



**COUNCIL OF HIGHER SECONDARY EDUCATION**  
**Prajnapitha, Samantapur, Bhubaneswar-13**  
**Website: <https://chseodisha.nic.in/>**

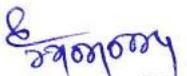


**LETTER OF INVITATION**

**RFP No: Acd -23/2022/ 870**

**Dated: 22.2.2024**

1. **Nature of the Assignment:** Council of Higher Secondary Education, (CHSE) Odisha Under School & Mass Education Department, Government of Odisha wants to engage a third party for development of e-content to be used by teachers and students for teaching and learning in classes XI & XII. More details on the proposed assignment are provided at **Section-3: Scope of Work** of this RFP Document. RFP document is available in CHSE Website: <https://chseodisha.nic.in/>.
2. A bidder will be selected under **QCBS** Method as prescribed in the RFP Document in accordance with the procedures prescribed herewith in *Office Memorandum No. 37323/F, Dated: 30/11/2018* of Finance Department, Govt. of Odisha.
3. The proposal completes in all respect as specified in the RFP Document must be accompanied with a **Non-refundable** amount of **Rs. 20,000 /-** (**Rupees Twenty Thousand only**) towards **Bid Processing Fee** and a refundable amount towards **EMD of Rs.20,00,000/- (Rupees Twenty Lakhs only)** in form of **Demand Draft /Bank Guarantee(BG)** in favour of **Finance Officer, Council Of Higher Secondary Education**, drawn in any scheduled commercial bank payable at Bhubaneswar. in favour of Finance Officer, Council of Higher Secondary Education, Odisha drawn in any scheduled commercial bank and payable at Bhubaneswar, Odisha failing which the bid will be rejected. (Bank Guarantee format -Annexure III)
4. The proposal must be delivered at the specified address as per the Bidder Data Sheet by **Speed post / Registered Post / Courier** only. CHSE shall not be responsible for postal delay or any consequence. Submission of proposal through any other mode will be rejected.
5. The last date and time for submission of proposal complete in all respect is on or before **5: 30 PM of Dt.28.3.2024** and the date of opening of the technical proposal is at 3.30PM of **Dt. 03.4.2024** at the specified address as mentioned in the Bidder Data Sheet. The bidder or their representatives of the bidders may attend the meeting with due authorization letter on behalf of the bidder.
6. This RFP includes following sections:
  - a. Letter of Invitation [**Section – 1**]
  - b. Information to the Bidder [**Section – 2**]
  - c. Scope of work [**Section – 3**]
  - d. Technical Proposal Submission Forms [**Section – 4**]
  - e. Financial Proposal Submission Forms [**Section –5**]
  - f. Annexure [**Section –6**]
7. While all information/data given in the RFP are accurate within the consideration of scope of the proposed assignment to the best of the Client's knowledge, the Client holds no responsibility for accuracy of information and it is the responsibility of the bidder to check the validity of information/data included in this RFP. The Client reserves the right to accept or reject any or all proposals or cancel the entire selection process at any stage without assigning any reason thereof.

  
**Secretary, CHSE**



**DEPARTMENT OF SCHOOL AND MASS EDUCATION  
GOVERNMENT OF ODISHA**

**REQUEST FOR PROPOSAL (RFP) FOR ENGAGEMENT OF A THIRD PARTY  
AGENCY FOR DEVELOPMENT OF e-CONTENT FOR CLASS XI & XII**

**Last Date of RFP Submission: on or before 5:30 PM of 28.3.2024**



**COUNCIL OF HIGHER SECONDARY EDUCATION**  
Prajnapitha, Samantapur, Bhubaneswar-13  
Website: <https://chseodisha.nic.in/>  
Email [chseodisha@gmail.com](mailto:chseodisha@gmail.com)

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### BIDDER DATA SHEET

Sl.No	Particulars	Details
1	Name of the Client	COUNCIL OF HIGHER SECONDARY EDUCATION, Odisha
2	Method of Selection & Proposal Validity	QCBS / 180 days
3	Date of Issue of RFP	<b>23.2.2024</b>
4	Deadline for submission of Pre –proposal Query	<b>07.3.2024</b> All queries should be received on or before the indicated date, by e- mail ( <a href="mailto:chseodisha@gmail.com">chseodisha@gmail.com</a> ) in word format.
5	Pre-Proposal Meeting	A pre-proposal meeting will be held on <b>13.3.24 at 3.30PM</b> in the Conference hall of CHSE, Odisha. The details of the nodal officer is Designation : Secretary Address: COUNCIL OF HIGHER SECONDARY EDUCATION , Prajnapitha, Samantapur, Bhubaneswar-13 Email ID: <a href="mailto:chseodisha@gmail.com">chseodisha@gmail.com</a> Phone- 0674-2300905
6	Last Date for receipt of RFP	On or before <b>5 :30 PM</b> of dated <b>28.3.24</b> NB: No Postal delay will be considered
7	Date of opening of Technical Proposal	<b>03.04.2024 (3.30 PM)</b>
8	Date of opening of Financial Proposal	<b>18.4.2024 (3.30PM)</b> Will be Communicated to those who qualify technical bid.
9	Expected date of Commencement of assignment	Maximum 05 days from issue of work order from CHSE
10	Bid Processing Fee (non-refundable)	Rs.20,000/- (Rupees Twenty Thousand only) in shape of Demand Draft in favour of <b>Finance Officer, Council Of Higher Secondary Education</b> , drawn in any scheduled commercial bank payable at Bhubaneswar.
11	EMD (Refundable without Interest)	Rs.20,00,000/- (Rupees Twenty Lakhs only) in shape of Demand Draft/ <b>Bank Guarantee(BG)</b> in favour of <b>Finance Officer, Council Of Higher Secondary Education</b> , drawn in any scheduled commercial bank payable at Bhubaneswar. ( <b>Bank Guarantee format -Annexure III</b> )
12	Contact Person	Designation: Secretary, Council Of Higher Secondary Education, Odisha, Email ID: <a href="mailto:chseodisha@gmail.com">chseodisha@gmail.com</a> Phone- 0674-2300905
13	Address & mode of submission Proposal	Secretary, Council of Higher Secondary Education, Prajnapitha, Samantapur, Bhubaneswar-751013 Mode of Submission: Speed Post/Registered Post / Courier service only to the address as specified above during office hour only. Submission of bid through any other mode and late bid will be rejected.
14	Place of Opening of Proposal;	OFFICE OF THE SECRETARY, COUNCIL OF HIGHER SECONDARY EDUCATION , PRAJNAPITHA, SAMANTAPUR, BHUBANESWAR-13

## **DISCLAIMER & CONFIDENTIALITY**

This RFP Document has been prepared by Council of Higher Secondary Education, Odisha( CHSE) solely for the purpose of providing information to potential bidders. It is provided on a confidential basis and is not to be distributed or reproduced in whole or in part without the prior written consent of the Client (CHSE).

The information contained in this RFP document (the “RFP”) or subsequently provided to Bidder(s), whether verbally or in documentary or any other form by or on behalf of Client or any of their employees or advisors, is provided to Bidder(s) on the terms and conditions set out in this RFP and such other terms and conditions subject to which such information is provided.

