



**Notice Inviting Tender (NIT)
for
Selection of An Agency as PMU for Defining & Developing
Training Interventions Framework & Solution (TIFS)
for
Capacity Building of Teachers in CBSE affiliated schools**

December 2024

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<https://www.cbse.gov.in>

Central Board of Secondary Education
Shiksha Kendra, 2, Community Centre, Preet Vihar,
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ABBREVIATIONS & DEFINITIONS

Authorized Signatory	The bidder's representative/ officer vested (explicitly, implicitly, or through conduct) with the powers to commit the authorizing organization to a binding agreement. Also called signing officer/ authority having the Power of Attorney (PoA) from the competent authority of the respective Bidding firm.
Bid / eBid	A formal offer made in pursuance of an invitation by a procuring entity and includes any tender, proposal or quotation in electronic format.
Bid Security	A security provided to the procuring entity by a bidder for securing the fulfilment of any obligation in terms of the provisions of the bidding documents.
Bidder / Agency / Firm / Supplier	Any person/ firm/ agency/ company/ contractor/ supplier/ vendor participating in the procurement/ bidding process with the procurement entity.
Bidding Document	Documents issued by the procuring entity, including any amendments thereto, that set out the terms and conditions of the given procurement and includes the invitation to bid.
CA	Chartered Accountant
CBSE	Central Board of Secondary Education
CMC	Contract Monitoring Committee
Committee	Committee constituted by CBSE for evaluation of Technical Proposals
Competent Authority	An authority or officer to whom the relevant administrative or financial powers have been delegated for taking decision in a matter relating to procurement.
Contract/ Procurement Contract	A contract entered into between the procuring entity and a successful bidder concerning the subject matter of procurement.
Contract Price	Price payable to the firm/company under the Contract for the complete and proper performance of its contractual obligations
Day	A calendar day as per Gol.
Date of Commencement	Contract Signing plus fifteen (15) days
Effective date	The date on which the contract comes into force and effect
EMD	Earnest Money Deposit
EQI	Equated Quarterly Instalment
Gol	Government of India
INR	Indian Rupee
Lol	Letter of Intent

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Personnel Professional /	Professional and Support staff provided by the firm/ company and assigned to perform service to execute an assignment and any part thereof.
Proposals	Proposals submitted by bidders in response to the NIT
QCBS	Quality and Cost Based System
NIT	Notice Inviting Tender
SME	Subject Matter Expert
Services	Work to be performed by the firm/ company pursuant to the selection by CBSE and to the contract to be signed by the parties in pursuance of any specific assignment awarded to them by CBSE.
TIN	Tax Identification Number
TPA	Third Party Auditor
WO/ PO	Work Order/ Purchase Order
Working Days	Working days is defined as working days as per Government of India and working hours are defined as 09:30 hours till 18:00 hours IST

1. Invitation for Proposal

1.1 NIT Notice

- a) The Central Board of Secondary Education (CBSE), an autonomous organization under Ministry of Education, Government of India is working towards enhancing the quality of education through capacity building of teachers. The Board has a Training Division, functions of which include determining training needs of the teachers, catering to the needs, and monitoring the progress.
- b) The requirement under this NIT is to select an agency for providing PMU consulting services for defining and developing training interventions framework & solutions (TIFS) for capacity building of teachers in CBSE affiliated schools.
- c) Any contract that may result from this public procurement competition will be valid for a period of **three (03) years**.
- d) CBSE reserves the right to extend the Term for further period of maximum of **One (01) Year** on the same terms and conditions, if required. During the extension(s), the fee will be revised upwards by 10% of the current bid amount (resource cost) for the selected agency.
- e) The NIT include the followings:
 - Section 01 - Invitation for Proposal
 - Section 02 – Background Information & Project Profile
 - Section 03 - Scope of Work
 - Section 04 – Project Deliverables & Timeline
 - Section 05 - Manpower specifications
 - Section 06 - Pre-Qualification/ Eligibility Criteria
 - Section 07 – Technical Evaluation Model
 - Section 08 – Payment Schedule
 - Section 09 – Penalty Clause
 - Section 10 - Bidding Process
 - Section 11 – General Terms and Conditions
 - Section 12 - Exit management
 - Section 13 – Annexure: Technical Proposal & Financial Proposal
- f) Interested firms/ companies may download the NIT document from the e-Procurement website <https://eprocure.gov.in>
- g) CBSE reserves the right to reject any or all the Proposals in whole or part without assigning any reasons.

NIT for Selection of An Agency as PMU for TIFS**1.2 Data Sheet**

#	Information	Details
1	Earnest Money Deposit (EMD) - (Refundable)	In figures - INR 15,00,000/- In words – Rupees Fifteen Lakhs only EMD in favor of "Secretary, CBSE" (Payable at New Delhi)
2	Last date and time for submission of pre-bid queries	23-Dec-24 up to 1500 hrs.
3	Date of Pre-Bid meeting	24-Dec-24
4	Last date and time for submission of EMD	20-Jan-25 up to 1500 hrs.
5	Last date and time for submission of proposals (Technical and commercial/Financial) (Online)	20-Jan-25 up to 1500 hrs.
6	Opening of Technical Bids	21-Jan-2025, 1600 hrs.
7	Contact Person for queries	Ms. Shweta S. Moon Under Secretary (Training) Central Board of Secondary Education 2, Community Centre Preet Vihar Delhi 110 092 Email: services@cbsedigitaledu.in
8	Opening of Financial Bids	Will be announced later
9	Bid validity	180 days, from date of submission
10	Bid Selection Method	Quality cum Cost Based System (QCBS) (70:30)

2. Background Information & Project Profile

2.1 Background

The mandate of the CBSE includes serving the educational institutions more effectively, to be responsive to the educational needs of the students. The NEP 2020 recommends a competency focused education and hence capacity building of teachers becomes a critical need. The NEP para 5.15 and 5.16, recommends mandatory 50 hours of Continuous Professional Development for every teacher and head teacher. This requirement when looked at in terms of the need for nearly 30000 affiliated schools, entails the need of a robust training system in the Board to cater to 15 lakhs teachers using high quality contents. Board has a full-fledged Training Division to manage its teacher's training activities with the help of 18 Centre of Excellence, one Centre of Excellence in Dubai in addition to an Advance Centre for Continuous Professional Development (ACCPD) at Rae Bareilly, UP.

Currently, the Board through its training division offers a mix of offline and online trainings as per the requests received from the school. The Board engages the resource persons from its pool of expert and uses its internally developed Capacity Building Program (CBP) manuals to train these teachers. To meet the annual training targets, a comprehensive training system is considered crucial for managing the entire training activities from identification of training needs, curriculum design, development of content, delivery of training and monitoring and evaluation to assess the impact of such training.

The Board desires to strengthen its training division by introducing a robust and integrated system, "Training Intervention Framework & Solutions (TIFS)" to manage the entire lifecycle of training activities outlined above. Further, the Board desires to put in place a framework/policy to enable high quality content development and content procurement for different nature of contents/modules.

2.2 About TIFS

The Board strives to achieve academic excellence by empowering its teachers through regular training in academic subjects, enrichment sessions including generic topics. Schools offer different subjects which are taught by teachers at various levels. The Board is endeavoring to cater to 15 Lakhs teachers which include PRTs, TGTs, PGTs, Vice Principals, Principals, Coordinators, Counselors, Librarians and others. The Examination Result data gives an insight to determine the school-wise, subject-wise, region-wise training needs for eventually preparing an annual and monthly training plan for schools and individual teachers. The Board is focusing on competency-based education and is committed to reach out to all teachers as far as practically possible. The Board has conceptualized a TIFS, as a robust learning management system, which

would facilitate an environment of continuous learning addressing the learning gaps and leveraging from the courses made available. High-quality contents are critical aspects of any training, hence, the TIFS envisages to have a robust content development and content procurement policy in place.

The TIFS is envisaged as a fit-for-purpose framework for:

- (a) Devising a strategy for training needs identification for capacity development
- (b) Management of training interventions on a pan India basis across all 15 lakhs teachers in 30,000 schools affiliated to the CBSE including the schools abroad,
- (c) Facilitating creation of a digitized process / ERP that is scalable
- (d) Creating a policy for content development, content procurement and content dissemination.

2.3 Requirement of PMU

To meet the above stated requirements, CBSE intends to invite and select a 'Consulting Agency / Firm' for providing PMU services to define, develop and commission a scalable process for **Training Interventions Framework & Solutions** (TIFS).

3. Scope of Work

The scope of work in this section is not exhaustive and the successful bidder shall have to undertake other tasks as may be necessary or incidental to accomplish the objectives outlined in this NIT.

This NIT aims to onboard a consultancy/agency with experience in teachers' training for a period of 3 years. The agency would provide support to the Training Division of the Board to develop the strategy; design the operating processes & policies; set up, operationalize and commission the TIFS and ensure its stabilized functioning. The task would involve, inter alia, the following across various components:

3.1 Component #1: Developing a comprehensive, integrated framework for strengthening the functions of the Training Division.

- 3.1.1 At the outset, define the broad TIFS mission.
- 3.1.2 Diagnostic assessment of the training division of the board to review the processes, framework, guidelines, policies etc. related to training management by the Board
- 3.1.3 Investigative study of the existing training structure of the CBSE system for identification of the required training interventions
- 3.1.4 Identification of roles, activities and resources for managing the training interventions at the Training Divisions etc.
- 3.1.5 Review the good practices across India and globally and benchmark it against the existing practices at the Board
- 3.1.6 Facilitate creation of an effective and targeted training intervention framework i.e. TIFS, integrating & incorporating the good practices, aligning with the vision of the Board
- 3.1.7 Assist in developing a roadmap for implementation and rollout of the TIFS
- 3.1.8 Assist in developing Standard Operating Procedures, Guidelines, Manuals etc. to implement and rollout of TIFS
- 3.1.9 Assist in conducting capacity building programs for training division on the TIFS and related documents such as SOPs, Guidelines, Manuals etc.
- 3.1.10 Assist in operationalizing TIFS

The PMU would work closely with the Board to set up and operationalize the TIFS and develop operating processes for TIFS. The TIFS is envisaged as a living document, accurately representing the needs, the intervention, for a period of 3 years for assessing and assisting the Training Division to map the structure and work processes, work allocation across positions, tag roles and break roles into activities etc. The key process in operationalizing TIFS include:

- a. Establishing TIFS team, comprising of Training Division and PMU
- b. Coordinating with multiple stakeholders for effective implementation of TIFS
- c. Development of project management plan

- d. Reporting to authorities for timely decision for seamless execution of plan
- e. Monitoring, and reporting the status of implementation of the project to ensure meeting targets in a timely manner

3.2 Component #2: Identifying the training needs using the data set available

- 3.2.1 Review the data sets available with the training division to design a framework for Training Needs Analysis and Assessment
- 3.2.2 Conduct Training Need Analysis based on the data available at the board and may also include collecting data sets from CoEs, stakeholder consultation at the Board etc.
- 3.2.3 Assess the current training initiatives etc. against the overall MoE and Board's vision and strategic objectives, existing skills, performance metrics and other environmental factors such as trends, demands, technological changes etc.
- 3.2.4 Conduct an online survey/ assessment of the training requirement from a representative sample of schools including 10 FGDs with the help of CoEs
- 3.2.5 Analyze the information collected and identify the skill gaps which will be an input for the training requirements
- 3.2.6 Develop a training plan and high-level training curriculum to bridge the skill gaps.
- 3.2.7 Assist in conducting the PoC for the proposed training and evaluate the plan and fine tune it for rollout
- 3.2.8 Develop a KPI framework in alignment with the training intervention framework to monitor and evaluate the performance against the outlined objective.
- 3.2.9 Regularly monitor and evaluate the performance of such training intervention and propose areas for improvement

3.3 Component #3: Developing a content development and content procurement policy for meeting the training needs.

- 3.3.1 Identify good practices and models for content development and content procurement for similar nature of organization
- 3.3.2 Conduct a detailed analysis of pros and cons of various models for content development and procurement
- 3.3.3 Assist in development of a content development and content procurement policy for meeting the above-mentioned training needs identified under 9.2.1.
- 3.3.4 Develop Guidelines for implementation of the content development and content procurement policy
- 3.3.5 Conduct capacity building workshops (at least 5 workshops) for select officials on the policy, guidelines etc. to facilitate implementation

3.4 Component #4: Assist in Design, Development and implementation of a digitized process/ ERP system to manage the entire lifecycle of training of teacher

- 3.4.1 To provide PMU support to interact with the stakeholders, define interpretation of TIFS, operationalize an end-to-end ERP and commissioning of TIFS covering dimensions such as :
- 3.4.2 To design and develop functional requirements for the proposed ERP solution aligned with the TIFS framework
- 3.4.3 Assist in developing guide for user interface design, data capture functionality, offline capabilities, automated analysis tool and customizable reports functionality.
- 3.4.4 Assist in bid management support services for onboarding the ERP vendor
- 3.4.5 Assistance in monitoring of documentation and development of portal, ERP solution
- 3.4.6 To provide bid management support services for content development, content procurement and content dissemination mechanism.
- 3.4.7 Regular progress review and monitoring of the outputs and facilitate sign-offs.
- 3.4.8 To ensure that all requirements are in place before the new system goes live

3.5 Program & Project Management Activities

- 3.5.1 Support overall management of program and other projects of TIFS implementation.
- 3.5.2 Provide data analytical support for developing insights.
- 3.5.3 Support the preparation of the training materials etc. and related content while conducting sensitization workshops/ trainings.

