

REQUEST FOR PROPOSAL (RFP)

CBSE Student's Global Aptitude Index (SGAI) 2013-14

**CENTRAL BOARD OF SECONDARY EDUCATION
PREET VIHAR DELHI
www.cbse.nic.in**

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1. INTRODUCTION

1.1 CBSE ORGANISATION AND OBJECTIVES

The Central Board of Secondary Education (CBSE), a registered society and an autonomous organization under Ministry of Human Resource Development, Government of India, is one of the important National Board 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. 14,800 schools affiliated with it including 150 schools in twenty one countries. 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 CCE IN CBSE

The Board's policies are based on national policies of education and it has primarily adopted and adapted the National Curriculum Framework (NCF) 2005. The NCF 2005 operates on five guiding principles that envisage a learner centred curriculum, founded on the learner's ability to construct his or her own knowledge (constructivism) thus giving primacy to the learner. It advocates teaching to facilitate knowledge construction, diagnostic evaluation to remediation, refining and improving learning processes. As learner's readiness to take an examination has become paramount, thus, the examination reforms were a logical consequence. Assessment for learning was to be a major shift in the extant paradigms of examination oriented learning. A major step of reform in this direction was making the board examination in class X optional especially when the certificate is not very important for further continuance of studies.

To realize the above objectives, the Board has strengthened several of its academic initiatives treading beyond its direct mandate as an examination body such as periodic guidelines and training programs to encourage innovation in teaching-learning methodologies; advocated joyous learning without burden in primary and upper primary; and implemented the process of CCE in primary encouraging for extension in upper primary. It had extended it to the secondary classes by including a component of internal assessment in the external examination of class X for the last decade and more.

This, inter alia, also included making the evaluation more comprehensive and continuous to assess both scholastic and co scholastic abilities of the students i.e. Continuous and Comprehensive Evaluation (CCE). This further required empowerment of schools to decide the selection of appropriate evaluation tools for facilitating individualized instruction and enhancing the quality of learning in respect of each child placed in the custody of the teacher. The philosophy of CCE takes cognizance of two important factors, namely the various components of human growth and potential that govern the process of learning and continuous assessment of all these to facilitate perpetual refinement of construction of

knowledge and enhancement of Life skills. In operational terms, it would mean designing effective evaluation tools that would serve for formative and summative stages of learning. The Board has taken various thoughtful initiatives to prepare a comprehensive road map to operationalize and implement the examination reforms.

2. Student's Global Aptitude Index (SGAI)

CBSE SGAI is an optional activity designed for students pursuing Class X in CBSE affiliated schools. Based on individual differences, SGAI is used to assess five aptitudes together with interest. While this assessment is only an indicator or a facilitator, it helps parents, teachers and students to initiate a dialogue on 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. SGAI assessment may depend upon child's environmental stimulus and motivation level for which mental preparedness and sincere responses are pre-requisites.

SCOPE OF WORK

The CBSE wishes to engage a Research based organisation having relevant experience and capacity for Psychological Assessment in Aptitude Testing for the Student's Global Aptitude Index (SGAI) for 2013-14.

Student's Global Aptitude Test (SGAI) administration by CBSE is planned for the month of November 2013. CBSE intends to deliver the SGAI reports to Individual Student based on SGAI 2013-14 by the end of December 2013; so that students could make better choices for the selection of their academic areas ahead of Class XI.

The SGAI 2013-14 has been divided into two parts:

- (a) Aptitude Battery
- (b) Interest Profile

(a) Aptitude Battery has five sub tests of 15 -20 Items each as under:

- i. Science Aptitude
- ii. Mathematical / Numerical Aptitude
- iii. Social Science Aptitude
- iv. Behavioural Science Aptitude
- v. Creative / Art Aptitude

(b) Interest Profile will have 20- 25 Items

The total time provided to the candidate is 1 hour 30 minutes. Each student shall be supplied with a printed booklet (containing the Test Items) along with an OMR sheet for submitting the responses of the objective type multiple choice Items and yes/no response statements by darkening the appropriate circles. Fifteen minutes shall be provided to the candidate to go through the booklet, read instructions, fill in general information and familiarize themselves before start.