This RFP is not an agreement and is neither an offer nor invitation by “CLIENT” to prospective Bidder/s. The purpose of this RFP is to provide interested bidders with information that may be useful to them in preparing their proposal i.e. Eligibility/Technical Proposal, Documents and Financial Proposal (the "Bid") pursuant to this RFP. This RFP includes statements, which reflect various assumptions and assessments arrived at by “CLIENT” or their advisors in relation to the Project. Such assumptions, assessments and statements do not purport to contain all the information that each Bidder may require. It is intended to be used as a guide only and does not constitute advice, including without limitation, investment or any other type of advice. This RFP may not be appropriate for all persons, and it is not possible for “CLIENT”, its employees or advisors to consider the investment objectives, financial situation and particular needs of each party who reads or uses this RFP. The assumptions, assessments, statements and information contained in this RFP may not be complete, accurate, adequate or correct. Each Bidder should, therefore, conduct its own investigations and analysis and should check the accuracy, adequacy, correctness, reliability and completeness of the assumptions, assessments, statements and information contained in this RFP including annexure /attachments/ amendments and obtain independent advice from appropriate sources. “CLIENT” and its advisors assume that any person who reads or uses this document is capable of evaluating the merits and risks of any investment or other decision with respect to a financial/property transaction, operation, its suitability and its financial, taxation, accounting and legal implications without any reliance on this document.

Information provided in this RFP to the Bidder(s) is on a wide range of matters, some of which depend upon interpretation. The information given is not an exhaustive account of

statutory requirements and should not be regarded as a complete or authoritative statement of law.

This document may contain information prepared by third parties. Figures, calculations and other information contained in this document that has been provided to “CLIENT” by third parties have not been independently verified by “CLIENT”. Any projections or analyses represent best estimates only and may be based on assumptions, which, while reasonable, may not be correct. Past performance of any property or market information, if any, described in this document is not a reliable indication of future performance of such property. Bidders should not rely on any information contained in this document as a statement or representation of fact and must make their own enquiries to verify and satisfy themselves of all aspects of such information, including without limitation, any income, fee/rentals, dimensions, areas, zoning and permits. While the information in this document has been prepared in good faith and with due care, no representations or warranties are made (express or implied) as to the accuracy, currency, completeness, suitability or otherwise of such information. “CLIENT”, its advisors, officers, employees, subcontractors and agents

shall not be liable (except to the extent that liability under statute or by operation of law cannot be excluded) to any person for any loss, liability, damage or expense arising directly or indirectly from or connected in any way with any use of or reliance on such information.

“**CLIENT**” accepts no responsibility for the accuracy or otherwise for any interpretation or opinion on law expressed herein. “**CLIENT**”, its employees and advisors make no representation or warranty and shall have no liability to any person, including any Bidder or Bidder under any law, statute, rules or regulations or tort, principles of restitution or unjust enrichment or otherwise for any loss, damages, cost or expense which may arise from or be incurred or suffered on account of anything contained in this RFP or otherwise, including the accuracy, adequacy, correctness, completeness or reliability of the RFP and any assessment, assumption, statement or information contained therein or deemed to form part of this RFP or arising in any way during the Bidding Process.

“**CLIENT**” also accepts no liability of any nature whether resulting from negligence or otherwise, howsoever caused arising from reliance of any Bidder upon the statements contained in this RFP.

“**CLIENT**” may in its absolute discretion at any time, but without being under any obligation to do so, update, amend or supplement the information, assessment or assumptions contained in this RFP. “**CLIENT**” may also withdraw or cancel the RFP at any time without assigning any reasons thereof.

“**CLIENT**” reserves the right, without any obligation or liability, to accept or reject any or all applications, at any stage of the selection process, to cancel or modify the process or any part thereof, or to vary any or all the terms and conditions at any time, without assigning any reason whatsoever. The issue of this RFP does not imply that “**CLIENT**” is bound to select service provider or to appoint the successful service provider, as the case may be. “**CLIENT**” reserves the right to reject all or any of the Bidder/s or Bids without assigning any reason whatsoever. The Bidder shall bear all its costs associated with or relating to the preparation and submission of its Bid including but not limited to preparation, copying, postage, delivery fees, expenses associated with any demonstrations or presentations which may be required by “**CLIENT**” or any other costs incurred in connection with or relating to its Bid. All such costs and expenses will remain with the Bidder and “**CLIENT**” shall not be liable in any manner whatsoever for the same or for any other costs or other expenses incurred by a Bidder in preparation or submission of the Bid, regardless of the conduct or outcome of the Bidding process.

**SECTION - 1**  
**LETTER OF INVITATION**



**COUNCIL OF HIGHER SECONDARY EDUCATION**  
**Prajnapitha, Samantapur, Bhubaneswar-13**  
**Website: <https://chseodisha.nic.in/>**



**LETTER OF INVITATION**

**RFP No: Acd -23/2022/**

**Dated: \_\_\_\_\_**

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**Secretary, CHSE**

## **SECTION – 2**

### **INFORMATION TO THE BIDDER**

#### **BASIC PRE-QUALIFICATION ELIGIBILITY CRITERIA OF BIDDERS**

## 1. Pre-Qualification Criteria:

Keeping in view the complexity & volume of the work involved, following criteria are prescribed as prequalification criteria for the Bidder interested in undertaking the project. Technical Bids of only the successful pre qualifiers will be opened for evaluation.

**\*Consortium of bidders/group is not allowed.**

Sl. No.	Basis of evaluation	Documents Required
I.	Bidder <i>must be</i> a Company as registered under Indian Companies Act, 2013 or a Society registered under the Societies Registration Act, 1860 or a Trust registered under the Indian Trusts Act, 1882 or a Partnership Firm registered under the Indian Partnership Act, 1932 or a Limited Liability Partnership registered under The Limited Liability Partnership Act, 2008 or registered under DIPP of Govt. of India / Odisha Startup policy under MSME Department of Govt. of Odisha	Certificate of Incorporation/ Partnership Deed (as applicable) Society registration certificate (as applicable)
II.	The bidder must have registered under GST Act	GST Registration Certificate under GST ACT & PAN
III.	The bidder should have Average annual turnover of minimum Rs. 20.00 Crore ( Twenty Crore) during last three financial years (i.e. 2020-21, 2021-22, 2022-23)	To submit information in dulyfilled in Tech-3 format
IV.	The bidder must have at least 200 employees in its pay roll as on date of submission of bid. At least 20% of the core staff or 15 employees (including Program Manager, Team leader) must be permanent employees	Copy of the latest EPF combined challan cum return, showing the number of Subscribers.
V.	The bidder should have valid certification on standardization and quality assurance such as any of ISO 9001 with validity beyond the submission date.	Copy of valid certificates
VI.	The bidder shall be responsible for compliance of all laws, rules, regulations and ordinances applicable in respect of its employees (including but not limited to Minimum Wages Act, Provident Fund laws, Workmen's Compensation Act, Labour Law etc.)	Self-declaration to be submitted in company letter head
VII.	The bidder shall not be under a declaration of in eligibility for corrupt or fraudulent practices nor should have been black listed by any Govt. or Govt. undertaking organization or PSU at the time of submission of the bid.	Self-declaration duly signed by authorized representative of Bidder
VIII.	Local Office of the bidder : The successful bidder should have a local office in Bhubaneswar for better coordination. If bidder does not have any local office at present, it should open one local office within one month of getting the work	Undertaking to be submitted in company letter head