3.6 Relationship & Communication Management

- 3.6.1 Ensure a shared understanding of the vision of TIFS and its implications among all key stakeholders.

3.7 Knowledge Management

- 3.7.1 Support process to achieve a centrally managed repository for all the information gathered and produced over the life of the project/ program.

3.8 Capacity Building

- 3.8.1 Facilitate sensitization and capacity building session for the ecosystem stakeholders.

3.9 Miscellaneous

- 3.9.1 Make qualitative Power Point Presentations as and when required on

- project(s) and its components, for CBSE's related meetings, conferences, etc.
- 3.9.2 Suggest ways to utilize CBSE websites and social media handles for greater reach and dissemination of information of various activities of TIFS.
- 3.9.3 The Agency shall depute additional resources as per work requirements for execution of the assignment. If the agency deposes additional resources at their own discretion to meet the deliverable schedule, no additional cost will be payable from CBSE side for these resources.
- 3.9.4 In case additional resources are demanded by CBSE, the successful bidder will necessarily have to provide the required resources and the applicable rate for these additional resources would be equivalent to Man Month rate category (agreed between both parties and satisfying the minimum experience criteria as defined for each category) quoted by the successful bidder as in the "Form-2: Financial bid".
- 3.9.5 The resources of the selected bidder will have to carry out any other function as directed by CBSE from time to time, with a view to bring about the accelerated implementation of TIFS Framework.

3.10 Roles and Responsibilities of Selected Agency

- 3.10.1 Selected agency must provide fully loaded laptops (operating system, antivirus solution, Microsoft Office suite and all required software(s) to carry out the tasks as required).
- 3.10.2 Agency will be required to submit reports as required by CBSE.
- 3.10.3 Provide project status report(s) and MIS as desired by CBSE.
- 3.10.4 Set-up and administration of escalation mechanism for faster issue/ risk management
- 3.10.5 A monthly meeting to be done at the senior management level (reference to level equivalent to 'Director' or above in a Big 4 organization). In this meeting the senior management entity will brief the CBSE officials of the progress made by his/her team. The meetings will be held at Delhi/NCR or through any VC platform.

3.11 Roles and Responsibilities of CBSE and its authorized agency(s):

- 3.11.1 Provide approvals for all plans, strategies and materials produced.
- 3.11.2 Provide **sign-off/ acceptance** of various project deliverables submitted by the agency.
- 3.11.3 Facilitate all inputs and will work closely with the agency in the formulation and planning of the required activities.
- 3.11.4 Conduct project review meetings with the deployed team and monitor the implementation and overall progress of the project activities.
- 3.11.5 Provide direction to the deployed resources and enable them to achieve overall objective.
- 3.11.6 Provide periodic feedback.
- 3.11.7 Review and approve the payments to the selected agency as per quality

services provided by the resources of the agency.

- 3.11.8 Provide physical office space for resources stationed at CBSE office.
- 3.11.9 Provide Travel Allowance (TA) towards any travel of any Agency's resource outside Delhi/NCR for the assigned and approved tasks like discussions/meetings with any important stakeholders, network sources, etc., for meeting the deliverables effectively.
- 3.11.10 CBSE shall take up the following costs or reimburse later to agency for effective functioning of agency in delivering the tasks:
 - a) Cost involving the agency to meet the additional demands towards delivering the outputs than what has been decided upon selection or in direct scope of work of this NIT document.
 - b) Cost involving any External agency to meet the tasks or additional demands towards delivering the outputs. The involvement of any external agencies will be with the prior approval of CBSE with justification.
- 3.11.11 CBSE shall take up any cost towards any event management that is beyond the scope of agency.

4. Manpower Specifications

4.1 Deployment of Team

The successful bidder shall form a team (the “Consultancy Team”) for undertaking this assignment. The Consultancy Team shall consist of experts who have the requisite skill and experience. The successful bidder shall be responsible for deployment of below set of resources within specified timelines in the Project Deliverables and Timeline section as per the desired skill set and experience of various categories of resources.

4.2 Deployment of Resources

The successful bidder shall deliver the project as per the scope of work.

The table below provides an indicative baseline resource category required to deliver the project:

Ref	Position	Minimum Experience	No of Resource	Availability
R.1	Program Director	> 15 years	1	15%
R.2	Senior Consultant, Training – cum- SPOC	> 10 years	1	Full Time
R.3	Consultant, Training	> 06 years	1 or 2 based on project requirement to meet delivery timelines	<ul style="list-style-type: none"> 1 resource – Full Time Additional resource – As required
R.4	Consultant, Documentation	> 04 years		As required
R.5	Senior Consultant – Technology	> 10 years		As required
R.6	Senior Consultant - Procurement	> 10 years		As required
R.7	Consultant Business Analyst - cum - Technical Coordinator	> 06 years	1	Full Time
R.8	Consultant Bid Process Management	> 03 years		As required

- The ‘Full Time’ resources will operate from CBSE office, and the rest should be available at CBSE Delhi Office on need basis and whenever desired by CBSE.
- The bidder must ascertain the effort required for the project and provide adequate support staff to accomplish the project in timely manner.

Note:

- The Project Director will have overall responsibility of the assignment(s).
- All quoted manpower shall be on rolls of the bidder.
- Any resource which are not on rolls of the bidder must be informed to CBSE.
- The bidder needs to submit CV of all proposed manpower.
- The proposed full time team during Implementation & Program Management Phase shall be available and stationed at CBSE in New Delhi on all the working days of CBSE, and on public holidays also as and when

necessary, as felt necessary by the Board. This is necessary since the agency needs to support the Board continuously throughout the consultancy period. The attendance of the personnel will be monitored by the board, or an authority so specified by CBSE.

- vi) The successful bidder is advised to deploy experienced & qualified resources for the assignment during the Term of the project to ensure the scope of work is delivered.
- vii) If at any point of time, CBSE feels that a resource is not upto the mark, the replacement will be demanded in writing and will need to be obliged within 2 weeks. During such replacement, the incumbent shall be available for disposal of the task till the new resource comes on board.
- viii) The agency will provide the bio data of the resources engaged for the project for screening. If any specific work could not be completed due to poor manpower quality, at the time of review, the agency will provide a suitable substitute, if required. Any change of resource during the period of contract should be done only with the prior consent of CBSE. For whatsoever reason provided the target for schedule of work shall not suffer.
- ix) The proposed full time team during Implementation & Program Management Phase has to follow the working hours, working days and Holidays of CBSE.
- x) The proposed full time team during Implementation & Program Management Phase would follow the leave policy of the successful bidder organization.
- xi) The personnel proposed should possess good working knowledge of English language.

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The tentative resource requirement is as depicted below:

	Project Effort in Person Months (PM)	1	1	1	1	1	1	1	1	1	1	1	12	12	
#	Resource / team	M01	M02	M03	M04	M05	M06	M07	M08	M09	M10	M11	M12	Y2	Y3
TIFS Advisory - Policy Phase															
1	Project Director	0.15	0.15	0.15	0.15	0.15	0.15	0.15	0.15	0.15					
2	Sr. Consultant Training-cum-SPOC	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00					
3	Consultant Training	1.00	1.00	1.00	2.00	2.00	2.00	2.00	2.00	2.00					
4	Jr. Consultant Documentation				1.00	1.00	1.00	1.00	1.00	1.00					
TIFS Advisory - Implementation Support & Program Management Phase															
1	Project Director										0.15	0.15	0.15	0.15	0.15
2	Sr. Consultant Training-cum-SPOC										1.00	1.00	1.00	1.00	1.00
3	Consultant Training -cum- Project Coordinator										1.00	1.00	1.00	1.00	1.00
TIFS Portal Transaction Advisory															
1	Sr. Consultant Technology	1.00	1.00	1.00	0.30	0.30	0.15								
2	Sr. Consultant Procurement		1.00	1.00	0.50	0.50	0.50								
3	Consultant Business Analyst - cum - Technical Coordinator	0.25	1.00	1.00	1.00	1.00	0.50								
4	Consultant Bid Process Management				1.00	1.00	1.00								
TIFS Portal Implementation Support															
1	Sr. Consultant Technology						0.15	0.30	0.30	0.30	0.30	0.30	0.30		
2	Consultant Business Analyst - cum - Technical Coordinator						0.50	1.00	1.00	1.00	1.00	1.00	1.00		
TIFS Portal O&M Phase															
1	Consultant Business Analyst - cum - Technical Coordinator													1.00	1.00

4.3 Key Personnel

The project is a multi-disciplinary initiative. This would require the selected Bidder to deploy best in class resources having specialized skills, education and relevant experience for successfully implementing the project within time, meeting the scope and quality. The continuity of deployed resources shall play a key role in meeting the project objectives. In the above context, the selected bidder should propose a team for the project.

The following points are stated in an objective manner:

- The selected bidder would propose the name and CVs of key personnel.
- These key personnel who would be working in the project shall be present during the technical presentation during the bid process.
- The Agency would strive to retain these key personnel for the 'Term' of the project. These key resources should not be withdrawn from the project, unless an explicit approval from CBSE is sought for and received.
- No alternative proposal for any Key Personnel shall be made and only one CV for each personnel shall be furnished.
- The CV shall be summarily rejected if the educational qualification and experience of the Key Personnel proposed does not match with the requirements of the NIT document.

The requirements with regard to the **key personnel** are listed below.

Ref	Resource Type	Remarks
R.1	Program Director	To be present at the time of technical presentation
R.2	Senior Consultant, Training – cum- SPOC	To lead the technical presentation
R.3	Consultant, Training	To assist and associate in the lead presentation
R.5	Senior Consultant – Technology	To lead the technology presentation part.
R.7	Consultant Business Analyst - cum - Technical Coordinator	To be present at the time of technical presentation

4.4 Qualification & Experience Criteria of Resources

It has been envisaged that the deployed resources shall have the following minimum qualification and experience.

R.1	
Program Director	
Minimum Qualification	<ul style="list-style-type: none"> Full-time bachelor's degree or master's degree from a UGC-recognized university/ institute in India.
Desirable Qualification	<ul style="list-style-type: none"> MBA/PGDM or equivalent qualification in management, education, or related fields.
Minimum Experience	<ul style="list-style-type: none"> 15+ years of overall experience, with at least: <ul style="list-style-type: none"> 10+ years in program/project management in education, skill development, or capacity-building projects. Proven experience working on assignments with government entities in India. Expertise in leading large-scale consultancy teams for conceptualizing, designing, and implementing frameworks, policies, or interventions for training, capacity building, or organizational development. Demonstrated ability in stakeholder management, including coordinating with diverse teams and departments to achieve strategic objectives. Proficiency in developing roadmaps, guidelines, and operational frameworks, along with experience in monitoring and evaluation mechanisms for project implementation. Good communication and problem resolving skills Lead the project progress and high-level risks/issues
Desired Experience	<ul style="list-style-type: none"> Experience working on national-level education or skill development initiatives, including policy formulation or training needs analysis. Familiarity with project management global best practices and tools, as well as monitoring and reporting methodologies. Exposure to emerging trends in skill development, e-learning, content development, and technology-driven training interventions.

R.2	
Senior Consultant, Training – cum- SPOC	
Minimum Qualification	<ul style="list-style-type: none"> Full time Bachelor's degree from a recognized university/ institute in India.
Desirable Qualification	<ul style="list-style-type: none"> MBA Additional certifications related to education management, training frameworks, or capacity building.
Minimum Experience	<ul style="list-style-type: none"> 10+ years of profession experience <ul style="list-style-type: none"> 5+ years in managing projects in the education, skill development, or training domain. Demonstrated ability to coordinate with diverse teams and stakeholders, including senior officials in government or education boards. Experience in project planning, implementation, monitoring, and evaluation. Hands-on experience in designing and managing training interventions, conducting Training Needs Assessments, and developing implementation plans. Exposure to managing content development/procurement policies and working with multi-stakeholder frameworks. Strong project management and organizational skills. Exceptional interpersonal and communication skills for engaging with senior stakeholders. Analytical mindset with an aptitude for problem-solving and data-driven decision-making. Familiarity with emerging trends in education, skill development, and training frameworks. Proficiency in MS Office Suite, project management tools, and online survey

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R.2	Senior Consultant, Training – cum- SPOC
	platforms.
Desired Experience	<ul style="list-style-type: none"> Familiarity with education/skill development policies in India and the National Education Policy (NEP).

R.3	Consultant, Training
Minimum Qualification	<ul style="list-style-type: none"> Full time Bachelor's degree from a recognized university/ institute in India.
Desirable Qualification	<ul style="list-style-type: none"> MBA Additional certifications related to education management, training frameworks, or capacity building.
Minimum Experience	<ul style="list-style-type: none"> 6+ years of profession experience <ul style="list-style-type: none"> 3+ years of experience in education, skill development, or training-related projects. Hands-on experience in supporting project planning, coordination, and execution. Proven ability to work collaboratively in multi-stakeholder environments, including with government agencies or education boards. Exposure to training needs assessment, capacity building, or education program development. Experience in creating reports, presentations, and operational documentation for large-scale projects. Familiarity with data collection tools, survey platforms, and analysis methodologies. Analytical skills with the ability to derive actionable insights from data. Proficiency in MS Office Suite, project management tools, and online survey platforms.
Desired Experience	<ul style="list-style-type: none"> Familiarity with education and training frameworks in the Indian context, including NEP-aligned interventions.