The agency will be required to:

1. To develop software for assessment /generation /printing of individual Student SGAI Assessment Reports based on the norms.
2. The report shall also familiarize the students about the subjects related to different academic areas.
3. Pick-up the OMR response sheets from CBSE of SGAI 2013-14 and collate the responses of each Test both individually and together as well.
4. The individual assessment report format shall be got approved by CBSE.
5. The report should be produced in both soft and hard copy format.
6. The agency should maintain complete accuracy and confidentiality of the work.
7. The complete data – software with records will be the property of the board and will not be used by the agency or any other person for commercial purpose.
8. The complete data – software with records shall be handed over to CBSE after successful completion of the project.
9. All transportation of material to and fro CBSE shall be borne by the agency.
10. Separate statistical report would have to be presented on the overall classified information generated from the SGAI 2013-14 for future reference and standardisation work.

It is estimated that approximately One Lac plus students shall be taking the SGAI 2013-14. However, CBSE shall not be responsible for any minimum guarantee for the same. The records of all SGAI OMR sheets shall be picked and dropped from CBSE HQ and likewise all reports developed shall be submitted to CBSE HQ both in soft and Hard copy format. The physical dispatch shall be arranged by CBSE.

3. ESSENTIAL QUALIFICATION CRITERIA

3.1 General Eligibility

1. Acceptance of Terms and Conditions of the RFP (Annexure 1)
2. Completion of Bidder Profile (Annexure 2)
3. Completion of Authorization Letter (Annexure 3)
4. Self-certification (Annexure 4)
5. Declaration of Financial & Administrative Details (Annexure 5)
6. Certificate of Confidentially (Annexure 6)
7. ₹ 1,000/- towards the cost of the RFP document.
8. Copy of Registration with appropriate statutory authorities. Organisations operating for Not-for-profit should specifically mention the same.
9. Furnish the Earnest Money Deposit (EMD) of ₹ 50,000/-.
10. Submit evidence with regards to have similar work experience in last years.
11. Submit the proof of financial statements.

12. 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.
13. Agency located in Delhi/ NCR shall be invariably preferred.
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.
15. Organisations operating for Not-for-profit shall be preferred.
16. The organisation should have records to verify all the above criteria and should not have been black-listed or having any legal cases/ disputed pending with any Government agency; on the date of submission of proposal.

3.2 Technical Capability

1. The organisations/individuals should have prior experience in providing Psychological Assessment services in Aptitude Testing to Education Board/ recognised University and OMR scanning of reputed accredited Institutions / Universities (over 50,000 reports/assessment in a year).
2. Agencies merely involved in OMR scanning shall not be considered.
3. Agency should have proper Institutional support with full time professionals in the field of Psychology, Education, Special Education, Guidance & Counselling & other category of resources persons. (at least 3)
4. The Bidder should have atleast 10 persons with professional qualification on full time basis on roll in the organisation (documentary evidence is required)

3.3 Financial Capability

1. The bidder should be an Income tax assessee during last three financial years (2012-2013, 2011-2012 & 2010-2011)
2. The organisation/ individual should have financial capability to carry out the work.
3. The bidder's **Average Annual Turnover during last three years should be over ₹ 1 crore** (Attach documentary evidence such as audited Balance Sheet etc). Turn over should be of the bidding agency and not that of the group to which company belongs.
4. The turnover refers to a company/bidder and not the composite turnover of its subsidiaries/sister concerns etc. for 2010-11, 2011-12 and 2012 – 13.
5. Organisations should enclose Earnest Money Deposit (EMD) of ₹ 50,000/- (Rupees fifty thousand 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 payment will be made after deduction of TDS after completion of the work.

4 EVALUATION AND SELECTION CRITERIA

The final evaluation 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.

4.1 Evaluation of the Technical Bid

The 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) as per details below:

SI No	Particulars	Total Marks	Marks Break-up										
1	Experience in Psychological Assessment services	30	Number of PSA or similar Tests conducted by the agency during last year with minimum 50,000 candidates. <table border="1"> <thead> <tr> <th>No. of Tests</th> <th>Marks</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>20</td> </tr> <tr> <td>2</td> <td>25</td> </tr> <tr> <td>3</td> <td>30</td> </tr> </tbody> </table>	No. of Tests	Marks	1	20	2	25	3	30		
No. of Tests	Marks												
1	20												
2	25												
3	30												
2	Number of professionals (with related professional qualification) on the role of the agency	30	Number of Professionals <table border="1"> <thead> <tr> <th>No.</th> <th>Marks</th> </tr> </thead> <tbody> <tr> <td>Less than 3</td> <td>0</td> </tr> <tr> <td>3 to 5</td> <td>20</td> </tr> <tr> <td>6 to 10</td> <td>25</td> </tr> <tr> <td>More than 10</td> <td>30</td> </tr> </tbody> </table>	No.	Marks	Less than 3	0	3 to 5	20	6 to 10	25	More than 10	30
No.	Marks												
Less than 3	0												
3 to 5	20												
6 to 10	25												
More than 10	30												
3	Number of Other professional/ employees on the role of the agency	10	Number of other Professionals/employee <table border="1"> <thead> <tr> <th>No.</th> <th>Marks</th> </tr> </thead> <tbody> <tr> <td>Less than 10</td> <td>0</td> </tr> <tr> <td>11 to 20</td> <td>5</td> </tr> <tr> <td>More than 20</td> <td>10</td> </tr> </tbody> </table>	No.	Marks	Less than 10	0	11 to 20	5	More than 20	10		
No.	Marks												
Less than 10	0												
11 to 20	5												
More than 20	10												
4	Software development for Aptitude Test	20	No of Software developed for Aptitude Test <table border="1"> <thead> <tr> <th>No.</th> <th>Marks</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>10</td> </tr> <tr> <td>More than 1</td> <td>20</td> </tr> </tbody> </table>	No.	Marks	1	10	More than 1	20				
No.	Marks												
1	10												
More than 1	20												
5	Turnover	10	Average Turnover of the agency for last three years <table border="1"> <thead> <tr> <th>No.</th> <th>Marks</th> </tr> </thead> <tbody> <tr> <td>1 to 2 crores</td> <td>5</td> </tr> <tr> <td>More than 2 crores</td> <td>10</td> </tr> </tbody> </table>	No.	Marks	1 to 2 crores	5	More than 2 crores	10				
No.	Marks												
1 to 2 crores	5												
More than 2 crores	10												

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

4.2 Evaluation of Financial Proposal

- Financial Proposals of only those bidders will be opened who pass the TS arrived at from the technical evaluation process described above.
- Financial Proposals of the bidders should be as per Appendix 3 of the RFP and will be awarded Financial Scores out of a maximum of 100 points by the Committee.

4.3 Final Evaluation

Method of calculating of the Final Score (FS)

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

Where TS stands for Technical Score & CS stand for Costing Score

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

Evaluation to arrive at final score including final evaluation will be based on the price quoted for upto 1 lac copies.

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.

4.4 Responsibility of CBSE

- The Central Board of Secondary Education (CBSE) will be responsible for providing the format and creating Items of SGAI 2013-14.
- The CBSE shall print the Item Booklets and The OMR sheets shall be got printed by CBSE directly and sent to the schools.
- CBSE will administer the SGAI completely at its end.
- CBSE on receipt of the OMR sheets shall hand over the same to the Agency for Report Analysis as per laid down norms.
- The CBSE will appoint one nodal officer to enable the smooth conduct of SGAI.
- The implementation plan will be finalized between the successful Bidder and the CBSE.
- The CBSE will send the SGAI Student Reports to all the schools.

5 INSTRUCTION TO THE BIDDERS

5.1 General information

This document should be read in consonance with any Addendum that may be issued with the RFP. The bidder is required to read the RFP document and the Addendum(s) and would be deemed to be in knowledge of the provisions of both the document and the Addendum(s). No claim of any nature whatsoever shall be entertained in this regard. In case of any conflict between the addendum(s) and the

RFP document, the provisions of the RFP document shall prevail for all intents and purposes.

- Tenders (non-transferable) would be considered in the prescribed RFP format in paragraph 4.1.1. 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.
- 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:

Pre-Bid Meeting :

The pre bid meeting will be held on 8th October 2013 between 11 AM – 1 PM in the office of JS (A&L), 3rd Floor, Preet Vihar, Delhi

5.2 Schedule of Bidding Process

The Board shall endeavour to adhere to the following schedule:

Event Description Date

Bid Due Date 17th October 2013 up to 2:00 pm
Opening of Bids 17th October 2013 at 3.00 pm

- Similarly, the Financial Bids of only the bidder's short- listed from the Technical bids will be opened.
- The bids will be opened on the scheduled date and time even in case of absence of the bidder. RFPs shall be submitted fully in accordance with the requirements of the General Terms and Conditions. Appropriate format prescribed with this document shall be used for filling quotations. Incomplete, illegible and unsealed RFPs will be rejected. Telegraphic RFPs will not be accepted and no correspondence will be made in this regard.
- All offers should be made in English. Conditional offers and offers qualified by vague and indefinite expressions such as "**Subject to immediate acceptance**" etc. will not be considered.
- 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, New Delhi and obtain clarification by fax at **011-22440083** and e-mail rs.cbse@gmail.com. This however does not entitle the bidder to ask for time beyond the due date fixed for receipt of RFPs.

