality**

Information relating to the examination, clarification, evaluation and recommendation for the consultants shall not be disclosed to any person who is not officially concerned with the process or is not a retained professional advisor advising the Board in relation to or matters arising out of, or concerning the selection process. The Board will treat all information, submitted as part of the proposal, in confidence and will require all those who have access to such material to treat the same in confidence. The Board may not divulge any such information unless it is directed to do so by any statutory entity that has the power under law to require its disclosure or is to enforce or assert any right or privilege of the statutory entity and/ or the Board.

#### **XV GENERAL CONDITIONS**

- (a) Financial proposals of only those Consultants shall be opened whose technical proposals fulfil the requirements stipulated in the RFP and are assessed to be capable of taking up such critical verification.
- (b) CBSE reserves the right to cancel/re-tender this Consultant procurement process if the necessity so arises. It also reserves the right to seek further information/details.
- (c) Firms/organizations if found to have indulged in any corrupt or fraudulent practices will have their RFP document not taken up for consideration.
- (d) The RFP "Two Bid" document. The technical proposal should contain all the relevant information and desired enclosures in the prescribed format along with Earnest Money Deposit (EMD). The financial proposal should contain only commercial. In case, any bidder encloses the financial proposal within technical proposal, the same shall be rejected summarily.
- (e) All information called for in the RFP should be furnished. If information is furnished in a separate document, reference to the same should be given against respective columns in such cases. If any particular query is not applicable, it should be stated as "Not Applicable". However the Consultants are cautioned that not giving complete information called for

in the RFP or not giving it in clear terms or deliberately suppressing the information may result in the consultant being summarily disqualified.

- (f) The proposals should be typewritten but there should not be any overwriting or cutting. Correction, if any, shall be made by neatly crossing out, initialling, dating and rewriting. The name and signature of Consultant's authorized representative should appear on each page of the proposal. All pages of the proposal shall be numbered and submitted as a package along with forwarding letter on consultancy's letter head.
- (g) The proposal should accompany with EMD of Rs 5,00,000/- (Rupees Five Lakhs) in form of Demand Draft drawn in favour of Secretary, CBSE and payable at Delhi. The proposals without EMD shall be summarily rejected. The successful Consultant shall be required to deposit performance guarantee equivalent to ten percentage of contract value to the Board before release of his EMD. The EMD of the unsuccessful Consultant shall be returned without interest after award of contract to the successful consultant. The EMD stands forfeited in case the consultant withdraws or amends his proposal after submission of RFP.
- (h) Reference, information and certificates from the respective clients certifying technical, delivery and execution capability of the Consultant should be signed and the contact numbers of all such clients should be mentioned. The CBSE may also independently seek information regarding the performance from the clients.
- (i) The Consultant is advised to attach any additional information, which he thinks is necessary in regard to his capabilities to establish that the proposal is capable in all respects to successfully complete the envisaged work. He is however, advised not to attach superfluous information. No further information will be entertained after tender document is submitted, unless the Board calls it for.
- (j) Even though the consultant may satisfy the qualifying criteria, it is liable to disqualification if it has record of poor performance or not able to understand the scope of work etc.
- (k) Prospective Consultant may seek clarification regarding the work and/ or the requirements for pre-qualification, in writing or through fax (011-22540655) from the Joint Secretary (Affiliation) or through mail (jsaffl.cbse@gmail.com) within a reasonable time till 18.10.2011
- (l) The RFP document has to be downloaded from Board's web site ([www.cbse.nic.in](http://www.cbse.nic.in)) and submitted along with a processing fee of Rs.5000/- (non refundable) in form of demand draft in favour of Secretary, CBSE payable at Delhi. There is no exemption from payment of processing fees and proposal without requisite fees shall not be accepted. Late proposals shall not be accepted. The technical proposal shall be opened on same day at 3.30 p.m in presence of Consultants who may like to be present.

(m) Initially the contract will be for one year extendable upto 3 years upon successful completion of the work.