R.5	Senior Consultant – Technology
Minimum Qualification	<ul style="list-style-type: none"> Full Time BE/ BTech/ MCA/M.Sc. (IT) from UGC recognised university/Institute in India
Desirable Qualification	<ul style="list-style-type: none"> MBA
Minimum Experience	<ul style="list-style-type: none"> 10+ years of experience in IT industry Demonstrated ability to analyse business requirements and drive high level architecture diagrams and technical designs, use cases, Integration framework, architecture management frameworks, system architecture & deployment etc. Proven Project Management experience in managing large scale application development team for design, development and implementation of complex customised software application projects for any government/ private organisation in India and should have demonstrated project management methods, procedures and quality objectives, including metrics for assessing progress and risk mitigation etc. Experience of SDLC, Agile Methods Awareness of various technologies including SOA, BPM, Workflow, Web Architecture, Web Services and Development Platforms and Tools. Proficient in MS Office, MS Visio and other relevant tools.
Desired Experience	<ul style="list-style-type: none"> Industry standard certification such as TOGAF or equivalent PMI PMP/ PRINCE2 or equivalent Awareness of Indian Government e-Gov standards & requirements

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R.7	Business Analyst – cum technical Co-ordinator
Minimum Qualification	<ul style="list-style-type: none"> Full Time BE/ BTech/ MCA/ M.Sc. (IT) from UGC recognised university/Institute in India
Desirable Qualification	<ul style="list-style-type: none"> MBA
Minimum Experience	<ul style="list-style-type: none"> 6+ years of experience in IT industry 2 relevant application experience (Requirement study, Project plan, DPR, RFP/NIT, change management plan, capacity building plan etc) Experience in Bid process management Experience in Program/ Project Management support Proficient in MS Office, MS Project, MS Visio and other relevant tools
Desired Experience	<ul style="list-style-type: none"> Experience in working in projects in education domain

5. Project Deliverables & Time Line

Time shall be the essence for the project which would be done by the selected agency. The agency shall therefore fully abide by various time limits as prescribed for different assignments and the performance of the agency shall be judged as per the adherence to such quality and time parameters as laid down for the respective work.

5.1 Training Framework Related Work

Project Component	Deliverables	Timeline (Max Limit)
Inception Report	Successful submission of the project inception report	T0 + 2 weeks
Current State Assessment Report	Successful submission of the Current State Assessment Report	T0 + 5 weeks
Good Practices Report	Successful submission of the Good Practices Report	T0 + 8 weeks
Training Intervention Framework (Draft)	Successful submission of the Training Interventions Framework (Draft)	T0 + 14 weeks
Training Intervention Framework (Final)	Successful submission of the Training Interventions Framework (Final)	T0 + 18 weeks
Training Need Analysis Report	Successful submission of the Training Need Analysis Report	T0 + 20 weeks
Roadmap for Rollout	Successful submission of the Roadmap for Rollout	T0 + 21 weeks
Training Interventions SOP/ Guidelines/ Manuals	Successful submission of the Training Interventions SOP/ Guidelines/ Manuals	T0 + 23 weeks
Training Plan	Successful submission of the Training Plan	T0 + 25 weeks
High Level Training Curriculum	Successful submission of the High-Level Training Curriculum document	T0 + 27 weeks
KPI Framework	Successful submission of the KPI Framework document	T0 + 27 weeks
PoC Report	Successful submission of the PoC Report	T0 + 31 weeks
Policy Formulation for Content Development & Procurement (Draft)	Successful submission of the Policy Formulation for Content Development & Procurement document (Draft)	T0 + 26 weeks
Policy Formulation for Content Development & Procurement (Final)	Successful submission of the Policy Formulation for Content Development & Procurement document (Final)	T0 + 29 weeks
Content development & procurement SOP/ Guidelines/ Manuals	Successful submission of the Content development & procurement SOP/ Guidelines/ Manuals	T0 + 30 weeks

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Conduct Capacity Building Workshops (5)	Successful submission of the report(s) after conducting capacity building workshops	T0 + 36 weeks
Progress Reports	Monthly Progress Reports	By 5 th of each succeeding month
Project Deliverables	Derived Deliverables from the submitted documents	As per agreed timelines as defined from time to time.
Project Deliverables	Other deliverables (as per CBSE's requirements)	As per agreed timelines as defined from time to time.

T0 = Contract Signing +15 days

The Implementation & Program Management Phase shall commence on successful completion of the Policy Framework Defining Phase.

5.2 TFIS IT Portal Related Work

Project Component	Deliverables	Timeline (Max Limit)
IT Initiative - DPR	Successful submission of the DPR	T0 + 08 weeks
IT Initiative – FRS	Successful submission of the FRS	T0 + 11 weeks
IT Initiative – RFP (final)	Successful submission of the RFP (final)	T0 + 13 weeks
IT Initiative – Onboard SI	Successful onboarding of the SI	T0 + 23 weeks
Progress Reports	Monthly Progress Reports	By 5 th of each succeeding month

T0 = Contract Signing +15 days

The 'IT- Initiative' Implementation & Program Management Phase shall commence on successful onboarding of the System Integrator (SI) for the stated IT-initiative.

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A representation of the project deliverables & timelines along with payment milestones is as below:

CBSE PMU for TIFS Advisory - Policy Phase																																																								
		M01				M02				M03				M04				M05				M06				M07				M08				M09																						
#	Task / Milestone	W01	W02	W03	C1.1	W04	W05	W06	W07	W08	C1.2	W09	W10	W11	W12	W13	W14	C1.3	W15	W16	W17	W18	C1.4	W19	W20	W21	W22	W23	C1.5	W24	W25	C1.6	W26	W27	W28	W29	C1.7	W30	W31	C1.8	W32	W33	W34	W35	W36	C1.9	W37	W38	W39							
1	Team Mobilization	1			10%																																																			
2	Current State Assessment Report		1	2		3	4																																																	
3	Good Practises Report					1	2	3	4	5	10%																																													
4	Training Intervention Framework (Draft)											1	2	3	4	5	6	10%																																						
5	Training Intervention Framework (Final)																		1	2	3	4	10%																																	
6	Roadmap for Rollout																			1	2	3																																		
7	Preparation of SOP/ Guidelines/ Manuals																			1	2	3	4	5	10%																															
8	Training Need Analysis Report																	1	2	3	4		5	6																																
9	Training Plan																							1	2	3	4		5	6	10%																									
10	High Level Training Curriculum																								1	2	3	4			5	6		10%																						
11	KPI Framework																						1	2	3	4	5		6	7			8	9																						
12	PoC Report																																				1	2		3	4	10%														
13	Policy Formulation for Content Development & Procurement (Draft)																								1	2	3		4	5		6																								
14	Policy Formulation for Content Development & Procurement (Final)																																			1	2	3	20%																	
15	Preparation of SOP/ Guidelines/ Manuals																																				1	2		3																
16	Conduct Capacity Building Workshops (5)																																						1		2	3	4	5	6	10%										

CBSE PMC for TIFS Advisory - Implementation Support & Program Management Phase																																					
	Task / Milestone	M10	M11	M12	C2.1	M13	M14	M15	C2.2	M16	M17	M18	C2.3	M19	M20	M21	C2.4	M22	M23	M24	C2.5	M25	M26	M27	C2.6	M28	M29	M30	C2.7	M31	M32	M33	C2.8	M34	M35	M36	C2.9
	Program Management				EQI				EQI				EQI				EQI				EQI				EQI				EQI				EQI				EQI

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CBSE TIFS Portal Transaction Advisory + Implementation Support																																													
		M01				M02				M03					M04				M05				M06				M07	M08	M09	M10	M11	M12													
		1	1	1	1	1	1	1	1		1	1	1	1	1		1	1	1	1	1	1	1		1	1			1	1	1	4	4		5	4	4	5							
#	Task / Milestone	W01	W02	W03	W04	W05	W06	W07	W08	C3.1	W09	W10	W11	W12	W13	C3.2	W14	W15	W16	W17	W18	W19	W20	W21	C3.3	W22	W23	C3.4		W24	W25	W26	W27	W28	C4.1	W29	W30	W31	W32	C4.2					
1	Mobilze team	1																																											
2	TIFS DPR		1	2	3	4	5	6	7	15%																																			
3	TIFS FRS				1	2	3	4	5	5	6	7	8																																
4	TIFS RFP					1	2	3	3	4	5	6	7	8	40%																														
5	Bid Process Management																1	2	3	4	5	6	7	8	40%																				
6	Onboard IT Service Provider																										1	2	5%																
7	Implementation Support																													1	2	3	7	11	50%	16	20	24	29						
8	UAT Support																																				1	5	10	50%					

CBSE TIFS Portal O&M Phase																																		
#	Task / Milestone	M13	M14	M15	C5.1	M16	M17	M18	C5.2	M19	M20	M21	C5.3	M22	M23	M24	C5.4	M25	M26	M27	C5.4	M28	M29	M30	C5.4	M31	M32	M33	C5.4	M34	M35	M36	C5.4	
1	Operations Support & Monitoring				EQI				EQI				EQI				EQI				EQI				EQI				EQI					
2	Exit Management																																EQI	

W01 – W39 represents weeks.

M01 – M36 represents months.

C1, C2, C3, C4, C5 represents various cost as quoted by the bidder for different phases of the project as per the financial bid.

6. Pre-Qualification/ Eligibility Criteria

The Bidder is expected to submit the following supporting documents with respect to the below-mentioned eligibility criteria together with the Technical Proposal:

6.1 Compliance to Rule 144 (xi) of GFR 2017

Bidder to mandatorily provide undertaking as provided in Form-14 (under Technical Forms) of this NIT stating the conformance to Rule 144 (xi) of GFR Guidelines for Eligibility of a 'BIDDER FROM A COUNTRY WHICH SHARES A LAND BORDER WITH INDIA' is mentioned in Annexure III of Order (Public Procurement No 1) dated 23.07.2020, issued by Department of Expenditure, Ministry of Finance, Government of India.

6.2 Pre-Qualification Criteria

S.No.	Basic Requirement	Eligibility Criteria	Documents Required
1	Legal Entity	The Bidder should be registered in India under the Indian Companies Act 1956/ 2013 or a partnership firm registered under the LLP Act 2008 and should have operated in India for a minimum of 5 years in Consulting Services as of March 31, 2024.	Copy of Certificate of Incorporation/ Registration (Bidder to provide chain of incorporation in case there is any change)
2	Tax Registration	The bidder should have a registered number of i. GST ii. Income Tax / Pan number	Copies of relevant certificates of registration
3	Annual Turnover	Annual Turnover of the bidder from Indian operations in consulting services during each of the three financial years, i.e., from 2021-22 to 2023-24 (as per the last published audited balance sheets), should be at least INR 50 crores .	CA Certificate with CA's Registration Number/ Seal
4	Net worth Certificate	The net worth of the bidder should be Positive during last 5 years	CA Certificate for five years 2019-20 2023-24 with CA's Registration Number/ Seal
5	Government Consulting Services	The bidder should have been working in the consultancy assignments for a minimum of 3 years having annual turnover of INR 5 Crore (excluding taxes) from Government/ Public Sector consulting services in India in each of the 3 financial years.	Certificate from statutory auditor
6	Relevant Experience	The bidder should have experience of at least 2 projects for delivering Education/	Copy of Work Order / Contract to be

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S.No.	Basic Requirement	Eligibility Criteria	Documents Required
		Skill Development project as consultant/ PMU of minimum value INR 1 Crore (excluding taxes) as on date of submission of bid	attached (with clear details around scope of work and value of the project).
7	Relevant Experience	The bidder should have experience of at least 1 project for delivering Transaction Advisory services (DPR, RFP/NIT, Bid Processing) as consultant/ PMU for onboarding an IT software related service provider, of minimum value INR 40 Lakhs (excluding taxes) during the last 3 years.	Copy of Work Order / Contract to be attached (with clear details around scope of work and value of the project).
8	Technical Resource	The Bidder must have a minimum strength of 50 fulltime resources on the payroll of the company in India as on date of bid submission.	Certificate from HR Dept. on company letterhead.
9	Blacklisting	The bidder should not have been blacklisted by any agency of the central government, public sector undertaking or by any department of State Government in India as on date of submission of bid	Self-certification. False certification and / or non-disclosure will lead to forfeiture of the EMD and disqualification from the evaluation process and blacklisting.
10	Power of Attorney	Power of attorney on a non-judicial stamp paper of appropriate value authorizing the representative of the bid to sign the bid against this NIT	Duly signed Power of Attorney / Latest Board Resolution.
11	EMD	Refer data sheet	Earnest Money Deposit ("EMD") in the form of Insurance Surety bond/Bank Guarantee (Including e-Bank Guarantee) / A/c payee DD/FDR/Bankers Cheque as EMD (bid Security) as per the amendment of GFR, OM No. F 1/4/2022-PPD dated 05-08-2022 and

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S.No.	Basic Requirement	Eligibility Criteria	Documents Required
			which shall be valid for a period of 180 days from the last date of submission of the bid. Bid security in any other form will not be accepted.

Technical Proposal of bidders will be evaluated only those who qualify the Pre-qualification criteria.

6.3 General Instruction of Bidding Process

- This invitation for bids is open to all Indian firms who fulfil prequalification criteria as specified in the NIT.
- Consortium is not allowed.
- Breach of general or specific instructions for bidding, general and special conditions of contract with CBSE or any of its user organizations during the past 3 years may make a firm ineligible to participate in bidding process.
- Any specific Company can submit only one bid, and a single company submitting more than one bid shall be disqualified and liable to be black-listed.
- Terms and conditions of e-procurement tendering process is mandatory to all the bidders.