- Submitted RFP forms, with overwritten or erased or illegible rate or rates not shown in figures and words in English, will be liable for rejection. In case of discrepancy between words and figures noted against each item of the RFP and between unit rates and the total amount, the decision of the competent authority will be final and binding on the bidders.
- 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.
- 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.

5.3 Sealing and Marking of Bids

1. The Bidder shall submit the Bid in the format specified in the RFP and seal it in an envelope and mark the envelope as “TECHNICAL BID FOR SGAI 2013-14”
2. The documents accompanying the Bid shall be placed in a separate envelope and marked as “Enclosures of the Bid”. The documents shall include:
 - a) Bid Security;
 - b) Supporting documents;
3. 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 SGAI 2013-14”
4. The envelope specified at S.No.1 & 2 above (both placed in one envelope) and another envelope for S.No.3 shall be placed in an outer envelope, which shall be sealed. Each of the three envelopes shall clearly bear the following identification: “RFP FOR CBSE-SGAI 2013-14” 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.
5. **Each of the envelopes shall be addressed so as to reach latest by 17th October 2013 by 2.00 pm:**

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

- 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.
- While RFPs are under consideration, bidders and their representatives or other interested parties, are advised to refrain from contacting by any means bidders' personnel or representatives, on matters relating to the RFPs under study. CBSE,

New Delhi if necessary 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, New Delhi. Any attempt by any bidder to bring pressure of any kind, may disqualify the bidder for the present RFP and the bidder may be liable to be debarred from bidding for CBSE, New Delhi RFPs in future for a period of two years. CBSE, New Delhi reserves all rights to cancel the RFP without assigning any reason thereof.

- Govt. Levies like service tax shall be paid at actual rates applicable on the date of delivery. Rates should be quoted accordingly giving the basic price, Service Tax etc.
- The proposal should be submitted in English Language and prices quoted in INR.
- Bidder shall sign all pages of RFP with page numbering done.
- In case of any discrepancy between rates mentioned in figures and words, the latter shall prevail.
- 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.

Amendments to 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.

5.4 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.

Non-transferable RFP:

The RFP Document can be obtained from Syndicate Bank, CBSE Extension Counter, Preet Vihar, Delhi or downloaded from Board's website (www.cbse.nic.in & www.cbseacademic.in) on payment of ₹ 1000/- as the cost of the document, to be remitted, in the form of a Cash/DD in favour of Secretary, CBSE payable at Delhi. Only the party which has purchased this RFP form shall be entitled to quote as this is not transferable.

5.5 EMD

The bidder shall furnish, as part of its general bid, an EMD of amount ₹ 50,000/- (Rupees fifty thousand 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, New Delhi, payable at Delhi with no interest payable on that. 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.

5.6 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 date and time which will be notified separately. No discussion / interaction will be held with the bidders whose bids have been rejected / disqualified. CBSE 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 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.

5.7 Evaluation and Selection Criteria

The Evaluation Committee will carry out a detailed evaluation of the Proposals as per section 3 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 shall 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, New Delhi deems necessary or prudent to take into consideration.

5.8 **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.

5.9 **Forfeiture of EMD (Bid Security)**

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

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

In the case of a successful bidder, 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, New Delhi. The decision of Chairman CBSE, regarding forfeiture of bid security shall be final and shall not be called upon question under any circumstances.

A default in such a case may involve black-listing of the bidder by CBSE, Delhi.

5.10 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 week 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.

6. AWARD OF WORK

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.

Successful bidder will have to submit an affidavit along with security deposit of 5% of the value of the order placed with the agency (Annexure 6).

6.1 Notification of Award

Prior to the expiry of the period of Bid validity, **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'.

6.2 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.

Terms of Payment

- I. Mobilisation Advance 20% at the time of Award. (Software development etc.)
- II. Trial of Assessment 30% (OMR Scanning , Completion of software trial)
- III. 30% (On generation and submission of 75% of reports)
- IV. 20% balance after completion of the work.

TDS: - The final payment will be made after deduction of TDS after completion of the work.