(n) The successful Consultant has to sign an agreement on non-judicial stamp paper which shall contain clause related to liquidated damages on account of delays, errors, cost and time over runs etc.. In case the Consultant fails to execute the contract, the Board shall have liberty to get it done through any other agency with full cost recoverable from the Consultant in addition to damages and penalty.

(Signature and Stamp of Authorised Representative/Consultant)

**Particulars of the Consultant**

1.	Title of Consultancy:
2.	State the following: Name of Company or Firm Legal Status (e.g. incorporated private company, unincorporated business, partnership etc.): Country of incorporation: Registered Address: Year of Incorporation: Year of commencement of business: Principal place of business: PAN No.: Service Tax No.: Brief description of the Company including details of its main lines of business (50 words): Number of full time employees: Number of full time employees in Delhi: Name, designation, address and phone numbers of Authorized Signatory of the Consultant: Name: Designation: Company: Address: Phone No: Fax No. E-mail address:
3.	For the Consultant, state the following information: (i) In case of non-Indian company, does the company have business presence in India?  If so, provide the office address(es) in India.  (ii) Has the Consultant been penalized by any organization for poor quality of work or breach of contract in the last three years?  Yes/No  (iii) Has the Consultant/Member ever failed to complete any work awarded to it by any public entity/Planning Commission in the last three years?  Yes/No  (iv) Has the Consultant been blacklisted by any Government department/Public Sector Undertaking in the last three years?  Yes/No  (v) Has the Consultant suffered bankruptcy/insolvency in the last three

	years? Yes/No <b>Note: If answer to any of the questions at (ii) to (v) is 'yes', the Consultant is not eligible for this consultancy assignment.</b>
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**ANNEXURE-II**

**Particulars of Key Persons**

S. No.	Designation of Key Persons	Name	Educational Qualification(s)	Length Of professional Experience	Present Employment		No. of Relevant Assignments
					Name of firm	Employed since	
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)



**Curriculum Vitae (CV) of Key Person**

1. Name of Personnel:
2. Date of Birth
3. Nationality
4. Educational Qualifications:
5. Employment Record:  
(Starting with present position, list in reverse order every employment held)
6. List of projects/Assignments on which the Personnel has worked.  
Project/Assignment Name Description of project/assignment performed.

**FINANCIAL INFORMATION**

- I. Financial Analysis : Details to be furnished duly supported by figures in Balance Sheet/ Profit & Loss Account for the last 03 (three) years and certified by the Chartered Accountant, as submitted by the Consultant to the Income-Tax Department (copies to be attached).

<b>FINANCIAL YEARS</b>		
<b>S. No.</b>	<b>Details</b>	
i)a	Gross annual turnover	<b>2008-09, 2009-10 and 2010-11</b>
b	Gross annual turnover from education consulting services	
ii)	Profit/Loss	
iii)	Financial Position: a) Cash b) Current Assets c) Current Liabilities	

(Signature of Bidder)

**DETAILS OF SIMILAR WORKS EXECUTED**

S N	Name of Work/ Project & Location	Details of sponsoring organization	Cost of Project  (in lakhs/ crores)  And no. of applicati on/docu ments verified/ reviewed	Date of commence ment as per contract	Stipulated date of completion	Actual date of completion	Litigation/ Arbitration pending in progress with details	Name, Designation and Address/telephone number of officer to whom reference may be made	Remarks
1	2	3	4	5	6	7	8	9	10

(Signature of Bidder

**FINANCIAL BID**

(In Indian Rupees)

Number of Schools	Per school (in figure/words) for critical verification of application till recommendation for constitution of Inspection Committee to the Board	Per School (in figure/words) for analysis of Inspection Report received from the Board.
Up to 1000		
1001- 1500		
1501-2000		
2001-2500		
2501-3000		
3001-3500		
3501-4000		
More than 4000		

The rates shall be inclusive of all cost as well as duties and taxes to be paid or payable.

The rates payable shall be as per the schools strength range. For instance :  
For 3200 schools, the rates applicable shall be as those quoted for 3001-3500 range.

Date

(Signature of the Bidder)