	order	
IX.	The bidder must have executed/in the process of execution of similar nature project involving creation of digital content in the form of audio visual 2D/3D content/audio books/different types of learning aids/LMS& deployment & commissioning using advanced multimedia platform as per latest technology for any board (State/Central) for any Government Department / Government Agency / PSU/others in India during the last5 years as on 31/12/2023 and value specified below - 1 project not less than ₹ 8 Cr. OR - 2 projects not less than ₹ 6 Cr. each OR - 3 projects not less than ₹ 4 Cr. Each	(i) Copy of the work order / Agreement in similar work. (ii) Tax invoice copy against such work order. (iii) Project Completion / continuation certificate, which ever may be applicable, must be submitted
X.	Submission of Bid Processing Fees,EMD	As mentioned in the RFP

## **2. Documents/Formats to be submitted along with TECHNICAL PROPOSAL:**

The bidder has to furnish the following documents duly signed in along with the Technical Proposal:

- Filled in Bid Submission Check List in Original (**Annexure-I**)
- Covering letter (**TECH- 1**) on bidder's letterhead requesting to participate in the selection process.
- Bid Processing Fees
- Earnest Money Deposit (EMD)
- Copy of Certificate of Incorporation/ Registration
- Copy of PAN
- Copy of Goods and Services Tax Registration Certificate (GSTIN)
- Audited Financial statement of last three years.(2020-21, 2021-22 ,2022-23)
- Copies of IT Return of last three Assessment years. (2021-22,2022-23, 2023-24)
- General details of the bidder (**TECH – 2**)
- Financial details of the bidder (**TECH – 3**) along with all the supportive documents duly signed in as applicable as per the instruction.
- Power of attorney (**TECH – 4**) in favour of the person signing the bid on behalf of the bidder (if applicable).
- List of completed assignments of similar nature (Past Experience Details, **TECH – 5**) along with copies of work orders/agreement & tax invoice against such work orders/agreement
- Self-declaration regarding conflict of interest (**TECH - 6**)
- Duly filled in Technical Proposal Forms (**TECH - 7 to 10**). [Comments and Suggestions (**TECH – 7**), Description of Approach, Methodology & Work Plan (**TECH - 8**), CV of Key Professionals (**TECH – 9**) and Work Plan (**TECH – 10**)]
- Undertaking for not having been black-listed by any Central / State Government / Any

other autonomous bodies/ International & National Organization in the recent past.(TECH-11)

All the pages of the proposal and enclosures/attachments are to be signed by the authorized representative of the bidder.

**Important Note:**

**Bidders should submit the required supporting documents as mentioned above. Bids not conforming to the eligibility criteria and non-submission of required documents as listed above will lead to rejection of the bid. Submission of forged documents will also result in rejection of the bid.**

Bidders are advised to study all instructions, forms, terms & conditions and other important information as mentioned in the RFP Document. The proposal must be complete in all respect, indexed and hard bound. Each page should be numbered and signed by the authorized representative.

**3. Bid Processing Fee:**

The bidder must furnish, as a part of technical proposal, required Non Refundable bid processing fee amounting to Rs. **20000/- (Rupees Twenty thousand ) only** in shape of DD from any scheduled commercial bank in favor of “Finance Officer, Council of Higher Secondary Education, Odisha ” payable at Bhubaneswar. **Proposals received without bid processing fee will be out rightly rejected.** ( *The bid processing fee is excluding GST. The bidder shall be liable to pay/ deposit the GST of bid processing fee, if any, at their end.*)

**4. Earnest Money Deposit (EMD):**

The bidder must furnish, as part of the technical proposal, an Earnest Money Deposit amounting to **Rs.20 lakhs (Rupees Twenty lakhs only) in shape of DD/ Bank Guarantee(BG)** in favour of **Finance Officer, Council Of Higher Secondary Education**, drawn in any scheduled commercial bank payable at Bhubaneswar. **Proposals received without EMD will be out rightly rejected.** (Bank Guarantee format -Annexure III)

**5. Validity of the Proposal:**

Proposals shall remain valid for a period of **180 Days** from the date of opening of the financial proposal. The client reserves the rights to reject a proposal valid for a shorter period as non-responsive and will make the best efforts to finalize the selection process and award of the contract within the bid validity period. The bid validity period may be extended on mutual consent.

**6. Pre -Proposal Queries & Pre-Proposal Meeting:**

Bidders are allowed to submit their queries in respect of the RFP and other details, if any, to CHSE through e-mail at [chseodisha@gmail.com](mailto:chseodisha@gmail.com) till **07.3.2024**. Change in existing terms and conditions of the RFP will not be considered / entertained. **Pre-proposal meeting will be held on 13.3.2024 at 3.30PM in the Conference Hall of, Council of Higher Secondary Education, Bhubaneswar.** The bidders will have to ensure that their queries for pre- proposal meeting should reach **Nodal Officer before 7.3.2024.**

**7. Submission of Proposal:**

Bidders must submit their proposals by **Registered Post / Speed Post / Courier** only to the specified address on or before the last date and time for submission of proposals as mentioned in Bidder Data Sheet. The Client will not be responsible for postal delay / any consequence in receiving of the proposal. The proposal must have to be submitted in two parts. Each part

should be separately bound with no loose sheets. Each page of the two parts should be page numbered and in conformation to the eligibility qualifications and clearly indicated using an index page. **The Client will not consider any proposal that arrives after the deadline as prescribed in the Bidder Data Sheet.** Any proposal received after the deadline will be out rightly rejected by the Client.

The procedure for submission of the proposal is described below:

**i) Technical Proposal (Original + 1 Copy) along with EMD and Bid processing fee**

The envelope containing technical proposal shall be sealed and superscripted as “**Technical Proposal - < RFP for Engagement of third party for Development of E-Content >**” and to be furnished inside one envelope. The duly filled-in technical proposal submission forms, soft copy in word form in pen drive along with all the supportive documents and information have to be furnished as part of technical proposal.

**ii) Financial Proposal (Original + 1 Copy):**

The envelope containing financial proposal shall be sealed and superscripted as “**Financial Proposal < RFP for Engagement of third party for Development of E-Content >**”. The duly filled-in financial proposal submission forms should contain the detail price offer for the proposed assignment and to be furnished as per the prescribed format only along with soft copy in pdf form in pendrive as part of financial proposal.

