

For Newspaper

CENTRAL BOARD OF SECONDARY EDUCATION

2, COMMUNITY CENTRE, PREET VIHAR, DELHI-110092

Web site : www.cbse.nic.in

Expression of Interest

(For Accreditation Agency)

The CBSE invites Expression of Interest from registered Educational Institutions, individually or through consortium / NGOs / Trusts /Companies /Group of individuals affiliated to an Institution (registered) actively engaged in education sector or in social services sector for more than two years to undertake institutional evaluation of the schools affiliated with the CBSE as well as schools planning for CBSE's affiliation.

Project Description	School Location
Quality Assessment and Accreditation of the Schools	The schools are located in all parts of the country. The updated list of affiliated schools is at www.cbse.nic.in at e-affiliation link.

The eligibility criteria, format for EOI and the terms and conditions etc. can be downloaded from the CBSE's website www.cbse.nic.in. The last date for receipt of duly filled up form accompanied with relevant testimonials alongwith **non-refundable processing fee of Rs.50,000/-** in the form of DD drawn in favour of Secretary, CBSE payable at Delhi is **10.12.2010** till 3.00 PM.

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

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For Website**CENTRAL BOARD OF SECONDARY EDUCATION**

2, COMMUNITY CENTRE, PREET VIHAR, DELHI-110092

Web site: www.cbse.nic.in**Expression of Interest**
(For Accreditation Agency)

The CBSE invites Expression of Interest from registered Educational Institutions, individually or through consortium / NGOs / Trusts / Companies /Group of individuals affiliated to an Institution (registered) actively engaged in education sector or in social services sector for more than two years to undertake institutional evaluation of the schools affiliated with the CBSE as well as schools planning for CBSE's affiliation. The institutional evaluation of the schools shall be undertaken by the multiple agencies whose professional capability, profile and resourcefulness for handling the project shall be assessed by the Expert Advisory Committee in the CBSE. The project details are as follows:

Project Description	School Location
Quality Assessment and Accreditation of the Schools	The schools are located in all parts of the country. The updated list of affiliated schools is at www.cbse.nic.in at e-affiliation link.

The eligibility criteria, format for EOI and the terms and conditions etc. can be downloaded from the CBSE's website www.cbse.nic.in. **No printed form shall be provided by the Board.** The duly filled-up Form accompanied with relevant testimonials alongwith **non-refundable processing fee of Rs.50,000/-** in the form of DD drawn in favour of Secretary, CBSE payable at Delhi shall be submitted **IN SEALED COVER** so as to be received not later than **10.12.2010** till 3.00 PM at the address given below. The offer which is incomplete, or unsigned or not accompanied with the prescribed processing fee shall be rejected.

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

EXPRESSION OF INTEREST

1. Introduction:

- 1.1. Central Board of Secondary Education (CBSE) 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, Sikkim, NCT Delhi, Central Tibetan Schools, and Jawahar Navodaya Vidyalayas are all under the affiliation and academic purview of the Board. In terms of the approval accorded by the MHRD, the Board has decided to introduce Accreditation programme in respect of its schools, which are affiliated or intending to be affiliated with it. The process of accreditation comprises of quality assessment and accreditation which is to be carried out through various accreditation agencies.
- 1.2. These agencies will take up the assignment of conduct of school quality assessment on a set of 7-Domains of assessment (Annexure-II) as has been fixed by the Expert Advisory Committee of the Board. The shortlisted accreditation agencies recognised by the Board shall carry out the quality assessment and accreditation under the purview of the Expert Advisory Committee (EAC) of the Board for the present.