7. Technical Evaluation Model

CBSE will form a 'Committee' to evaluate the proposals submitted by the bidders for a detailed scrutiny. During evaluation of proposals, CBSE, may, at its discretion, ask the bidders for clarification of their Technical Proposals. Only those proposals meeting the pre-qualification criteria will be evaluated as per the criteria mentioned below:

#	Criteria	Documentary Evidence	Marks	Max. Marks
A	Past Experience of the Organization			27
1	Experience of assisting as Knowledge Partner/ PMU for Skill Development/ Training Projects in Education domain for minimum value INR 1 Crore each (excluding taxes) as on date of bidding	Work Order/ Client Letter/ Job Completion certificate/ Contract	Framework / Policy Formulation 01 Project - 02 02-03 Projects - 03 > 03 Projects - 04 Training Need Analysis 01 Project - 02 02-03 Projects - 03 > 03 Projects - 04 Content Development 01 Project - 02 02-03 Projects - 03 > 03 Projects - 04	12
2	Experience of assisting Central/ State Govt entities as Knowledge Partner/ PMU for Education Domain with minimum value INR 1 Crore (excluding taxes) as on date of bidding	Work Order/ Client Letter/ Job Completion certificate	01 Project - 03 02-03 Projects - 04 > 03 Projects - 05	05
3	Experience of assisting as Knowledge Partner/ PMU for IT software projects for minimum value INR 40 Lakhs each (excluding taxes) as on date of bidding	Work Order/ Client Letter/ Job Completion certificate	DPR 01-02 Project - 02 > 02 Projects - 03 RFP & Bid Processing 01-02 Project - 03 > 02 Projects - 04 Monitoring & Support 01-02 Project - 02 > 02 Projects - 03	10

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#	Criteria	Max. Marks
B	Team Experience	37
1	<p>Senior Consultant, Training – cum - SPOC</p> <p>Present two (2) case studies of the projects handled by the resource which are relevant to this project. demonstrating experience in delivering Skill Development/ Training in Education domain including Framework/ Policy formulation, Training Need analysis, content development and delivery comprising of project plan, change management, capacity building and roll out plan.</p> <p>Should have experience in delivering Education sector projects as Project Manager. Experience working with Government entities. Experience on having managed teams across locations. Should be able to demonstrate understanding of the current project.</p>	15
2	<p>Consultant, Training</p> <p>Present two (2) case studies of the projects handled by the resource which are relevant to this project and must have experience of working on assignment related to training need assessment, capacity building and/or education sector development.</p> <p>Proven ability to work collaboratively in multi-stakeholder environments, including with government agencies or education boards.</p> <p>Familiarity with data collection tools, survey platforms and analysis methodologies.</p> <p>Analytical skills with the ability to drive actionable insights from data.</p>	10
3	<p>Senior Consultant - Technology</p> <p>Present two (2) case studies of the projects handled by the resource which are relevant to this project and must have experience of working on assignment as Solution, Data, Business, Technology, Application Architect on a large scale complex heterogeneous IT project.</p> <p>Working with government agencies / on Government Projects would be preferred.</p> <p>Should have managed teams across locations.</p>	7
4	<p>Consultant - Business Analyst</p> <p>Present one (1) case study of the project handled by the resource which is relevant to this project and having experience of working as business analyst with hands-on experience in Requirement gathering, writing Functional Requirements Specifications (FRS), Software Design Document, Test cases. Should have participated in conducting testing.</p> <p>Working in government agencies would be preferred.</p>	5

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#	Criteria	Max. Marks
C	Approach & Methodology Evaluation (Presentation Must be led by the Senior Consultant, Training – cum - SPOC and key resources proposed for the assignment)	36
1	Presentation should cover the following but not limited to: <ul style="list-style-type: none"> • Understanding of Education Ecosystem in India • Understanding of Objectives and examples from similar activities from other countries including framework • Understanding of the scope & proposed methodology • IT Portal architecture, integrations and features • Understanding of NEP-2020 • Strategic Thinking • Change Management including Roll Out Plan • Capacity Building • Proposed Resource Deployment Plan • Outcome monitoring 	36

Financial Proposal of only those bidders will be opened who secure 70 marks as per the above evaluation criteria.

8. Payment Schedule

8.1 Payment Terms

The expected timeline for payment has been laid down by taking 'T0' as the referential time frame, where 'T0' represents the date of issue of Contract Signing +15 days.

It is important to note that these payment milestones are not the same as timelines for delivery of tracks. The non-delivery of the items in alignment with the timelines for delivery would trigger relevant penalty clauses mentioned in the NIT.

The cost components for the services being procured under this NIT are mentioned in 'Annexure A: Financial Proposal'. The same may be referred.

#	Cost Head	Payment Milestone	Payment
1	C1	Team Mobilization	10% of cost quoted in C1
2	C1	Successful submission of Good Practises Report	10% of cost quoted in C1
3	C1	Submission of Training Intervention Framework (Draft) document	10% of cost quoted in C1
4	C1	Successful submission of Training Intervention Framework (Final) document	10% of cost quoted in C1
5	C1	Successful submission of Training Intervention Framework related SOP/ Guidelines/ Manuals	10% of cost quoted in C1
6	C1	Successful submission of the Training Plan	10% of cost quoted in C1
7	C1	Successful submission of Policy Formulation for Content Development & Procurement (Final)	20% of cost quoted in C1
8	C1	Submission of the PoC Report	10% of cost quoted in C1
9	C1	Submission of the report on conducting Capacity Building Workshops (5 Nos)	10% of cost quoted in C1

#	Cost Head	Payment Condition	Payment
1	C2	The charges for Implementation & Program Management Phase will be paid in the form of Equated Quarterly Instalment (EQI) after successful completion of the respective quarters on submission of Invoice along with the requisite reports by the Successful bidder	3 months of cost as per C2 to be paid quarterly for each quarter. The EQI will be prorated for any partial quarter.

#	Cost Head	Payment Condition	Payment
1	C3	Successful submission of DPR for IT Initiative	15% of cost quoted in C3
2	C3	Successful submission of RFP for IT Initiative	40% of cost quoted in C3
3	C3	Successful completion of the bid process management for IT Initiative i.e. successful identification of the IT service provider	40% of cost quoted in C3
4	C3	Successful onboarding of the IT service provider	5% of cost quoted in C3

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#	Cost Head	Payment Condition	Payment
1	C4	At the end of eleven weeks into implementation phase of the IT portal	50% of cost quoted in C4
2	C4	Successful Go-Live of the IT portal	50% of cost quoted in C4

#	Cost Head	Payment Condition	Payment
1	C5	The charges for IT Initiative Program Management Phase will be paid in the form of Equated Quarterly Instalment (EQI) after successful completion of the respective quarters on submission of Invoice along with the requisite reports by the Successful bidder	3 months of cost as per C5 to be paid quarterly for each quarter. The EQI will be prorated for any partial quarter.

8.2 Work Outside Delhi/NCR

All travel expense outside Delhi/NCR for official purpose with the permission of competent authority shall be paid directly or reimbursed by CBSE, in such cases where arrangements are not being made by CBSE:

Reimbursement (max limit) will be as per below matrix.

Travel	The actual travel fare by III Class AC in train or any other mode not exceeding the fare by III AC in train will be paid to the personnel. The journey by Flight in economy class will be allowed with pre-sanction in writing by the department for which the personnel shall furnish a request in writing duly mentioning the need for such air travel and the decision of the department shall be final.
Hotel	Category A cities- INR 5000/- per day Category B cities- INR 4000/- per day Category C cities- INR 3500/- per day
Food	The expense for the food has to be borne by the personnel only.

Category A	Mumbai, Chennai, Kolkata, Bengaluru, Hyderabad, Ahmedabad, Pune
Category B	Other State Capitals & Major Cities – Nagpur, Baroda, Kanpur, Cochin, Ludhiana, Indore, Ajmer, Agra, Vishakhapatnam, Allahabad, Vijayawada, Mysore
Category C	All other locations

All expenses are exclusive of applicable taxes.

In case of travel by train/ taxi/ bus, the claim will be restricted to actual expenditure incurred for official work purpose only, subject to production of bills.

- To claim reimbursement, the agency resource(s) needs to submit the Travel Expense Claim to CBSE along with the relevant bills/vouchers, boarding passes, tickets and hotel bills and approval from the authorized approving authority **within four weeks** from the date of return from the trip.

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- b) Submission of hotel bills is mandatory with the Travel Expense Claim.
- c) For local travel during official visit to and within Delhi/NCR, agency resource(s) will make their own arrangements. There will be no reimbursements for travel to and within Delhi/NCR.
- d) For International Travel reimbursement will be as per actuals within the limits and guidelines approved by Government of India.
- e) Team members should have their own laptops, data cards and other peripherals including mobile phone during travel.

9. Penalty Clauses

9.1 Penalty during various phases of the project

Project Component	Deliverables	Timeline (Max Limit)	Delay beyond Delivery Date (Days)	Penalty
Training Framework Related Work	All deliverables as defined under Training Framework Related work (Section 5.1)	As defined along with the deliverables in section 5.1	1-10 days	NIL
			11-20 days	1% of the remaining cost for C1
			21-30 days	2% of the remaining cost for C1
			Beyond 30 days	5% of the remaining cost for C1

Note: The remaining cost will be calculated on reducing balance concept and will be calculated as follows:

Penalty Cost Consideration = (Total C1 cost) – (C1 Eligible Cost till prior to invoice under consideration)

Project Component	Deliverables	Timeline (Max Limit)	Delay beyond Delivery Date (Days)	Penalty
IT Initiated Related Work	All deliverables as defined under IT initiative Related work (Section 5.2)	As defined along with the deliverables in section 5.2	1-10 days	NIL
			11-20 days	1% of the C2 cost
			21-30 days	2% of the C2 cost
			Beyond 30 days	5% of the C2 cost

Important Notes:

- These SLAs shall be strictly imposed, and a third-party audit/evaluation agency shall be deployed for certifying the performance of the Agency against the target performance metrics as outlined in the tables above.
- All penalties shall be calculated on a quarterly basis unless stated otherwise.
- If the delays are on the part of CBSE, then that span of time will be excluded for the purpose of calculation of penalty.

9.2 Other Penalties

- a) Replacement of resources shall generally not be allowed. The replacement of resource by the bidder shall be allowed only in the case, where the currently deployed resource(s) leaves the organization by submitting his/her resignation. In such cases bidder needs to take prior approval from CBSE before providing replacement.
- b) The replaced resource will be accepted by CBSE only if he/she meets the minimum qualification and experience criterion as mentioned in this NIT and is found suitable to their satisfaction. The outgoing resource should

complete the knowledge transfer with the replaced resource as per the satisfaction of CBSE.

- c) In case of failure to meet the requirement of the client (which includes efficiency, cooperation, discipline and performance) CBSE may ask bidder to replace the resource.
- d) Bidder is not allowed to replace the 'key resources' whose profile has been submitted at the time of bidding process along the bid documents, with in the First year of the contract from the Date of Commencement. Further in un-avoidable circumstances (such as illness & death against the concerned personnel) where bidder is not able to retain the 'key resource' quoted in the bid, CBSE may allow exceptions subject to bidder providing replacement within 15 days with equivalent or higher experience. CBSE reserves the right to impose the penalty (except under unavoidable conditions) as mentioned below: "
 - i. **Within First 6 Months:** - INR 1,00,000 (Rupees One Lakh) per resource per month during the period of non-availability for one year from the Date of Commencement.
 - ii. **From 6 months to 1 Year:** - INR 50,000 (Rupees Fifty Thousand) per resource per month during the period of non-availability for one year from the Date of Commencement.
 - iii. A penalty of INR 2,00,000 (Two Lakh) per resource per month during the period of non-availability for one year from the Date of Commencement will be levied if a resource that has not resigned and is removed/shifted from the project by the bidder.

10. Bidding Process

10.1 Time Schedule for Bidding

Tender reference No:	As mentioned in e-Procurement
Date of issue of NIT	As mentioned in e-Procurement
Non Refundable Tender Processing Fee	As mentioned in e-Procurement
EMD	As mentioned in e-Procurement
Pre-bid meeting & venue	Central Board of Secondary Education 2, Community Centre Preet Vihar Delhi 110 092
Last Date for Receiving Queries	As mentioned in e-Procurement
Last Date and Time for submission of Bids	As mentioned in e-Procurement
Venue, Date & Time of Opening	As mentioned in e-Procurement
Venue, Date & Time of Opening Financial Bids	As mentioned in e-Procurement
Contact Person, Phone No. and Email	Ms. Shweta S. Moon Under Secretary (Training) Central Board of Secondary Education 2, Community Centre Preet Vihar Delhi 110 092 Email: services@cbsedigitaledu.in

1. Please visit web site <> <https://www.cbse.gov.in/> or <https://eprocure.gov.in> for full details.
2. Complete sets of bidding documents will be available for free download, by interested bidders, from the e-Procurement portal of the Government of India.
3. It will be in the interest of the bidders to familiarize themselves with the e Procurement system to ensure smooth preparation and submission of the tender documents.
4. The Bidders are advised to submit the Bids well in advance of the deadline as CBSE will not be liable or responsible for non-submission of the bids on account of any technical glitches or any problems in connectivity services used by the bidder.