The “**Technical Proposal**” and “**Financial Proposal**” must have to be submitted in two separate sealed envelopes (with respective marking in bold letters) along with the prescribed formats/information mentioned in the RFP Document. The first envelope must be marked as “**TECHNICAL PROPOSAL (RFP for Engagement of third party for Development of E-Content)**”. The second envelope must be marked as “**FINANCIAL PROPOSAL (RFP for Engagement of third party for Development of E-Content)**” and it should contain Financial Proposal only. Both the above envelopes have to be sealed and placed inside a third main envelope with proper labelling of following information in bold:

**(Project Name : Development of e-Content )**

**RFP NUMBER AND DATE:**

**NAME OF THE BIDDER:**

**DEADLINE FOR SUBMISSION OF BID:**

**NAME AND ADDRESS OF THE BIDDER:**

**Each bidder is entitled to submit one proposal. In case any bidder submits more than one proposal in response to this RFP then all the proposals submitted by the bidder will be rejected. Proposals should be submitted in a sealed envelope in the following address:**

The Secretary , Council Of Higher Secondary Education, C/2 Prajnapitha, Samantapur,  
Bhubaneswar-13, Odisha, India

***Any deviation from the prescribed procedures , information , formats and conditions shall result in out-right rejection of the proposal. All the pages of the proposal have to be sealed and signed by the authorized representative of the bidder. Bids with any conditional offer shall be out rightly rejected.***

## **8. Opening of the proposal:**

The FIRST ENVELOPE containing **TECHNICAL PROPOSAL** will be opened in the initial stage by the client in presence of the bidder's representatives at the location, date and time specified in the data sheet. The client will constitute an **Evaluation Committee (EC)** to evaluate the proposals submitted by bidders. Only the bidder or one representative with proper authorization letter from the participating bidder will be allowed to attend the bid opening meeting. The second envelope containing **FINANCIAL PROPOSAL** of the bidder who qualifies technical bid will be opened after completion of technical evaluation. The date and time for opening of the financial proposal will be intimated to the technically qualified bidders who qualify the technical bid well in advance.

### **Late Applications:**

Any application received after the due date and time shall not be accepted by CHSE and shall be summarily rejected and returned unopened.

## **9. Evaluation of Proposals:**

A Three stage evaluation process will be conducted as explained below for evaluation of the proposals:

- **Preliminary Evaluation (1<sup>st</sup> Stage):** Preliminary evaluation of the proposals will be done to determine whether the proposal comply to the prescribed eligibility condition and the requisite documents / information have been properly furnished by the bidder or not. Submission of following documents / information will be verified:
  - Filled in Bid Submission Check List in Original (**Annexure-I**)
  - Covering letter (**TECH- 1**) on bidder's letterhead requesting to participate in the selection process.
  - Bid Processing Fees (Non refundable)
  - Copy of Certificate of Incorporation/ Registration
  - Copy of PAN
  - Copy of Goods and Services Tax Registration Certificate (GSTIN)
  - Copy of Audited Financial statement of last three years.
  - Copies of IT Return of last three Assessment years. (2021-22,2022-23, 2023-24)
  - General details of the bidder (**TECH – 2**)
  - Financial details of the bidder (**TECH – 3**) along with all the supportive documents duly signed in asapplicable as per the instruction.
  - Power of attorney (**TECH – 4**) in favour of the person signing the bid on behalf of the bidder (if applicable).
  - List of completed assignments of similar nature (Past Experience Details, **TECH – 5**) along with copies of work orders/agreement & tax invoice against such work orders/agreement
  - Self-declaration regarding conflict of interest (**TECH - 6**)
  - Duly filled in Technical Proposal Forms (**TECH - 7 to 10**). [Comments and Suggestions (**TECH – 7**), Description of Approach, Methodology & Work Plan (**TECH - 8**), CV of Key Professionals (**TECH – 9**) and Work Plan (**TECH – 10**)]
  - Undertaking for not having been black-listed by any Central / State Government / Any

other autonomous bodies/ International & National Organization in the recent past.(TECH-11)

- EMD (Refundable)
- All the pages of the proposal and enclosures/attachments are signed by the authorized representative of the bidder.

Bids not complying to any of the above requirement, will be out rightly rejected at the discretion of the Client's authority.

## 2. Technical Bid Evaluation (2<sup>nd</sup> Stage):

The following parameters will be evaluated in the technical proposal:

Sl.	Technical Parameters	Max Score	Supporting Document
a)	<p>Experience in execution of e- content design development, deployment &amp; commissioning assignment for following numbers of educational board (state/central)</p> <ul style="list-style-type: none"> <li>• <math>\geq 1</math> and <math>&lt; 3</math> boards: 7 marks</li> <li>• <math>\geq 3</math> boards and <math>&lt; 5</math> boards: 10 marks</li> <li>• <math>\geq 5</math> Boards: 15 marks</li> </ul>	15	<p>i. Copy of the work order / agreement in similar work.</p> <p>ii. Tax invoice copy against such work order</p>
b)	<p>Experience in working with Education department/directorate/any subordinate office under the education department of any state/central government.</p> <p>Experience in One State – 5 Marks Experience in two states – 7 Marks Experience in more than 2 states-10 Marks</p>	10	<p>(i) Copy of the work order / agreement in similar work.</p> <p>(ii) Tax invoice copy against such work order</p>
c)	<p>Firm Turnover last 3 financial years (2020-21, 2021-22 &amp; 2022-23) INR 20 Cr – 5 marks In every additional 2 Cr 1 mark will increase maximum upto 10 marks.</p>	10	Audited report duly certified by Chartered Accountant
d)	<p>The bidder should have previous experience in successfully implementing similar nature of project involving creation of digital content in the form of audio visual 2D/3D content/audio books/e-Books/different types of learning aids, deployment &amp; commissioning, of value as detailed below:</p> <p>Value of Project upto 8 crore—5 marks 8 to 12 crore= 10 marks More than 12 Crore = 15 marks</p>	15	<p>i. Copy of the work order / agreement in similar work.</p> <p>ii. Tax invoice copy against such work order</p>

e)	Number and quality of manpower proposed under this project. Program Manager: 4 Marks Assessment Expert: 2 Marks Communication Expert: 2 Marks Other subject-wise experts (English, , Odia, Physics, Chemistry, Mathematics, Biology, History, Political Science, Economics , Logic, Sociology, Education, I.T, Accountancy, Business Mathematics and Statistics(BMS), Business Studies and management (BSM ), Cost Accounting, : 2 Marks	10	Submission of CVs as per the format. (Tech-9)
f)	Presentation on understanding of the scope, implementation approach/work plan, Demo of e-Content developed to understand the pedagogy, team/ manpower quality & deployment strategies, timelines etc.	30	Presentation by bidder (The date of presentation will be intimated to the Pre-qualifying bidders)
g)	Experience in development of webportal Govt(central/state)/Autonomous/PSU/Govt body with GIGW compliance for last 5 years ending on 31.12.23  For one webportal 5marks, additional 1 mark each for more upto 10.	10	List of urls and undertaking by the bidder

Bidders who secure above 70 marks from the total (100 marks) in the technical proposal will be called for financial evaluation.

### 3. Financial Bid Evaluation: (3<sup>rd</sup> Stage)

The financial proposals of only those bidders qualifying the technical evaluation (2<sup>nd</sup> stage) shall be opened at this stage in the presence of the bidder's representative who wishes to attend the meeting with proper authorization letter. The name of the bidder along with the quoted financial price (FIN-1) will be announced during the meeting.