2. Eligibility Criteria and Terms & Conditions:

- 2.1. A registered company or an NGO or a trust or an Educational Institutions, individually or through consortium, a group of individuals affiliated to an institution (registered) either individual or as a consortium.
- 2.2. It should be actively engaged in educational or social service sector for more than two years since its registration.
- 2.3. It should have its accounts annually audited and the duly audited statements of last two years must be enclosed.
- 2.4. The agency must be registered in India with appropriate tax and other administrative authorities.
- 2.5. It should have proof of research and evaluation in education or social sector (portfolio)
- 2.6. It should have qualified research and evaluation personnel on the staff e.g doctorate in education and / or social and behavioural sciences.
- 2.7. It should have capabilities of assessing at least 30 schools in a year or devote 360 man-days per year for quality assessment
- 2.8. It should be able to undertake quality assessment within the fees prescribed by the CBSE.
- 2.9. It should be able to maintain an efficient MIS.
- 2.10. It should submit a detailed proposal on quality assessment complete in all respect indicating the line of action and its tentative implementation schedule.
- 2.11. All the costs involved in the institutional evaluation per school shall be borne by the agency.
- 2.12. The fee to be charged from the school for conduct of institutional evaluation shall be decided by the EAC / CBSE.
- 2.13. The offer must be accompanied with relevant testimonials as evidence of being actively engaged in institutional evaluation in the education or social sector.

- 2.14. The offer received in response to the EOI shall be evaluated by a competent committee / EAC / Board. Only shortlisted agencies shall be called for technical discussion, presentation etc. as may be necessary for proper assessment of the agency.

3. Technical Evaluation Criteria:

- 3.1. The agency EOI response shall be technically evaluated as per following criteria:
- a) Research and evaluation portfolio
 - b) Organisational portfolio including client profile
 - c) Organisational establishment details
 - d) Capability to maintain MIS
 - e) Profile of qualified research and evaluation manpower
 - f) Capacity to undertake quality assessment
 - g) Business ethics and reputation- financial dealings, project completion, project quality etc.
 - h) Quality of proposal
 - i) Eligibility criteria in EOI

4. Criteria for Evaluation of presentation:

- 4.1. The presentation to be made by the agency shall be evaluated as per following criteria:
- a) Frameworks of quality assessment
 - b) Tools of evaluation
 - c) Process of evaluation
 - d) Commissioning agency (e.g. international, national, government, company, educational institutions)
 - e) Report of Evaluation
 - f) Feedback

5. Other conditions:

- 5.1. A non-refundable processing fee of Rs.50,000/- (Rs. Fifty thousand only), in form of DD drawn in favour of Secretary, CBSE payable at Delhi is to be remitted alongwith the EOI response, failing which the offer shall be rejected.
- 5.2. The offer must be signed by the authorised executive of the agency with seal and date. The Offer not submitted in the prescribed EOI proforma (Annexure-I) shall be liable for rejection.
- 5.3. The offer must be accompanied with relevant testimonials as evidence of being actively engaged in institutional evaluation in the education or social sector.
- 5.4. The agency must submit the audited statements of accounts of at least last two years.
- 5.5. The CBSE reserve the right to reject any EOI, the proposal of the agency and it also reserve the right to change the project model.
- 5.6. The CBSE shall empanel only those agencies which have been recommend by the expert committee after detailed appraisal. The CBSE reserve the right of work allocation keeping in view its administrative convenience as well as regional coverage.
- 5.7. Confidentiality of the data provided to the agency by the Board or by any other functionaries or schools associated with this project, should be maintained.
- 5.8. All disputes / interpretation and other matters if any, concerning the scope of assignment 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 agency. In case of disputes, the same shall be subject to jurisdiction of appropriate Court of Delhi.

- 5.9. The Board reserve the right to cancel / re-invite the EOI if the necessity so arises.
- 5.10. It may be noted that this is not RFP and commercials should not be submitted with the EOI response. Any EOI response received with commercials will be rejected summarily.
- 5.11. EOI responses received after the stipulated date and time shall not be entertained under any circumstances.
- 5.12. EOI responses are to be submitted to the Joint Secretary (A&L) at the following address :

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

- 5.13. The EOI responses, in the prescribed format on company letter-head, must be submitted in a sealed cover super-scribed “**EOI for Accreditation Agencies**” alongwith a non-refundable processing fee of Rs.50,000/- (Rs. Fifty Thousand Only) in the form of DD drawn in favour of Secretary, CBSE payable at Delhi so as to reach the above address **on or before 10.12.2010 till 3.00 PM.** The EOI responses sent **through post** if received at the above address **after 10.12.2010 shall not be considered.** The EOI responses not accompanied with the requisite fee, relevant enclosures shall not be considered.