10.2 Site Visit

The Bidder if so desires, may visit and examine the project sites, and revalidate all the information required for preparing their response document to the bid. The cost of such visits to the sites shall be at the bidder's expense. The bidder and any of its personnel or agents will be granted permission by CBSE to enter its facilities at various locations in the state for the purpose of such visits, but

only upon the condition that the bidder, its personnel, and agents, will indemnify the CBSE/ Gol from and against all liability in respect thereof, and will be responsible for death or personal injury, loss of or damage to property, and any other loss, damage, costs, and expenses incurred as a result of such inspection, undertaken by the bidder. The Bidder shall at its own risk; peril; cost and liability undertake site visits to designated facilities in the state.

10.3 Due Diligence by Applicants

Applicants are encouraged to inform themselves fully about the assignment and the local conditions before submitting the bids.

10.4 Cost of Bidding

The Bidder shall bear all costs associated with the preparation and submission of its bid including cost of presentation for the purposes of clarification of the bid, if so desired by CBSE. CBSE will in no case be responsible or liable for those costs, regardless of the outcome of the tendering process.

10.5 Validity of Proposals

- a) Proposals shall remain valid for a period of bid validity as mentioned in the data sheet section above. A proposal valid for shorter period may be rejected as non-responsive.
- b) CBSE may solicit the bidders' consent to an extension of Proposal validity (but without the modification in Proposals). A bidder may refuse the request and such refusal shall not be treated as withdrawal of Bid and in such circumstances bid security shall not be forfeited Bidders that agree to an extension of the period of validity of their bids shall extend or get extended the period of validity of bid securities submitted by them or submit new bid securities to cover the extended period of validity of their bids. A bidder whose bid security is not extended, or that has not submitted a new bid security is considered to have refused the request to extend the period of validity of its Bid.

10.6 Clarification of Tender Document

A prospective bidder requiring any clarification of the tender document may notify CBSE in writing along with a soft copy in excel format at CBSE's correspondence email address before the date mentioned in under the 'important dates' section. CBSE representative will respond to any request for clarification of the tender document in the pre-bid conference, which will be held as per the table of important dates given. CBSE's response will be sent to all prospective bidders who have received the tender document. The clarification shall be asked as per the given format. Queries not adhering to this format will not be responded to.

Sr. No	Page No of the NIT Document	Section No of the NIT Document	Proposed Change	Reason of Proposed Change
1				
2				

10.7 Pre-Bid meeting

- All those bidders who have obtained/purchased bid document can participate in pre-bid meeting to seek clarification on the bid, if any.
- Not exceeding two employees from each of the bidding firm/ company/ organization are invited to attend the Pre-Bid Conference at their own cost, which is to be held at the venue indicated above.
- The purpose of the meetings will be to clarify issues and to answer questions on any matter that may be raised at that stage.
- The Bidder is requested, to submit any questions in writing to reach CBSE as per the dates mentioned above. It may not be practical at the Pre-Bid Conference to answer questions received late. CBSE will respond to any request for clarification to queries on the tender document, received not later than the dates prescribed in Invitation for Bids / Key events and dates. The clarifications (including the query but without identifying the source of inquiry) will be uploaded on the e-tendering portal.
- CBSE at its discretion will conduct the Pre-Bid Conference in physical, virtual or hybrid mode.
- Non-attendance at the Pre-Bid Conference will not be a cause for disqualification of a Bidder.

10.8 Clarification

- A prospective bidder requiring any clarification of the bidding documents may notify CBSE contact person. Written copies of the response (including an explanation of the query but without identifying the source of inquiry) will be shared with all prospective bidders that have received the bidding documents.
- The concerned contact person will respond to any request for clarification of bidding documents, which it receives no later than bid clarification date mentioned in the notice prior to deadline for submission of bids prescribed in the tender notice. No clarification from any bidder shall be entertained after the close of date and time for seeking clarification mentioned in tender call notice. It is further clarified that CBSE shall not entertain any correspondence regarding delay or non-receipt of clarification.

10.9 Amendment of Tender Document

At any time prior to the last date / time for receipt of bids, CBSE may, for any reason, whether at its own initiative or in response to a clarification requested

by a prospective bidder, reserves the right to modify the tender document by issuing an amendment. The amendment will be notified in e-procurement portal and will be binding on the bidders. In order to afford prospective bidders reasonable time in which to take the amendment into account in preparing their bids, CBSE may, at its discretion, extend the last date for receipt of bids.

10.10 Bid Preparation

10.10.1 Language of Bids

The Bids prepared by the bidder and all correspondence and documents relating to the bids exchanged by the bidder and CBSE, shall be written in the English language. If any supporting document and printed literature furnished by the Bidder is in a language other than English then the same should be accompanied by an accurate English translation in which case, for purposes of interpretation of the bid, the English translation shall govern. However, such translations shall be certified by the agency that has done the translations.

10.10.2 Bid Format

The Bidder shall upload the digitally signed scanned copies of the Proposal in e-Procurement, as given below:

A. Pre-Qualification Bid

1. A letter on bidders letter head
 - I. Describing the pre-qualifying technical competence and experience of the bidder,
 - II. Certifying that the period of validity of bids is <no of days as per data sheet above> from the last date of submission of bid,
 - III. Asserting that the bidder is quoting for all the items mentioned in the tender,
 - IV. Accepting all terms of this NIT
2. All forms mentioned in NIT document along with the requisite documents asked in the respective forms to prove that the bidder meets the eligibility criteria.
3. Power-of-attorney granting the person signing the bid, the right to bind the bidder as the 'Constituted attorney of the Agency'.
4. Permanent Account Number (PAN) from INCOME TAX authorities of area of operation of the bidder.

B. Technical Bid as per specified criteria

The Technical Bid document shall detail all the information sought from the bidders and required for CBSE to evaluate the bids as prescribed as part of the technical evaluation in Section 7 of this document. Hence it is mandatory that the bidders read this section in conjunction with the technical evaluation section to provide information as necessary and adequate to evaluate the proposals.

C. Commercial Bid Specified

The commercial bid shall be submitted for all requirements of CBSE for the Notice Inviting Tenders (NIT) Selection of an agency for providing services as per details mentioned in the NIT.

10.11 Procedure for Submission of Bids

10.11.1 Tender Processing Fees

Bidder can download the tender document for free from the e-Procurement portal till the due date and time for bid submission.

Note: It will be in the interest of the bidders to familiarize themselves with the e-Procurement system to ensure smooth preparation and submission of the tender documents.

10.11.2 Modes of Submission

All interested bidders shall pay EMD and submit their Technical and Commercial NIT responses electronically using the e-Forms in the e-Procurement platform. Companies shall submit the tenders only through the e-Procurement system before the scheduled date and time for bid submission. CBSE will not be liable or responsible for any delays due to unavailability of the portal and the Internet link.

Bidders shall submit, along with their Bids, Earnest Money Deposit ("EMD") in the form of Insurance Surety bond/Bank Guarantee (Including e-Bank Guarantee) / A/c payee DD/FDR/Bankers Cheque as EMD (bid Security) as per the amendment of GFR, OM No. F 1/4/2022-PPD dated 05-08-2022 and which shall be valid for a period of 180 days from the last date of submission of the bid. Bid security in any other form will not be accepted.

10.12 Authentication of Bid

The bid response shall be signed by the bidder, or a person or persons duly authorized to bind the Bidder to the Contract. A written power-of-attorney accompanying the bid shall support a letter of authorization.

10.13 Validation of Interlineations in Bid

The bid shall contain no interlineations, erasures or overwriting except as necessary to correct errors made by the bidder, in which case such corrections shall be initialed by the person or persons signing the bid.

10.14 Financial Bid

The bidder shall indicate prices according to the Performa prescribed in the tender document.

10.15 Firm Price

Prices quoted by the bidder must be all inclusive, firm and final, and shall not be subject to any escalation whatsoever during the period of the contract. Prices should indicate the price at site and shall include all state and central taxes. Attention of the bidder is invited to the terms and conditions of payment given in NIT document.

10.16 Revelation of Prices

Prices in any form and for any reasons shall not be revealed in the pre-qualification bid or technical bid or before opening the commercial bid. In case such violation happens, then the bid shall be immediately rejected.

10.17 Terms and Conditions of Tendering Firms

In case any of the terms and conditions to the NIT is not acceptable to any bidder, clearly specify the deviation in the forms given in NIT. Similarly in case the equipment and services being offered has deviations from the schedule of requirements laid down, the bidder shall describe in what respects and to what extent the equipment and services being offered differ/ deviate from the specification, even though the deviations may not be very material. Bidder must state categorically whether or not their offer conforms to requirement specifications and schedule of requirements and indicate deviations, if any in section as part of the response to the bid. Any substantial deviation may lead to rejection of the bid by CBSE.

10.18 Bid Submission

10.18.1 Consortium and Sub-contracting

1. The bid shall be submitted only as single entity firm. **Consortium or Joint venture shall not be allowed for the project.**
2. The bidder shall not Sub-Contract Scope of Work other than wherever specifically mentioned. The performance of the subcontracted agency shall be purely the responsibility of the bidder. The bidder shall be purely and wholly held responsible in case the subcontracted agency fails to perform. The bidder shall be fully responsible for all acts of commission and omission.

10.18.2 Modification and Withdrawal of Bids

No bid shall be withdrawn in the interval between the last date for receipt of bids, and the expiry of the bid validity period specified by the bidder in the bid. Withdrawal of a bid during this interval would result in forfeiture of the bidder's bid security.

10.18.3 Address for Correspondence

The bidder shall designate the official mailing address, place, telephone number, fax number and e mail address to which all correspondence shall be made by CBSE. CBSE will not be responsible for non-receipt of any communication sent by the bidder.

10.18.4 **Clarifications**

If deemed necessary, CBSE may seek clarifications on any aspect from the bidder. However, that would not entitle the bidder to change or cause any change in the substance of the tender submitted or price quoted. CBSE may, if so desire, ask the bidder to give a presentation/ demonstration for the purpose of clarification of the tender. All expenses for this purpose, as also for the preparation of documents and other meetings, will be borne by the bidders.

10.18.5 **Verification of Reference Installations**

CBSE, if considers necessary, may conduct verification of reference sites to satisfy themselves on the performance of the equipment/ services offered with reference to their requirements.

CBSE will satisfy themselves on the veracity of the reference works with reference to performance indicators relevant to the requirements specified.

10.18.6 **Contacting CBSE**

Bidder shall NOT contact CBSE on any matter relating to this bid, from the time of the submission of bid to the time the contract is awarded. During this period, all-important notices will be published in the e-procurement portal.

Any effort by a bidder to influence CBSE's bid evaluation, bid comparison or contract award decision may result in the rejection of the bid. Such an act on the part of the Bidder shall amount to misconduct and will be liable for appropriate action, as decided by CBSE.

10.18.7 **Bid Currency**

Price shall be quoted entirely in Indian Rupees (INR).

10.18.8 **Disqualifications**

The bid is liable to be disqualified in the following cases:

- The Bid not submitted in accordance with this document.
- During validity of the bid, or its extended period, if any, the Bidder increases their quoted prices.
- Bid is received in incomplete form.
- Bid is not accompanied by all requisite documents.
- Information submitted in Technical Bid is found to be misrepresented, incorrect or false, accidentally, unwittingly or otherwise, at any time during the processing of the contract (no matter at what stage) or during the tenure of the contract

including the extension period if any.

- Commercial bid/ pricing is uploaded in the Technical bid.

10.19 Earnest Money Deposit

An EMD of amount as mentioned in the data sheet (section 1.2(1)), must be submitted along with the Proposal. Proposals not accompanied by EMD shall be rejected as non-responsive. Earnest Money Deposit (EMD) shall be refunded to all the unsuccessful bidders within one month after award of the work to the successful/suitable bidder. The bidder is liable to pay liquidated damages and penalty imposed by the Tender Inviting Authority in the event of non-fulfillment of any of the terms or whole of the contract.

The EMD shall be forfeited:

- 1 If a Bidder withdraws its bid during the period of Bid validity specified by the Bidder on the Bid Form;
- 2 Or in case of a successful Bidder, if the Bidder fails:
 - To sign the Contract; or
 - To furnish the performance security.

10.20 Submission, Receipt and Opening of Proposals

- 10.20.1 The tendering authority will open all bids (only Technical Bids at the first instance) through the e- Tendering website, in the presence of Bidders or his representatives who choose to attend.
- 10.20.2 The Bidder's representative who is present shall sign an attendance register evidencing their attendance. In the event of the specified date of Bid opening being declared holiday for the tendering Authority, the Bid shall be opened at the appointed time and location on the next working day.
- 10.20.3 The Bidder's names, bid modifications or withdrawals, bid prices and the presence or the absence of requisite bid security and such other details as the tendering authority, at its discretion, may consider appropriate, will be announced at the time of opening. No Bid shall be rejected at the opening.

10.21 Correction of Arithmetic Errors in Financial Bids

The bid evaluation committee shall correct arithmetical errors in substantially responsive Bids on the following basis, namely:

- a) If there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail and the total price shall be corrected, unless in the opinion of the bid evaluation committee there is an obvious misplacement of the decimal point in the unit price, in which case the total price as quoted shall govern and the unit price shall be corrected;

- b) If there is an error in a total price corresponding to the addition or subtraction of subtotals, the subtotals shall prevail and the total shall be corrected; and
- c) If there is a discrepancy between words and figures, the amount in words shall prevail, unless the amount expressed in words is related to an arithmetic error, in which case the amount in figures shall prevail subject to clause (a) and (b) above.

10.22 Right to Accept or Reject Proposal

The tendering authority reserves the right to accept or reject any proposal, and to annul the proposal process and reject all Proposals at any time prior to award of contract, without thereby incurring any liability to the affected bidder(s) or any obligation to inform the affected bidder(s) of the grounds for such decision.