#### **10. Evaluation Process:**

**QCBS** method will be followed during the overall selection process. The financial bids of technically qualified bidders will be opened on the prescribed date in the presence of bidder's representatives.

The lowest evaluated Financial Bid (Fm) shall be given the maximum financial score (Sf) of 100. The formula for determining the financial scores of all other bids shall be calculated as follows:  $Sf = 100 \times Fm/F$ , in which "Sf" is the financial score, "Fm" is the lowest price, and "F" the price of the bid under consideration. The weights given to the Technical (T) and Financial (P) Bids shall be:

$$T = 80, \text{ and} \\ P = 20$$

Bids shall be ranked according to their combined scores, calculated using the technical score (St) and financial score (Sf) and the weights as follows:

$$S = St \times T\% + Sf \times P\%$$

The bidder, who has the highest score in the QCBS and shall be called for further process leading to the award of the contract. The bid price will include all taxes as applicable and shall be in Indian Rupees. Prices quoted in the bid must be firm and final, and shall not be subject to

any modifications on any account whatsoever. **In case of a tie, the bidder having higher technical score will be considered the preferred bidder.**

For the purpose of evaluation, the total evaluated cost shall be inclusive of all taxes & duties (Including GST) for which the Client will make payment to the consultant including overhead expenses.

**4. Performance Security Deposit:**

Within seven days of notifying the acceptance of a proposal for award of contract, each qualified bidder shall have to furnish a Performance security in shape of Bank Guarantee (BG) /DD amounting to **5% of the contract value** from a scheduled commercial bank situated in Bhubaneswar in favor of “ **Finance Officer, Council of Higher Secondary Education, Odisha**”, for a period of three months beyond the entire contract period (i.e. PBG must be valid from the date of effectiveness of the contract to a **period of <12> months beyond the contract period**) as its commitment to perform services under the contract. Failure to comply with the requirements shall constitute sufficient grounds for the forfeiture of the PBG. The PBG shall be released immediately after three months of expiry of contract provided there is no breach of contract on the part of the qualified bidder. No interest shall be paid on the PBG.

**12. Contract Negotiation:**

Contract negotiation, if required, will be held at a date, time and address as intimated to the selected bidder(s). The bidder will, as a pre-requisite for attendance at the negotiations, confirm availability of all the proposed staff for the assignment. Representative conducting negotiations on behalf of the bidder must have written authority to negotiate and conclude a contract. Negotiation will be performed covering technical and financial aspects, if any, and availability of proposed professionals etc.

**13. Award of Contract:**

After completion of the contract negotiation stage, the client will notify the successful bidder in writing by issuing an offer letter for signing the contract and promptly notifying all other bidders about the result of the selection process. The successful bidders will be asked to sign the contract after fulfilling all formalities within **seven** days of issuance of the offer letter. After signing of the contract, no variation or modification of the terms of the contract shall be made except by written amendment signed by both the parties. The contract will be valid for **12 months** from the date of signing of the contract agreement and can be extended on mutual consent.

**14. Conflict of Interest:**

Conflict of interest exists in the event of:

**(i)** Conflicting assignments, typically monitoring and evaluation/environmental assessment of the same project by the eligible bidder;

**(ii)** Consultants, agencies or institutions (individuals or organizations) who have a business or family relation with the Client directly or indirectly; and

**(iii)** Practices prohibited under the anti-corruption policy of the Government of India and

Government of Odisha. The bidders are to be careful so as not to give rise to a situation where there will be any conflict of interest with the Client as this would amount to their disqualification and breach of contract.

**15. Disclosure:**

a. Bidders have an obligation to disclose any actual or potential conflict of interest. Failure to do so may lead to disqualification of the bidder or termination of its contract.

- Bidders must disclose if they are or have been the subject of any proceedings (such as blacklisting) or other arrangements relating to bankruptcy, insolvency or the financial standing of the Bidder, including but not limited to appointment of any officer such as a receiver in relation to the Bidder's personal or business matters or an arrangement with creditors, or of any other similar proceedings.

b. Bidders must disclose if they have been convicted of, or are the subject of any proceedings relating to:

- a criminal offence or other serious offence punishable under the law of the land, or where they have been found by any regulator or professional body to have committed professional misconduct;
- corruption including the offer or receipt of an inducement of any kind in relation to obtaining any contract;
- failure to fulfill any obligations in any jurisdiction relating to the payment of taxes or social security contributions.

**16. Anti-corruption Measure:**

a. Any effort by Bidder(s) to influence the Client in the evaluation and ranking of financial proposals, and recommendation for award of contract, will result in the rejection of the proposal.

b. A recommendation for award of Contract shall be rejected if it is determined that the recommended bidder has directly, or through an agent, engaged in corrupt, fraudulent, collusive, or coercive practices in competing for the contract in question. In such cases, the Client shall blacklist the bidder either indefinitely or for a stated period of time, disqualifying it from participating in any related bidding process for the said period.

**17. Language of Proposals:**

The proposal and all related correspondence exchanged between the bidder and the Client shall be written in the **English** language. Supporting documents and printed literature that are part of the proposal may be in another language provided they are accompanied by an accurate translation of the relevant passages in English with self-certification for accuracy, in which case, for the purposes of interpretation of the Proposal, the translated version shall govern.

**18. Cost of bidding:**

The Bidder shall bear all costs associated with the preparation and submission of its proposal. The Client shall not be responsible or liable for those costs, regardless of the conduct or outcome of the bidding process. Bidder/s is/are not allowed to submit more than one proposal

under the selection process. Alternate bids are also not allowed.

**19. Legal Jurisdiction:**

All legal disputes are subject to the jurisdiction of civil court of Bhubaneswar only within Odisha.

**20. Governing Law and Penalty Clause:**

The schedule given for delivery is to be strictly adhered to in view of the strict time schedule. Any unjustified and unacceptable delay in delivery shall render the bidder liable for liquidated damages and thereafter the Client holds the option for cancellation of the contract for pending activities and complete the same from any other agency. The Client may deduct such sum from any money from their hands due or become due to bidder. The payment or deduction of such sums shall not relieve the bidder from his obligations and liabilities under the contract.

The rights and obligations of the Client and the bidder under this contract will be governed by the prevailing laws of Government of India / Government of Odisha. Failure on bidder's part to furnish the deliverables as per the agreed time line will enforce a penalty @ **0.25% per week or part of that subject to maximum of 10% of the total contract value.** The amount will be deducted from the subsequent payment. However if the delay is not solely attributable to the bidder then the bidder must communicate the reason of such delay in advance to the CHSE. The decision of the authority placing the contract, whether the delay in development has taken place on account of reasons attributed to the bidder shall be final.

**21. Confidentiality:**

Information relating to evaluation of proposals and recommendations concerning awards shall not be disclosed to the bidders who submitted the proposals or to other persons not officially concerned with the process, until the publication of the award of contract. The undue use by any Consultant of confidential information related to the process may result in rejection of its proposal and may be subject to the provisions of the Client's antifraud and corruption policy. During the execution of the assignment except with prior written consent of the Client, the consultant or its personnel shall not at any time communicate to any person or entity any confidential information acquired in the course of the contract.