6.3 **Corrupt or Fraudulent Practices or Conflict of Interest**

The Board requires that the bidders under this RFP observe the highest standards of ethics during the bidding and execution of the contract.

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.

6.4. **Termination for Default**

- Chairman, CBSE, may without prejudice to any other remedy for breach of terms and conditions (including forfeiture of Performance Security) by written notice of default sent to the bidder, terminate the work / task in whole or in part, after sending a notice to the bidder in this regard: o 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 obligation under the terms and conditions

6.5 **Progress of the Project**

Progress of the Project may be intimated in writing to Chairman, CBSE, on weekly basis.

6.6 **Confidentiality**

Any information pertaining to the CBSE or any other agency involved in the project, matters concerning CBSE that comes to the knowledge of the bidder in connection with this contract, will be deemed to be confidential and the contractor will be fully responsible, for the same being kept confidential and held in trust, as also for all consequences of its concerned personnel failing to observe the same. The bidder shall ensure due secrecy of information and data not intended for public distribution.

6.7 **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 agency, which prevent or delay the execution of the order by the consultant

- The Agency shall inform **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. **Chairman**, CBSE, reserves the right to cancel the contract without any obligation to compensate the bidder in any manner for whatsoever reason, subject to the provision of clause mentioned.

6.8 **Arbitration**

- All disputes, differences, claims and demands arising under the contract shall be referred to the **Chairman**, CBSE, New Delhi for final decision and the same shall be binding on all parties.

6.9 **Legal Jurisdiction**

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

6.10 **Completeness of RFP Offer**

- The Bidder is expected to examine all instructions, forms, terms, conditions and deliverables in the RFP Documents. Failure to furnish all information required by the RFP documents or submission of a RFP offer not substantially responsive in every respect to the RFP documents will be at the Bidder 's risk and may result in rejection of its RFP offer. The RFP offer is liable to be rejected outright without any intimation to the Bidder if complete information as called for in the RFP document is not given therein, or if particulars asked for in the Forms / Performa in the RFP are not fully furnished.

PERFORMA AND ANNEXURES

ACCEPTANCE OF TERMS & CONDITIONS CONTAINED IN THE RFP DOCUMENTS

To

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

Sir,

I have carefully gone through the Terms & Conditions contained in the RFP Document regarding '**Student's Global Aptitude Index (SGAI)**'

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

DETAILS OF THE ORGANISATION

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

REPRESENTATIVE AUTHORIZATION LETTER

Date : _____

Ref : _____

To

Joint Secretary (A&L)

Central Board of Secondary Education

Preet Vihar, Delhi

Ms. /Mr. _____ is hereby authorised to sign relevant documents on behalf of the agency for the RFP "**Psychological Assessment services of Aptitude Testing for CBSE-SGAI**". 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

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:

Signature of the bidder

Date:

Place:

Company Seal

DECLARATION OF FINANCIAL & ADMINISTRATIVE DETAILS

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

Affidavit

It is hereby declared that all activities related to the CBSE Students Global Aptitude Index for the year 2013-14 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 2013-14
- b. developing a plan of action for carrying the time bound actions
- c. Pick-up of OMR response material from CBSE for report analysis
- d. Scoring of response OMR sheet on OMR scanner
- e. Developing of software for score analysis
- f. Approval of design from CBSE for individual Student SGAI report
- g. Printing of individual student SGAI report
- h. Handing over of Individual Student SGAI report as per time schedule
- i. Providing Research Report on SGAI 2013-14 by the experts towards the SGAI analysis and standardisation process
- j. 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 printing program from the date of award of work.	
Activity	Date
Initial consultation meeting between CBSE and bidder	Within a week
Commencement of software and report development by bidder	Next two weeks
Review and Finalisation of CBSE Software and report	One week
Report generation/ printing	Two weeks

THE QUOTATION PRICE

The Invitation to Quote requires a price as described in the following parts of the following Schedules.

Price Schedule for CBSE-SGAI 2013-14							
Ref. No.	Description	Upto 50,000 copies	Upto 1 lac copies	Upto 2 lac copies	Over 2 lac copies		
1.	Scanning cost per side of OMR Response sheet						
2.	Per Student charges (for component of Software development, Psychological Assessment, report making, logistics, professional fees, transport of material)						
3.	Designing & Printing of SGAI report charges						
4.	Statistical Analysis for Research work & Standardisation						

Evaluation to arrive at final score including final evaluation will be based on the price quoted for upto 1 lac copies.

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