10.23 Bid Selection Method

The selection method is **Quality cum Cost Based Selection (QCBS)**.

Technical Bid Score will get a weightage of 70% (denoted by ST) and Financial Bid Score a weightage of 30% (denoted by SF).

The process of selection of successful bidder for the purpose of award of contract shall be as follows:

A. Calculation of Technical Score (ST)

T = Technical Marks Obtain by the Individual Bidder

TH = Highest Technical Marks Obtain by Bidder

ST = Technical Score obtain by the Individual Bidder

Calculation of Technical Score (ST)

$ST = 100 \times (T/TH)$ (rounded off to 2 decimal places)

B. Calculation of Financial Score (SF)

F = Total Financial Bid amount quoted by individual Bidder

FL = Lowest Total Financial Bid amount quoted by individual Bidder

SF = Financial Score obtain by the Individual Bidder

Calculation of Financial Score (SF)

$SF = 100 \times (FL/F)$ (rounded off to 2 decimal places)

C. Calculation of Final Composite Score (S)

The Final Composite Score (S) shall be computed for each firm by assigning 70% weightage to the Technical Score (ST) and 30% weightage to Financial Score (SF) using the formula given below:

$S = (ST \times 0.7) + (SF \times 0.3)$ (rounded off to 2 decimal places)

Bidder with the highest final composite score will be awarded the contract. In case of a tie in the final composite score, the bidder with the higher Technical Score will be invited for negotiations and selection first.

10.24 Disqualification

The tendering authority may at its sole discretion and at any time during the evaluation of Proposal, disqualify any bidder, if the bidder has:

- a) Submitted the Proposal documents after the response deadline.
- b) Made misleading or false representations in the forms, statements and attachments submitted in proof of the eligibility requirements.
- c) Exhibited a record of poor performance such as doing and abandoning works, not properly completing the contractual obligations, inordinately delaying completion or financial failures, etc. in any project in the preceding three years subject to any such termination should have been approved / upheld by any court decree or arbitral award against the bidder to such effect.
- d) Submitted a proposal that is not accompanied by required documentation or is nonresponsive.
- e) Failed to provide clarifications related thereto, when sought.
- f) Declared ineligible by central/ state government for corrupt and fraudulent practices or blacklisted subject to any such termination should have been approved / upheld by any court decree or arbitral award against the bidder to such effect.
- g) Submitted a proposal with price adjustment / variation provision.

10.25 Acknowledgement by Applicant

It shall be deemed that by submitting the bids, the Applicant has:

- made a complete and careful examination of the NIT;
- received all relevant information requested from the tendering authority;
- accepted the risk of inadequacy, error or mistake in the information provided in the NIT or furnished by or on behalf of the Board;
- satisfied itself about all matters, things and information, necessary and required for submitting an informed application and performance of all of its obligations thereunder;
- acknowledged that it does not have a Conflict of Interest; and
- agreed to be bound by the undertaking provided by it under and in terms hereof.

11. General Terms and Conditions

11.1 Application

These general conditions shall apply to the extent that provisions in other parts of the contract do not supersede them. For interpretation of any clause in the NIT or Contract Agreement, the interpretation of the tendering authority shall be final and binding on the firm/ company.

11.2 Applicable Law

Applicable Law means the laws and any other instruments having the force of law in India as they may be issued and in force from time to time. The contracts shall be interpreted in accordance with the laws of the Union of India.

11.3 Relationship Between Parties

Nothing mentioned herein shall be constructed as relationship of master and servant or of principal and agent as between the CBSE and 'the firm/company'. The firm/company subject to this contract for selection has complete charge of personnel, performing the services under the Project executed by CBSE from time to time. The Professional(s) provided by firm/company shall be fully responsible for the services performed by them or on their behalf hereunder. CBSE will allocate work/assignment to the Professional(s) provided by firm/company.

11.4 Statutory Requirement

During the tenure of this contract, nothing shall be done by the Selected Bidder in contravention of any law, act and/or rules/regulations, there-under or any amendment there of governing inter-alia customs, stowaways, foreign exchange etc. and shall keep CBSE indemnified in this regard.

11.5 Indemnity

The Selected Bidder shall indemnify CBSE from and against any costs, loss, damages, expense, claims including those from third parties or liabilities of any kind how-so-ever suffered including patent, copyright, trademark and trade secret, arising or incurred inter-alia during and after the Contract period out of:

- a) Negligence or wrongful act or omission by the Selected Bidder or it's team or any Agency/ Third-party in connection with or incidental to this Contract; or
- b) Any breach of any of the terms the Selected Bidder's Proposal as agreed, the Tender and this Contract by the Selected Bidder, its Team or any Agency/Third Party.

11.6 Right of Monitoring, Inspection and Periodic Audit

The tendering authority or its assignee reserves the right to inspect and monitor/ assess the progress/ performance at any time during the course of the contract, after providing due notice to the Selected Bidder. The tendering

authority or its assignee may demand, and upon such demand being made, the selected bidder shall provide with any document, data, material or any other information required to assess the progress of the project. The tendering authority shall also have the right to conduct, either itself or through any another agency as it may deem fit, an audit to monitor the performance by the Selected Bidder of its obligations/functions in accordance with the standards committed to or required by the tendering authority and the Selected Bidder undertakes to cooperate with and provide to the tendering authority or its assignee, all documents and other details as may be required by them for this purpose. Any deviations or contravention identified as a result of such audit/assessment would need to be rectified by the Selected Bidder failing which the tendering authority may, without prejudice to any other rights that it may have, issue a notice of default.

11.7 Information Security

The Selected Bidder shall not carry and/or transmit any material, information, layouts, diagrams, storage media or any other goods/material in physical or electronic form, which are proprietary to or owned by CBSE, out of premises, without prior written permission from the CBSE.

The Selected Bidder shall, upon termination of this agreement for any reason, or upon demand by CBSE, whichever is earliest, return any and all information provided to the Selected Bidder by CBSE, including any copies or reproductions, both hardcopy and electronic.

11.8 Standards of Performance

The Professional(s) provided by selected firm/ company shall give the services and carry out their obligations under the Contract with due diligence, efficiency and economy in accordance with generally accepted professional standards and practices. The Professional(s) provided by selected firm/ company shall always act in respect of any matter relating to this contract as faithful advisor to CBSE. The firm/company shall abide by all the Provisions/ Acts/ Rules etc. of information Technology prevalent in the country. The firm/ company shall conform to the standards laid down in NIT in totality.

11.9 Firm/company Personnel

The firm/company shall employ and provide such qualified and experienced personnel as may be required to perform the services as specified under the Scope of Work of this NIT. There are specialized domains mentioned under the Manpower Specification and it is desirable from the firm/company to deploy the personnel, who have adequate experience in the domain related with the project.

11.10 Documents/Knowledge Transfer

All the documents prepared and updated time-to-time by the firm/company under this contract shall be the exclusive property of CBSE and will be handed over to CBSE at the time of completion/ termination of the contract.

The Selected Agency shall obtain the sign-off from CBSE or its nominee for all the documents submitted for this Project and shall make necessary changes as recommended by CBSE before submitting the final version of the documents.

The Selected Agency shall maintain logs of the internal review of all the deliverables submitted to CBSE or its assignee(s). The logs shall be submitted to CBSE or the designated agency on request.

11.11 Governing Language

The Contract shall be written in English Language. English version of the Contract shall govern its interpretation. All correspondence and other documents pertaining to the contract, which are exchanged between the parties, shall be written in the English Language.

11.12 Intellectual Property Rights (IPR)

The IPR in respect of all the processes, software, applications and components, developed in pursuance of this Project, shall vest with CBSE, immediately on their creation. Following conditions apply:

- Ownership and Title: Title to all the enhancements, point updates and documentation, including ownership rights to patents, copyrights, trademarks and trade secrets therein shall be the exclusive property of CBSE.
- All the deliverables submitted by firm/company under the contract will be the exclusive property of CBSE.

11.13 Copyright

The full copyright of all creative and publicity material produced would rest with CBSE for all time use. This would include full copyright of images used in the creative and publicity material.

11.14 Assignments

The firm/company shall not assign the project to any other agency, in whole or in part, to perform its obligation under the Contract, without prior written consent of CBSE.

11.15 Award of Contract

- a) On acceptance of Proposal for awarding the contract, the tendering authority will notify the successful bidders in writing that their proposal has been accepted and Contract Agreement will be signed. After signing of the

Contract Agreement, no variation in or modification of the term of the Contract shall be made except by written amendment signed by the parties.

- b) If the issuance of formal letter of acceptance is likely to take time, in the meanwhile a **Letter of Intent (LoI)** may be sent to the bidder. The acceptance of an offer is complete as soon as the letter of acceptance of letter of intent is posted and/ or sent by e-mail to the address of the bidder given in the bidding document. Until a formal contract is executed, the letter of acceptance or LoI shall constitute a binding contract.

11.16 Project Governance (Monitoring of Contract)

- a) An officer or an agency or a committee of officers named **Contract Monitoring Committee (CMC)** may be nominated by procuring entity to monitor the progress of the contract during its delivery period.
- b) During the contract period the CMC shall keep a watch on the progress of the contract and shall ensure that quantity of service delivery is in proportion to the total delivery period given.
- c) If delay in delivery of service is observed a performance notice would be given to the selected bidder to speed up the delivery.

11.17 Bank Guarantee

- 1) The successful Bidder has to furnish a security deposit so as to guarantee his/her (Bidder) performance of the contract.
- 2) The Successful bidder has to submit Performance Bank Guarantee @ 5% of total order value (excluding tax) within 15 days from the date of issue of LoI for the duration of warranty of any of Nationalized Bank including the public sector bank or Private Sector Banks authorized by RBI or Commercial Bank (operating in India having branch at Delhi).
- 3) The validity of Performance Bank Guarantee shall be for entire period of the project of 03 years plus extendable 01 years plus 60 days i.e. 04 years 60 days.
- 4) The Performance security shall be payable to CBSE as compensation for any loss resulting from the successful bidder's failure to complete its obligations under the Contract.
- 5) The Performance Security will be discharged by the tendering authority and returned to the Bidder on completion of the bidder's performance obligations under the contract.
- 6) In the event of any contract amendment, the bidder shall, within 21 days of receipt of such amendment, furnish the amendment to the Performance Security, rendering the same valid for the duration of the Contract, as amended for further period.
- 7) No interest shall be payable on the PBG amount. The tendering authority may invoke performance bank guarantee for any kind of recoveries, in case; the recoveries from the bidder exceed the amount payable to the bidders.

11.18 Execution of Agreement

- a) A contract shall come into force from the date on which the letter of acceptance or letter of intent is dispatched to the successful bidder.
- b) The successful bidder shall sign the contract within 15 days from the date on which the letter of acceptance or letter of intent is dispatched to the successful bidder.
- c) If the bidder, who's Bid has been accepted, fails to sign a written contract or fails to furnish the required performance security within specified period, the Board shall take action against the successful bidder as per the provisions of the bidding document and Act. The Board may, in such case, cancel the contract with the bidder and debar the bidder to participate in any future bid.
- d) The bidder will be required to execute the agreement on a non-judicial stamp of specified value at its cost and to be purchased anywhere in Delhi only.

11.19 Fraud and Corruption

CBSE requires that firm/company selected through this NIT must observe the highest standards of ethics during the performance and execution of such contract. In pursuance of this policy, CBSE defines, for the purposes of this provision, the terms set forth as follows:

- "Corrupt practice," means the offering, giving, receiving or soliciting of anything of value to influence the action of CBSE or any personnel of firm/company(s) in contract executions.
- "Fraudulent practice" means a miss-presentation of facts, in order to influence a procurement process or the execution of a contract, to CBSE, and includes collusive practice among bidders (prior to or after Proposal submission) designed to establish Proposal prices at artificially high or non-competitive levels and to deprive CBSE of the benefits of free and open competition.
- "Unfair trade practices" means supply of services different from what is ordered on, or change in the Scope of Work, which was given by CBSE in Section 4 of this document.
- "Coercive Practices" means harming or threatening to harm, directly or indirectly, persons or their property to influence their participation in the execution of contract.
- Will reject a proposal for award, if it determines that the bidder recommended for award, has been determined by CBSE to having been and engaged in corrupt, fraudulent or unfair trade practices.
- Will declare a Firm/company ineligible, either indefinitely or for a stated period of time, for awarding the contract, if it any time determines that the

Firm/company has engaged in corrupts, fraudulent and unfair trade practice in competing for, or in executing the contract.

11.20 Plagiarism

The selected agency will at no time resort to plagiarism. CBSE will not be a party to any dispute arising on account of plagiarism resorted to by the agency.

11.21 Confidentiality

Information relating to the examination, clarification and comparison of the proposals shall not be disclosed to any bidders or any other persons not officially concerned with such process until the selection process is over. The undue use by any bidder of confidential information related to the process may result in rejection of its proposal. Except with the prior written consent of the

other party, no party, shall, at any time communicate to any person or entity any confidential information acquired in the course of the Contract. No party shall, without the other party's prior written consent, disclose contract, specifications, plan, pattern, samples or other documents to any person other than an entity employed by the affected party for the performance of the contract.

The confidentiality obligations shall survive after the termination of this Contract / completion of services for a period of one (1) year.

No party shall, without the other party's prior written consent, disclose contract, specifications, plan, pattern, samples or other documents to any person other than an entity employed by the affected party for the performance of the contract.