**22. Amendment of the RFP Document:**

At any time before submission of proposals, the client may amend the RFP by issuing an addendum or corrigendum through CHSE website <https://chseodisha.nic.in/>. Any such addendum or corrigendum will be binding on all the bidders. To give bidders reasonable time consequent upon an addendum/ corrigendum in preparing their proposals, the Client may at its discretion, extend the deadline for the submission of the proposals.

**22. Client's right to accept any proposal, and to reject any or all proposal(s)**

The Client reserves the right to accept or reject any proposal, and to annul or amend the bidding / selection / evaluation process and reject all proposals at any time prior to award of contract, without assigning any reason there of and thereby incurring any liability to the bidders.

**23. Copyright, Patents and Other Proprietary Rights:**

CHSE, Odisha and S&ME Department, Government of Odisha shall be entitled to all intellectual property and other proprietary rights including patents, copyrights and trademarks, with regard to documents and other materials which bear a direct relation to or are prepared or collected in consequence or in the course of the execution of this contract. At the Client's request, the agency shall take all necessary steps to submit them to the Client in compliance with the requirements of the contract.

**24. Replacement of Key Personnel:**

The key professionals to be deployed under this contract must be dedicated in nature. However, the Client reserves the right to request the Consultant to replace the assigned personnel if they are not performing to a level of satisfaction. After written notification, the Consultant will provide CV of appropriate candidates within Seven (7) days for review and approval. The Consultant must replace the personnel within seven (7) working days from the date of approval of replacement. If one or more key personnel become unavailable / leave the project for any reason midway under the contract, the Consultant must notify the Client at least fourteen (14) days in advance, and obtain the approval prior to making any substitution. In notifying the Client, the Consultant shall provide an explanation of circumstances necessitating the proposed replacement and submit justification and qualification of replaced personnel in sufficient detail to permit evaluation of the impact on the engagement. Acceptance of a replaced person by the Client shall not relieve the consultant from responsibility for failure to meet the requirements of the contract. Change in key professionals beyond the allowable limit of the contract leads to implication of liquidated damage of 10% of the contract value.

**25. Force Majeure:**

For purpose of this clause, 'Force Majeure' means an event beyond the control of the agency and not involving the agency's fault or negligence and not foreseeable. Such events may include, but are not restricted, wars or revolutions, fires, floods, riots, civil commotion, earthquake, epidemics or other natural disasters and restriction imposed by the Government or other bodies, which are beyond the control of the agency, which prevents or delays the execution of the order by the agency. If a force Majeure situation arises, the agency shall promptly notify Client in writing of such condition, the cause thereof and the change that is necessitated due to the condition. Until and unless otherwise directed by the Client in writing, the Agency shall continue to perform its obligations under the contract as far as is reasonably practical, and shall seek all reasonable alternative means for performance not prevented by the Force Majeure event. The agency shall advise Client in writing, the beginning and the end of the above causes of delay, within seven days of the occurrence and cessation of the Force Majeure condition. In the event of a delay lasting for more than one month, if arising out of causes of Force Majeure, Client reserve the right to cancel the contract without any obligation to compensate the agency in any manner for what so ever the reason may be.

**26. Settlement of Dispute:**

The Client and the agency shall make every effort to resolve amicably, by direct negotiation, if any disagreement or dispute arising between them in connection with the

contract. Disputes not so resolved amicably within 30 days of receipt of notice of such as a dispute shall be resolved by a sole arbitrator nominated by the **CHSE, S&ME Department**, Government of Odisha. The arbitration proceeding shall be held in **Bhubaneswar within Odisha**.

**27. Disqualification of Proposal:**

The proposal is liable to be disqualified in the following cases as listed below:

- Proposal submitted without Bid Processing Fee & EMD as applicable
- Proposal not submitted in accordance with the procedure and formats as prescribed in the RFP
- During validity of the proposal, or its extended period, if any, the bidder increases his quoted prices
- Proposal is received in incomplete form
- Proposal is received after due date and time for submission of bid
- Proposal is not accompanied by all the requisite documents / information
- A commercial bid submitted with assumptions or conditions
- Bids with any conditional technical and financial offer
- Proposal is not properly sealed or signed
- Proposal is not conforming to the requirement of the scope of the work of the assignment.
- Bidder tries to influence the proposal evaluation process by unlawful/corrupt/fraudulent means at any point of time during the bid process
- If, any of the bid documents (including but not limited to the hard and soft/electronic copies of the same, presentations during evaluation, clarifications provided by the bidder), excluding the commercial bid, submitted by the bidder is found to contain any information on price, pricing policy, pricing mechanism or any information indicative of the commercial aspects of the bid;
- Bidders or any person acting on its behalf indulges in corrupt and fraudulent practices
- Any other condition / situation which holds the paramount interest of the Client during the overall section process.

**SECTION - 3**  
**SCOPE OF WORK**

## **Background**

Department of School and Mass Education is the nodal department for managing Elementary Education, Secondary Education, Higher Secondary, Teachers' Training, Sanskrit Education, Computer Education, Special Education and Mass Education in the State. The department manages over 62,000 schools including Higher Secondary Education in the state and responsible for the education of about 68 lakh students.

To enhance the quality of Higher Secondary Education in the State , Government of Odisha has launched a unique initiative by making classroom teaching adapt to the technological changes by not restricting it to only chalk & talk rather in the form of **Blended Learning**.

NEP 2020 also makes certain recommendations on the development of e-content and on capacity building of teachers on the use of the developed content. It recommends creation of a digital repository including Learning Games & Simulations, Augmented Reality, Virtual Reality etc. It also suggests that teachers must undergo rigorous training in learner-centric pedagogy and on how to become high-quality online content creators themselves using online teaching platforms and tools.

Council of Higher Secondary Education(CHSE), Odisha aims to create a comprehensive digital content scientifically designed in different subjects covering the complete curriculum of Higher Secondary Classes falling under the purview of the CHSE. The e-content will support the blended mode of teaching-learning and will be stored at CHSE as well as in website for access of the stakeholders.

The e-content development agency needs to work towards development of e-content for Class XI and XII for teaching & learning purposes and implement the roadmap in the state of Odisha, based on the state's desired objectives in line with the recommendations of the NEP 2020.

### **Objectives of the assignment**

Requests for proposals (RFPs) are invited from organizations/companies/firms working in educational content creation to develop a robust & comprehensive repository of e-content aligned to the state curriculum for supporting the state of Odisha in pursuing its digital education initiative for Class XI and XII

The objective of this initiative is outlined below:

1. To create a repository of e-content that can be used by teachers and students in blended learning format.
2. To create a digital platform for teaching and learning.
3. To provide opportunity to the students for self assessment through online test.

### **Scope of Work**

The bidder in consultation with the CHSE, Odisha shall develop e-content materials from the syllabus of CHSE for students and teachers based on the state's need. The bidder shall provide a well- indexed repository of content that covers the complete curriculum with clear tagging of chapters and learning outcomes.