ANNEXURE-I**Expression of Interest (FORMAT)**
Last Date for submission : 10.12.2010 (3.00 PM)**(For Accreditation Agency for school quality assessment & accreditation)**

Section 1. Organizational details :	
1.1 Name of the Agency/ Organization/Firm	
1.2 Full Address (Office)	
1.3 Full Address (Registered)	
1.4 Phone No.	
1.5 Fax No.	
1.6 E-Mail ID	
1.7 Authorized Contact Person	
1.8 Year of Establishment	
1.9 Year of Commencement of Educational Quality related activities.	
1.10 Status of the Agency (Please specify whether society / NGO / Trust / Company./ Partnership firm)	
1.11 Area of Expertise :	
1.11 Was the Agency ever debarred from any work by any organisation/department or was convicted/blacklisted. If yes, details be provided please:	

Section 2. Firm Registration & Financial Details :	
2.1 Registration No. of the Agency with date. attach copies as proof	
2.2 Service Tax No. (Pl. specify the other registration the agency has with any other appropriate authority) attach copies as proof	
2.3 Attested copies of the Audit Report to be enclosed for last two years	2008-09 2009-10
2.4 Sources of funding	
Section 3. Organizational Experience & profile :	
3.1 Please provide a list of 5 major assignments under taken during the last 2 or more years relevant to claim of capability for the assignment. Pl. attach client reports.	i) ii)..... iii)..... iv)..... v).....
3.2. Please provide a list of main functionaries in the Agency such as Director & Other senior executives etc. (Name & Designation).	i)..... ii)..... iii)..... iv)..... v).....
3.3 List of assessors (Key professionals alongwith their brief resume who are having knowledge and expertise in the desired field and their profile.	
3.4 Details about the IT Resources available in the Agency.	
3.5 Any other additional information deemed necessary to establish capability and credential of similar experience in the field.	
3.6 Time frame & Programme Implementation Schedule.	
3.7 Prototype of the presentation as envisaged in para 4 of EOI	

DECLARATION

I/We _____ of M/s. _____ hereby declare that I/We have read all the Terms and Conditions of the EOI and the other details relating to the Project, and have understood them. All the Terms & Conditions stated above are accepted. I/We further declare that all the information given above and the evidences enclosed, are correct, true and verifiable.

Date : _____

Signature of authorised Key Person
 Seal of the Agency/Firm _____
 Address
 Phone No. _____ E-mail:.....

ANNEXURE-II**ACCREDITATION OF SCHOOLS : 7-DOMAINS OF ASSESSMENT**

1. Academic processes and products	Curriculum planning, Teaching Learning Processes, Student Assessment & performance
2. Co-scholastics Processes & Products	Life skills, CCE, Co-curricular outcomes
3*. Infrastructure– Adequacy, Functionality & Aesthetics <i>(*for residential school, the hostel facilities, services, catering, posting of warden etc. be included)</i>	Classrooms, Library, Laboratory, Library, Computer Labs, Sports and Games facilities, Arts and Music facilities, Water and Sanitation, Staff room, Health Management facilities, Furniture, Lighting and Ventilation, Disaster Management provisions (fire extinguisher, emergency exit), Special provisions for differently abled children, Eco-friendly orientation social forestry, lawns and flower plants)
Human Resources	principal, teachers, parents, alumni, students – staff development, recruitment & retention, parent education and involvement, alumni contact and involvement
Management & Administration	data and records, oral and written communication, finance and accounts, connectivity and social networking (community involvement and service, linkage with resource institutions like CBSE, NCERT, NIEPA, SCERT, DOE, etc. with peer agencies like schools in India and abroad)
Leadership	-Academic Leadership, Team Leadership, Quality Management, Change Management (Strategic Planning and Management).
Beneficiary Satisfaction	Students, Teachers, Office Staff, Principal, Management, Parents and alumni

EVALUATION METHODOLOGY
(As envisaged by the Board)

Multilayer assessment approach (Keeping in view the above 7-Domains of Assessment)

- Self-Review (Data-based Report)
- Peer-Review (Quality Assessment)
- Satisfaction Review (Stakeholders/Beneficiary Satisfaction)
- Analysis & Overall Assessment