11.22 Deliverables

The selected bidder's firm/company should have to submit deliverables in hard/ soft copy (including editable soft copy); as desired by CBSE.

11.23 Termination

Under this Contract, CBSE may by written notice terminate the contract agreement entered with the firm/company in the following ways:

- f. Termination by Default for failing to perform obligations under the Contract or if the quality is not up to the specification or in the event of non-adherence to time schedule.
- g. Termination for Convenience in whole or in part thereof, at any time. However, termination for Convenience will be invoked with a notice period of one month.
- h. Termination for Insolvency if the firm/company becomes bankrupt or otherwise insolvent.

In all the three cases termination shall be executed by giving written notice to the firm/company. Upon termination of the contract, payment shall be made to the firm/company for:

- i. Services satisfactorily performed and reimbursable expenditures prior to the effective date of termination
- ii. Any expenditure actually and reasonably incurred prior to the effective date of termination

No consequential damages shall be payable to the firm/company in the event of such termination.

11.24 Force Majeure

Notwithstanding anything contained in the NIT, the firm/company shall not be liable for liquidated damages or termination for default, if and to the extent that, its delay in performance or other failures to perform its obligations under the agreement is the result of an event of Force Majeure.

For purposes of this clause "Force Majeure" means an event beyond the control of the consulting firm/company and not involving the consulting firm/company's fault or negligence and which was not foreseeable. Such events may include wars or revolutions, fires, floods, epidemics, pandemics, quarantine restrictions and freight embargos. The decision of the CBSE regarding Force Majeure shall be final and binding on the firm/company.

If a Force Majeure situation arises, the firm/company shall promptly notify to CBSE in writing, of such conditions and the cause thereof. Unless otherwise directed by CBSE in writing, the firm/company shall continue to perform its obligations under the agreement as far as reasonably practical and shall seek all reasonable alternative means for performance not prevented by the Force Majeure event.

11.25 Resolution of Disputes

If any dispute arises between parties, then there would be two ways for resolution of the dispute under the Contract.

11.25.1 Amicable Settlement

Performance of the Contract is governed by the terms and conditions of the Contract, however at times dispute may arise about any interpretation of any term or condition of Contract including the scope of work, the clauses of payments etc. In such a situation either party of the contract may send a written notice of dispute to the other party. The party receiving the notice of dispute will consider the notice and respond to it in writing within 30 days after receipt. If that party fails to respond within 30 days, or the dispute cannot be

amicably settled within 60 days following the response of that party, then Clause shall become applicable.

11.25.2 **Resolution of Disputes**

Board and the selected bidder shall make every effort to resolve amicably by direct informal negotiation any disagreement or dispute arising between them under or in connection with the Contract.

If, after fifteen (15) days from the commencement of such informal negotiations, Board and the selected Bidder have been unable to amicably resolve dispute, either party may require that the dispute be referred for resolution to the formal mechanisms, which may include, but are not restricted to, conciliation mediated by the Chairman, CBSE, New Delhi.

All negotiations, statements and/or documentation pursuant to these disputed matter(s) shall be without prejudice and confidential (unless mutually agreed otherwise).

The time and resources costs of complying with its obligations under this Governance Schedule shall be borne by respective parties.

All Arbitration proceedings shall be held at Delhi, and the language of the arbitration proceedings and that of all documents and communications between the parties shall be in English.

11.26 **Legal Jurisdiction**

All legal disputes between the parties shall be subject to the jurisdiction of the Delhi courts situated in Delhi only.

11.27 **Notice**

Any notice, request or consent required or permitted to be given or made pursuant to this contract shall be in writing. Any such notice request or consent shall be deemed to have been given or made when delivered in person to an authorized representative of the party to whom the communication is addressed, or when sent to such party at the address mentioned in the project specific Contract Agreement.

11.28 **Limitation of Liability**

The aggregate liability of the Selected Agency under this agreement, or otherwise in connection with the services to be performed hereunder, shall be limited to the contract value. The preceding limitation shall also apply to liability arising as a result of the Selected Agency's fraud or wilful misconduct in performance of the services hereunder. In no event shall either party be liable for any consequential, incidental, indirect, special or punitive damage, loss or

expenses (including but not limited to business interruption, lost business, lost profits, or lost savings) nor for any third-party claims even if it has been advised of their possible existence.

11.29 Validity of Contract

The validity of the contract is for "the Term" of the contract as per NIT Notice (Section 1.1) of this NIT document.

11.30 Others

- a) The Bidder will need to coordinate and approach various agencies working in the Education and Training ecosystem during the course of providing the consultancy.
- b) The successful bidder is responsible to maintain documentation on the progress of the work and will have to update the same on regular basis. Bidder will have to submit the progress reports regularly, as per the guideline issued by CBSE.
- c) Time is the essence of the Project and hence the bidder shall at all times maintain sufficient manpower, resources, and facilities, to provide the Services in a workman like manner on a timely basis. If required and to meet SLAs, the bidder shall pool additional resources to ensure that work is completed within defined time frame.
- d) The bidder shall ensure that security measures, policies and procedures implemented are adequate to protect and maintain the confidentiality of the Confidential Information. Bidder also agrees and acknowledges that it shall adhere to reasonable security practices over all sensitive personal information of the said project as prescribed by various rules under I.T. Act, 2000 (as amended from time time).

12. Exit Management

The Exit Management period will start three (3) months before the expiry / Termination of the contract whichever is applicable as per agreed and approved Exit Management Plan.

13. Annexure A: Forms and Template for Bid Response

Technical Proposal Forms

1. Form – 1: Covering letter
2. Form – 2: Declaration of Acceptance of Terms and Conditions in NIT
3. Form – 3: General Information about the bidder
4. Form – 4: Bidder's Annual Turnover and Net-worth Certificate
5. Form – 5: Bidder's Relevant Experience
6. Form – 6: Particulars of key professionals
7. Form – 7: CV's of key professionals
8. Form – 8: Approach, Work plan and Methodology
9. Form – 9: Power of Attorney for authorised signatory
10. Form – 10: Undertaking on Being Not Black-Listed
11. Form – 11: Bank Guarantee for EMD
12. Form – 12: Bank Guarantee for PBG
13. Form – 13: Undertaking for Compliance of Rule 144 (xi) of GFR
14. Form – 14: Undertaking on Conflict of Interest

Financial Proposal Forms

1. Form – 1: Covering letter
2. Form – 2: Financial Bid

TECHNICAL PROPOSAL FORMS

Form – 1: Covering Letter

(On Bidder's Letter head)

(Date and Reference)

To,
The Director (Training)
Central Board of Secondary Education
2, Community Centre, Preet Vihar
Delhi 110 092

Sub: Notice Inviting Tender (NIT) for "Selection of an Agency as PMU for TIFS"

We hereby propose to provide consulting services for "Selection of an Agency as PMU for TIFS" as outlined in your bidding document.

We have understood the instructions, and the terms and conditions mentioned in the Bid Documents furnished by you and have thoroughly examined the detailed scope of work laid down by you and are fully aware of nature and scope of work required. We hereby confirm our acceptance and compliance to the provisions and terms & conditions contained in the Bid Documents.

We confirm that the prices quoted by us in the "Financial Bid" are firm and shall not be subject to any variation for the entire period of the contract.

We further confirm that any deviation to the clauses found anywhere in our Bid Proposal, implicit or explicit, shall stand unconditionally withdrawn, without any implication whatsoever to CBSE, failing which the Earnest Money deposit may be forfeited.

We certify that all the information provided in our bid, including the information regarding the team members, is true. We understand that any wilful misstatement in the bid may lead to disqualification or cancellation of award if made or termination of contract. We also understand that in such a case we may be debarred for future assignments with CBSE, for a period of maximum three years from the date of such disqualification.

Yours faithfully,

(Signature of the Bidder)

Printed Name

Designation

Seal

Date:

Business Address:

Form – 2: Declaration of Acceptance of Terms and Conditions in NIT

(On Bidder's Letter head)

(Date and Reference)

To,
The Director (Training)
Central Board of Secondary Education
2, Community Centre, Preet Vihar
Delhi 110 092

Subject: Notice Inviting Tender (NIT) **"Selection of an Agency as PMU for TIFS"**

Ref. No.:

Dear Sir,

I have carefully gone through the Terms & Conditions contained in the NIT document [No.] Regarding **"Selection of an Agency as PMU for TIFS"**.

Yours faithfully,

(Signature of the Bidder)

Printed Name

Designation

Seal

Date:

Business Address:

Form – 3: General Information about bidders

Requirements in Technical Bid	
Name of the Company / Firm	
Date of Incorporation (Registration Number & Registering DIT) GST No., PAN No.	
Legal Status of the Company in India & Nature of Business in India: <i>Public Ltd Company / Private / Partnership firm</i>	
Address of the Registered Office in India	
Date of Commencement of Business	
Address of the office in Delhi (if any)	
Details of the Contact Person: Name: E-mail id: Phone number Fax number	
Web-Site	

Note: Please provide incorporation certificate, PAN Card and GST registration details

Form – 4: Bidder's Annual Turnover and Net-worth Certificate
(On Applicant's Statutory Auditor's letterhead)

TURNOVER CERTIFICATE

Date:

This is to certify that we M/s----- are the statutory Auditors of M/s-----and that the below mentioned details are true as per the Audited Financial Statements of M/s----- for the below mentioned years:

Sr. No	Financial Years	Annual Revenue
1	2019-20	
2	2020-21	
3	2021-22	
4	2022-23	
5	2023-24	

Note: -

Provide either Audited Balance sheet or CA Certificate with CA's Registration Number/ Seal for Turnover in the above format.

Net Worth Certificate

(On Applicant's Statutory Auditor's letterhead)

NET WORTH CERTIFICATE

Date:

This is to certify that we M/s----- are
the statutory Auditors of M/s-----
-----and that the below mentioned details are true as per the Audited
Financial Statements of M/s-----for
the below mentioned years:

S.No.	Items	2021-2022	2022-2023	2023-2024
1.	Net Worth			

Place:

Bidder's signature and seal.

Date:

Name of the Firm:

Note: Please attach CA Certificate with CA's Registration Number to confirming the figures provided above.

Form – 5: Bidder's Relevant Experience Certificate

Please provide information as per the criteria set so as to facilitate fair evaluation:

Assignment Name:		Country:
Location within Country:		Professional Staff Provided by your Firm / entity (profiles):
Name of Client:		No. Of Staff:
Address& Contact Number:		No. Of Staff-Months: Duration of assignment:
Start Date (Month/Year):	Completion Date (Month/Year):	Approx. Value of Services (in Rupees):
Name of Associated firm (s) if any:		No. Of Months of Professional Staff provided by Associated firm (s):
Name of senior staff (Project Director / Coordinator, Team Leader) involved, and functions performed:		
Narrative description of Project:		
Description of Actual Services provided by your staff:		

Note: Kindly attach work order / work completion certificate

Form – 6: Particulars of key professionals

Sr. No	Name	Educational Qualification	Length of Professional Experience	Present Employment (Name of the Employer & Employed Since)	Number of Eligible Assignments

NIT for Selection of An Agency as PMU for TIFS

Form – 7: CV's of key professionals

1	Proposed Position:	
2	Name of Firm:	
3	Name of Staff:	
4	DOB:	
5	Nationality:	
6	Education:	
7	Membership of Professional Associations:	
8	Other Training:	
9	Country of Work Experience:	
10	Language	
11	Detailed Task assigned:	
12	Work Undertaken that Best Illustrates Capability to Handle the Tasks Assigned	

Year	Location	Employer	Main project feature	Position held	Activities performed

I, the undersigned, certify that to the best of my knowledge and belief, this CV correctly describes my qualifications, and my experience. I understand that any wilful misstatement described herein may lead to my disqualification or dismissal, if engaged.

Yours Sincerely

Name:

Designation:

Seal:

Date:

Place:

Form – 8: Approach, Work Plan and Methodology

The descriptive part of submission under this will be detailed precisely under the following topics.

A. Understanding of TOR [not more than Two pages]

The Applicant will submit their understanding of the TOR specified in the NIT in a brief manner underlying the crucial and important aspects of it. The Applicant may supplement various requirements of the TOR if they consider this would bring more clarity and improvements over the existing requirements and assist in achieving the Objectives laid down in the TOR. Also, the applicant will cite other assignments and campaigns with similar objectives and highlight the key takeaways and learnings relevant to this assignment.

B. Proposed Approach [not more than Two pages]

C. Methodology and Work Plan [not more than two pages]

The Applicant will submit his methodology for carrying out this assignment to achieve the Objectives laid down in the TOR. The Applicant will submit a brief write up on their proposed team and organization of personnel explaining how various areas of expertise needed for this assignment have been fully covered by their proposal. In case the Applicant is a consortium, it should specify how expertise of each firm is proposed to be utilized for this assignment. The Applicant should specify the sequence and locations of important activities, and quality assurance plan for carrying out the Consultancy Services.

Form – 9: Power of Attorney for Authorised Signatory
(On Rs. 100/- court stamp paper)

Know all men by these presents, we,
(Name of Firm and address of the office) do hereby constitute, nominate, appoint and registered.

Authorize

Mr./MS..... Son/daughter/wife and presently residing atWho is presently employed with/ retained by us and holding the position ofas our true and lawful attorney (hereinafter referred to as the "Authorized Representative") to do in our name and on our behalf, all such acts, deeds and things as are necessary or required in connection with or incidental to submission of our Proposal for and selection to work as Notice Inviting Tender (NIT) for **"Selection of an Agency as PMU for TIFS"**, including but not limited to signing and submission of all applications, proposals and other documents and writings, participating in pre-bid and other conferences and providing information/ responses to CBSE, representing us in all matters before CBSE, signing and execution of all contracts and undertakings consequent to acceptance of our proposal and generally dealing with the CBSE in all matters in connection with or relating to or arising out of our Proposal for the said Project and/or upon award thereof to us till the entering into of the Agreement with CBSE.