Files	Types/Formats
Video	MP4, MOV, AVI, WMV, OGG (Preferably in 16:9 aspect ratio in HD quality 1080p,720p,360p across all viewing devices)
Audio	MP3, WAV, AAC
Images & Graphics	PNG, JPEG, JPG, SVG, GIF (Note: in case of PNG, JPEG, JPG The image should have resolution greater than 5 Megapixels:Image size should be less than 20 MB)
Interactives	Java, HTML
Text	PDF, ODT, DOCX, ePUB
Spreadsheet	XLS, CSV, ODX

The bidder shall be expected to produce digital content materials such as:

- a. Content videos using animations
- b. Short videos (10,15,20 and 30 minutes duration)
- c. Syllabus & Text Book based Animated videos
- d. Digital assessments/quizzes
- e. Question Banks & Model Question Papers

The bidder shall develop new content material for the state based on the state's need ensuring alignment of the material with the curriculum and context of the state. The bidder shall design and develop the website and upload e-content materials for the use of stakeholders.

Bidder shall develop mobile app for this purpose and further made this e-contents available and assessed by the stake holders.

#### Features Of E-Content Website

1. Will create a hyperlink of E-Content website that will be placed in the CHSE original website.
2. Design of The Website

- i. Will place the hyperlink of the e-content website on the CHSE website.
- ii. After clicking on the link provided in the website, will land in a registration page
- iii. Then student/teacher/parent will fill the details for registration

##### REGISTRATION PAGE REQUIREMENT

- i. Name
- ii. Role (student, Teacher, Parent)
- iii. District
- iv. Then we will have two buttons i.e., **submit** and **clear**

3. Then will proceed to a page where there are 3 columns or sections named Student, Teacher and Parent.

4. User will choose one section to move forward.

5. Suppose user has chosen Student section

6. Then a pop up will come and will ask to select

- a) Class
- b) Subject

Class will have 2 items in dropdown – XI and XII

**Subject will have 39 dropdown** - Physics, Chemistry, Mathematics, Biology, Accountancy, Business Mathematics and Statistics (BMS), Business Studies and management (BSM), Cost Accounting, History, Political Science, Economics, Education, Logic, Sociology, Psychology, Home Science, Information Technology(IT), Computer Science, English, Odia( MIL), Odia (Opt), Sanskrit, Micro Irrigation Technician, Four Wheeler Service Technician, Beauty & Wellness- Beauty Therapist, Construction Painter and

Decorator, Tourism and Hospitality- Counter Sales Executive , Field Technician Wireman Control Panel, Plumber General II, Retail Sales Associate, IT ITes-CRM Domestic Voice, Food Processing- Craft Baker, BFSI, CRM Domestic Voice, Field Technician Air Conditioner , Country Sale Executive, Dairy Farmer Entrepreneur, Primary Year Physical Activity Facilitator, Small Poultry Farmer

7. User can choose one subject and one class at a time
8. Then in the pop up there will be two button Submit or Cancel
9. If the user is pressing **Cancel** he should be able to move to the previous page
10. If the user is pressing **submit** then the content page will open
11. Content page will contain 5 sections
  - a. Video lecture
  - b. Short videos (10,15,20 and 30 minutes duration)
  - c. Syllabus & Text Book based Animated videos
  - d. Digital assessments/quizzes
  - e. Question Banks & Model Question Papers

Note :- All these content will be based on the class and subject chosen by the user (exp- if the user has chosen class XI and subject Chemistry then in the content page will display all the 5 contents mentioned above of class XI and subject Chemistry)

A. **Video Lecture** - If the user click on this the user will be directed to a page containing Content video using animation for different chapters

B. **Short Videos(10,15,20 and 30 minutes duration)** - If user click on this the user will be redirected to a page containing shorts video of different important topics.

C. **Syllabus &Text Book based Animated Videos**- If user will click on this user will be redirected to a page containing Animated Videos based on syllabus and text book chapter wise

D. **Digital Assessments/ Quizzes**- If user click on this user can take an assessment test

E. **Question Bank and Model Question Paper**- Around 50 model questions based on council syllabus in each Chapter to be prepared as per Annual Higher Secondary Exams pattern of CHSE. For class XI & XII.

### **Need Analysis & Content Framework**

#### **Need Analysis:**

The successful bidder shall be expected to conduct a rigorous Need Analysis of the teachers and students of the state with respect to their needs in the classroom for the blended learning. The findings of the Need Analysis shall be submitted as a report and presented through a presentation to CHSE, Bhubaneswar.

#### **Content Framework:**

The successful bidder shall create a Content Framework that will serve as the overarching backbone of this undertaking. The framework will also ensure scientific rigor in the exercise, aid in the content creation process, an

understanding of the output expected from the exercise for both CHSE & the bidder. This framework shall outline all aspects of the content creation exercise. These aspects include but are not limited to:

- i. **Learning Outcome (LO) Alignment:** Alignment with the state's LO framework across all subjects & grades to create content synchronization.
- ii. **Textbook Alignment:** Alignment with all the textbooks across all 39 subjects to create a sense of continuity between learning experiences across the offline learning through the textbook & digital learning through the e-content repository
- iii. **Pedagogy:** Pedagogy used while delivering the given content material such as enquiry-based learning, activity-based learning, reflection-based learning, Lecture method, etc.
- iv. **Design Language:** Details of the design language such as colors, fonts & formatting that will be followed in each content piece to bring visual uniformity in the repository.

- v. **Format:** Details of the format of each content piece used such as , experiential learning styled activities etc.
- vi. **Content Language:** All the content for the repository must be in English and Odia language. In case of language subjects such as English, Odia, Hindi, Sanskrit the materials are to be developed in respective language only.(Subtitles can be included)
- vii. **Content Production Style:** Details of the different production styles used for each content piece to be used such as
  - a. Different kinds of video lecture shall be used
  - b. Different kind of text format document should be created

The successful bidder shall create this comprehensive framework with exhaustive details for content piece to be developed for Class XI and XII on 39 subjects ( Physics, Chemistry, Mathematics, Biology, Accountancy, Business Mathematics and Statistics (BMS), Business Studies and management (BSM ), Cost Accounting, History, Political Science, Economics , Education, Logic, Sociology, Psychology, Home Science, Information Technology(IT), Computer Science, English, Odia( MIL), Odia (Opt), Sanskrit, Micro Irrigation Technician, Four Wheeler Service Technician, Beauty & Wellness- Beauty Therapist, Construction Painter and Decorator, Tourism and Hospitality- Counter Sales Executive , Field Technician Wireman Control Panel, Plumber General II, Retail Sales Associate, IT ITes-CRM Domestic Voice, Food Processing- Craft Baker, BFSI, CRM Domestic Voice, Field Technician Air Conditioner , Country Sale Executive, Diary Farmer Entrepreneur, Primary Year Physical Activity Facilitator, Small Poultry Farmer

#### **a. Content Creation**

The objective of this exercise is to create a comprehensive repository of digital content to provide quality education in digital mode to all Higher Secondary students across the state. The state aims to promote digital learning by providing high-quality content to all stake holders of the state to aid the teaching-learning processes through a dedicated website of CHSE.