AND, we do hereby agree to ratify and confirm all acts, deeds and things lawfully done or caused to be done by our said Authorized Representative pursuant to and in exercise of the powers conferred by this Power of Attorney and that all acts, deeds and things done by our said Authorized Representative in exercise of the powers hereby conferred shall and shall always be deemed to have been done by us.

IN WITNESS WHEREOF WE, THE ABOVE NAMED PRINCIPAL HAVE EXECUTED THIS POWER OF ATTORNEY ON THIS..... DAY OF, 2024

For.....

(Signature, name, designation and address)

Witnesses:

1

2

Notarized

Accepted

(Signature, name, designation and address of the Attorney)

Form – 10: Undertaking on being not blacklisted

(On Rs. 100 court stamp paper)

- i. This is to certify that << **COMPANY NAME** >> is not blacklisted by the Government of India or any of its agencies for any reasons whatsoever and not blacklisted by Central / any other State/UT Government or its agencies for indulging in corrupt or fraudulent practices or for indulging in unfair trade practices and not backed out from executing the work after award of the work and is approved / upheld by any court decree or arbitral award against the bidder to such effect as on the bid submission date .

Company Secretary / Authorized Signatory

Name of Signatory:

Bidder Name:

Date

Place

Form – 11: Bank Guarantee for Earnest Money Deposit

- ii. To,
- iii. <Name>
- iv. <Designation>
- v. <Address>
- vi. <Phone Nos.>
- vii. <Fax Nos.>
- viii. <Email id>
- ix. Whereas <<Name of the Bidder>> (hereinafter called 'the Bidder') has submitted the bid for Submission of NIT #
- x. <<NIT Number>> dated <<Date>> for <<Name of the assignment>> (hereinafter called "the Bid") to **Central Board of Secondary Education (CBSE)**
- xi. Know all Men by these presents that we << >> having our office at <<Address>> (hereinafter called "the Bank") are bound unto Central Board of Secondary Education (CBSE) (hereinafter called "the Purchaser") in the sum of INR <<Amount in figures>> (Rupees <<Amount in words>> only) for which payment well and truly to be made to the said Purchaser, the Bank binds itself, its successors and assigns by these presents. Sealed with the Common Seal of the said Bank this <<Date>>
- xii. The conditions of this obligation are:
1. If the Bidder having its bid withdrawn during the period of bid validity specified by the Bidder on the Bid Form; or
 2. If the Bidder, having been notified of the acceptance of its bid by the Purchaser during the period of validity of bid
 - (a) Withdraws his participation from the bid during the period of validity of bid document; or
 - (b) Fails or refuses to participate in the subsequent Tender process after having been short listed;
- xiii. We undertake to pay to the Purchaser up to the above amount upon receipt of its first written demand, without the Purchaser having to substantiate its demand, provided that in its demand the Purchaser will note that the amount claimed by it is due to it owing to the occurrence of one or both of the two conditions, specifying the occurred condition or conditions.
- xiv. This guarantee will remain in force up to <<insert date>> and including <<extra time over and above mandated in the NIT>> from the last date of submission and any demand in respect thereof should reach the Bank not later than the above date.
- xv. NOTWITHSTANDING ANYTHING CONTAINED HEREIN:
- I. Our liability under this Bank Guarantee shall not exceed INR <<Amount in figures>> (Rupees <<Amount in words>> only)

NIT for Selection of An Agency as PMU for TIFS

- II. This Bank Guarantee shall be valid up to <<insert date>>)
- III. It is condition of our liability for payment of the guaranteed amount or any part thereof arising under this Bank Guarantee that we receive a valid written claim or demand for payment under this Bank Guarantee on or before <<insert date>>) failing which our liability under the guarantee will automatically cease.

xvi. (Authorized Signatory of
the Bank)

xvii. Seal:

Date:

Form-12: Bank Guarantee for PBG

Format for Performance Bank Guarantee

<Location, Date>

<Name>

<Designation>

<Address>

Whereas, <<name of the agency and address>> (hereinafter called "the applicant/agency") has undertaken, in pursuance of the contract no. <<insert contract no.>> dated. <<insert date>> to provide consulting services for <<name of the assignment>> to Client << client name>>. (Hereinafter called "the beneficiary") And whereas it has been stipulated by the said contract that the applicant/agency shall furnish you with a bank guarantee by a recognized bank for the sum specified therein as security for compliance with its obligations in accordance with the contract.

And whereas we, <<Name of the Bank>> a banking company incorporated and having its head/registered office at <<address of the registered office>> and having one of its offices at <<address of the local office>> have agreed to give the agency such a bank guarantee/e-Bank Guarantee.

Now, therefore, we hereby affirm that we are guarantors and responsible to you, on behalf of the agency, up to a total of Rs. <<Insert Value>> (Rupees <<insert value in words>> only) and we undertake to pay you, upon your first written demand declaring the agency to be in default under the contract without cavil or argument, any sum or sums within the limits of Rs. <<Insert Value>> (Rupees <<insert value in words>> only) as aforesaid, without your needing to prove or show grounds or reasons for your demand or the sum specified therein.

We hereby waive the necessity of your demanding the said debt from the applicant/agency before presenting us with the demand.

We further agree that no change or addition to or other modification of the terms of the contract to be performed thereunder or of any of the contract documents which may be made between you and the applicant/agency shall in any way release us from any liability under this guarantee and we hereby waive notice of any such change, addition or modification.

This Guarantee shall be valid until <<insert scheduled date of contract completion>>. Notwithstanding anything contained herein:

I. Our liability under this bank guarantee shall not exceed Rs <<Insert Value>> (Rupees

NIT for Selection of An Agency as PMU for TIFS

<<insert value in words>> only).

II. This bank guarantee shall be valid up to <<insert scheduled date of contract completion>>.

III. It is a condition of our liability for payment of the guaranteed amount or any part thereof arising under this bank guarantee that we receive a valid written claim or demand for payment under this bank guarantee on or before <<insert expiry date>> failing which our liability under the guarantee will automatically cease.

Form-13: Undertaking for compliance of rule 144(xi) of GFR

(Company letter head)

To

[Date]

<< Authorised Officer,
CBSE,
New Delhi, India - 110092>>

Subject: Submission of Model Certificate in compliance of Rule 144 (xi) of GFR 2017

Dear Sir/Madam,

I have read the clause regarding restrictions on procurement from a bidder of a country which shares land border with India; I hereby certify that this bidder is not from such a country or, if from such a country, has been registered with the Competent Authority. I hereby certify that this bidder fulfils all requirements in this regard and is eligible to be considered.

I have read the clause regarding restrictions on procurement of a bidder of a country which shares a land border with India and on sub-contracting to contractors from such countries; I certify that this bidder is not from such a country or, if from such a country, has been registered with the Competent Authority and will not sub-contract any work to a contractor from such countries unless such contractor is registered with the Competent Authority. I hereby certify that this bidder fulfils all requirements in this regard and is eligible to be considered.

Yours sincerely,

Authorized Signature [In full and initials]:

Name and Title of Signatory:

Name of Firm:

Address:

Location:

Date:

Form-14: Undertaking on Conflict of Interest

(Company letter head)

[Date]

To

<< >>

Sir,

Sub: Undertaking on Conflict of Interest

I/We, as the Implementation Agency, do hereby undertake that there is absence of, actual or potential conflict of interest on our part as the bidder or any prospective subcontractor due to prior, current, or proposed contracts, engagements, or affiliations with the CBSE.

I/We also confirm that there are no potential elements (time-frame for service delivery, resource, financial or other) that would adversely impact our ability to complete the requirements as given in the NIT.

We undertake and agree to indemnify and hold CBSE harmless during the term of the contract or twelve months thereafter against all claims, losses, damages, costs, expenses, proceeding fees of legal advisors (on a reimbursement basis) and fees of other professionals incurred (in the case of legal fees and fees of professionals, reasonably) by CBSE and/or its representatives, if any such conflict arises later.

Yours faithfully,

Authorized Signatory

Designation

Company Seal

FINANCIAL PROPOSAL

Form – 1: Covering Letter

(On Bidder's Letter head)

(Date and Reference)

To,
The Director (Training)
Central Board of Secondary Education
2, Community Centre, Preet Vihar
Delhi 110 092

Sub: Notice Inviting Tender (NIT) for **"Selection of an Agency as PMU for TIFS"**.

I/We, (Applicant's name) herewith enclose the Financial Proposal for selection of my/our firm for the **"Selection of an Agency as PMU for TIFS"**

I/We agree that this offer shall remain valid for a period of 180 days (One Hundred and Eighty Days) days from the Proposal Due Date or such further period as may be mutually agreed upon.

Yours faithfully,

(Signature of the Bidder)

Printed Name

Designation

Seal

Date:

Business Address:

NIT for Selection of An Agency as PMU for TIFS

Form – 2: Financial Bid

(To be filled in BOQ template and uploaded along with BID on CPPP)

FORMAT C0				
#	Resource Type	Project Component Cost (Excluding Taxes)	Tax in %age	Total Cost (Incl. of Taxes)
All Cost to be quoted in INR				
1	C1			
2	C2			
3	C3			
4	C4			
5	C5			
	Total Cost (1 + 2 + 3 + 4 + 5) in Figures			₹ 0.00
	Total Cost (1 + 2 + 3 + 4 + 5) in Words	<< to be entered manually >>		

FORMAT C1		Policy Framework Defining Phase						
#	Resource Type	Deployment	Quantity	Cost per resources per month (Excl Taxes)	Effort (in Person Month)	Total Price (excluding Taxes)	Tax in %age	Total Cost (inclusive of Taxes)
			A	B	C	D=AxBxC	E	F=D+(DxE)
All cost in INR								
1	Project Director	Part Time	0.15		9			
2	Sr. Consultant Training-cum-SPOC	Full Time	1		9			
3	Consultant Training	Full Time	1		9			
4	Consultant Training	Part Time						
5	Jr. Consultant Documentation	Part Time						
6	Additional Resource Type	Part Time						
	Total Cost (Inclusive of Taxes)							₹ 0.00
	Total cost in words	<< to be entered manually>>						

FORMAT C2		Implementation & Program Management Phase						
#	Resource Type	Deployment	Quantity	Cost per resources per month (Excl Taxes)	Effort (in Person Month)	Total Price (excluding Taxes)	Tax in %age	Total Cost (inclusive of Taxes)
			A	B	C	D=AxBxC	E	F=D+(DxE)
All cost in INR								
1	Project Director	Part Time	0.15		27			
2	Sr. Consultant Training-cum-SPOC	Full Time	1		27			
3	Consultant Training	Full Time	1		27			
4	Additional Resource Type	Part Time						
	Total Cost (Inclusive of Taxes)							₹ 0.00
	Total cost in words	<< to be entered manually>>						

NIT for Selection of An Agency as PMU for TIFS

FORMAT C3		IT Initiative Work Related (Transaction Advisory Services Phase)						
#	Resource Type	Deployment	Quantity	Cost per resources per month (Excl Taxes)	Effort (in Person Month)	Total Price (excluding Taxes)	Tax in %age	Total Cost (inclusive of Taxes)
			A	B	C	D=AxBxC	E	F=D+(DxE)
All cost in INR								
1	Senior Consultant – Technology	Part Time	0.63		6			
2	Sr. Consultant - Procurement	Part Time	0.7		5			
3	Consultant Business Analyst - cum - Technical Coordinator	Full Time	0.8		6			
4	Consultant Bid Process Management	Part Time	1		3			
5	Additional Resource Type							
6	Additional Resource Type							
Total Cost (Inclusive of Taxes)								₹ 0.00
Total cost in words			<< to be entered manually>>					

FORMAT C4		IT Initiative Work Related (Implementation + UAT Phase)						
#	Resource Type	Deployment	Quantity	Cost per resources per month (Excl Taxes)	Effort (in Person Month)	Total Price (excluding Taxes)	Tax in %age	Total Cost (inclusive of Taxes)
			A	B	C	D=AxBxC	E	F=D+(DxE)
All cost in INR								
1	Senior Consultant – Technology	Part Time	0.28		7			
2	Consultant Business Analyst - cum - Technical Coordinator	Full Time	0.93		7			
3	Additional Resource Type							
4	Additional Resource Type							
Total Cost (Inclusive of Taxes)								₹ 0.00
Total cost in words			<< to be entered manually>>					

FORMAT C5		IT Initiative Work Related (Operation & Maintenance Phase)						
#	Resource Type	Deployment	Quantity	Cost per resources per month (Excl Taxes)	Effort (in Person Month)	Total Price (excluding Taxes)	Tax in %age	Total Cost (inclusive of Taxes)
			A	B	C	D=AxBxC	E	F=D+(DxE)
All cost in INR								
1	Consultant Business Analyst - cum - Technical Coordinator	Full Time	1		24			
2	Additional Resource Type							
3	Additional Resource Type							
Total Cost (Inclusive of Taxes)								₹ 0.00
Total cost in words			<< to be entered manually>>					

Note:

1. The deployment of resources will be as per requirement under the assignment.
2. Bidders must ensure right resources are deployed in C1, C2, C3, C4 & C5 phase to deliver the scope of work.

*** End of Document ***