The content creation shall ensure that the following general considerations are made while creation of e-content

#### **General considerations** to comply with:

- i. The content is engaging, exciting and motivating for students to enhance the academic efficiency.
- ii. The content is appropriately designed for the relevant ages and for the respective classes with clear diagrams & examples from real life phenomena to learn different concepts.
- iii. The content is paced appropriately to ensure that maximum students are able to follow the content. The content should not be very slow or very fast paced.
- iv. The content is not monotonous in its style while explaining any content to reduce boredom & increase engagement of the students.
- v. The content has optimal interaction points (simple interactions such as pause & play are expected here) to ensure students are engaging with the content and their role does not reduce to become a passive consumer.
- vi. The content created is in line with sound academic practices and pedagogical practices and the academic community.
- vii. The content created follows a variety of formats such as experiential learning styled

- activities etc. so that the students feel encouraged to access the complete repository.
- viii. The content created is shareable in easy-to-share formats of images, videos & documents across any platform available at the disposal of the stakeholders.
  - ix. The content created should be assessable in a wide variety of devices such as smart phones, computers, laptops, projectors, smart TVs etc.
  - x. E-Content Website can be easily accessible in all Android phones and Desktop.
  - xi. The successful bidder should also manage the high traffic of the website.
  - xii. Mobile app to be developed for this purpose by the bidder for **Android and IOS**.
  - xiii. The bidder should upload all the video format content in a VOD streaming server.

The CHSE, Odisha aims to provide an excellent E-Content to maximum students and as such the bidder shall be expected to ensure the following technical considerations while creating content.

**Technical considerations** to comply with:

- i. The bidder shall ensure usage of the following multimedia formats to ensure widespread compatibility.

Files	Types/Formats
Text	PDF, ODT, DOCX, Epub
Images & Graphics	PNG, JPEG, JPG, SVG, GIF (Note: in case of PNG, JPEG, JPG the image should have resolution greater than 5 Megapixels: Image size should be less than 20 MB)
Audio	MP3, WAV, AAC
Video	MP4, MOV, AVI, WMV, OGG (Preferably in 16:9 aspect ratio in HD quality across all viewing devices)
Spreadsheet	XLS, CSV, ODX
Interactives	Java, HTML

- ii. The content material that are produced should be shareable in an offline and online manner with the students, teachers & other stakeholders across the state to ensure higher accessibility to students.
- iii. The content should be assessable in a standalone format with the use of any advances LMS system.
- iv. The content should be usable in devices with minimal hardware specifications i.e. phones/tablets/computers/laptops with less than 2GB RAM.
- v. The content should be modular so that the CHSE can customize it as per different use-cases.
- vi. The bidder shall ensure that there is no copyright infringement on assets used in the development of any content piece and shall be held liable for any such issues.

The content created by the successful bidder should act as a pioneering effort with great quality that will enable the CHSE to provide quality education to students of Class XI and XII across the state. It should serve as a contribution of the state to the educational ecosystem and as such should have following characteristics at minimum. To ensure that the quality of the content remains high, the state proposes a consistent tri-partite structure for each content

material in the following structure:

- i. **Introduction:** This part shall contain the introduction of the topic, learning outcome and chapter that shall be covered in the content piece. This part shall also provide information about the application of the concept in different situations in day-to-day life of the learners.
- ii. **Explanation:** This part shall enable the students and teachers to integrate the e-content for self learning and class room teaching with and pedagogically sound explanation of the concept that is being delivered through the content piece. It will use multiple examples & situations that are familiar with the context of the learner to reinforce the concept to the learners. It shall contain misconceptions related to the concept and clarifications on the same to ensure robust understanding of learners to relate with real life experiences wherever possible.
- iii. **Summary & Assessment:** This part shall enable the students to summarize and appear assessments of the content taught. With this piece teachers will be enabled to test learner's understanding of the concepts in a robust manner through activities and questions that assess the mastery of the learner of the concept explained.
- iv. **Additional Material:** This will include audiobooks, open-source resources that can be used by students and teachers. The successful bidder shall outline the same in the content framework shared with CHSE Odisha, Bhubaneswar. Each content piece will also compulsorily contain a question bank that tests each/LO of the students comprehensively in a document form with clear questions, correct answers with the reasons outlined for reference of the students and teachers.

In each part of the content piece, the content shall enable the teachers to re-use it in the blended learning classroom to engage students in the learning process. The content pieces shall be created for each of the learning outcomes defined across all chapters in the curriculum and shall have to embody the following characteristics to ensure that they provide an excellent learning experience for the students and acts as a teaching-learning tool for the teachers.

**Content Characteristics** to comply with:

- i. Content shall only have the iconography & branding of the state and shall not include any elements of a private or non-governmental institution.
- ii. Content should have excellent production quality with high resolution video footage and noise-free audio footage being used across the library.
- iii. Content should be academically rigorous & pedagogically scientific in explaining its concepts to the students.
- iv. Content should be made available in English and Odia . In language subjects the language shall be in respective language.
- v. The explanations should be clear, concise & scientifically accepted in the larger discourse of education and should not offer any contradictions to the explanations offered in the textbooks.
- vi. Content should not harm any cultural, social, or religious sentiment of any group and strive to remain as inclusive in its discourse as possible. The content created will attempt to reduce propagation of any stereotypes and superstitious beliefs.

**Content formats** to be incorporated:

- i. Video Content:**
  - Video Lecture for different topics based on CHSE syllabus.
- ii. Text Content:**

Different kinds of text content should be created
- iii. Additional Material:**

Different kinds of digital learning aids such as assessment, quizzes etc.

This exercise is intended to produce comprehensive e-content in 39 subjects with three key stages to create clear direction for the bidder and the state.

**Stages of Content Creation** are as follows:

The content creation process shall be done in stages to ensure that the CHSE and the bidder both have the ability to course correct at different points and create the best possible deliverable.

Sr. No.	Steps of content creation
Step 1 :	Storyboarding
Step 2:	Scripting
Step 3:	Content Draft
Step 4:	Final Content

### **Step 1: Storyboarding**

The successful bidder shall create the storyboard of each of the content piece to be developed which outlines the overall learning journey followed in the content piece. This shall consist the pedagogical elements, types of examples, experiments and assessment techniques to be used in the content piece. This shall be largely applicable to Content Videos, Audiobooks & . The successful bidder shall ensure that the storyboards are shared with Special Committee constituted by CHSE for review and their feedback incorporated in it. It shall be responsibility of the bidder to arrange meeting of the committee in consultation with CHSE

### **Step 2: Scripting**

The successful bidder shall proceed to scripting which outlines finer details of the content piece with clear details of sequence of events in the content piece, instructions of the narrators, interaction points in the content, examples used etc. that provides a clear articulation of the content piece. This successful bidder shall be expected to formally get the script reviewed from Special Committee constituted by CHSE before production and incorporate feedback provided. It will be expected that the bidder receives written approval at this stage from the committee for each content piece. It shall be the responsibility of the bidder to coordinate among experts and arrange meeting for the purpose.

### **Step 3: Content Draft**

Post script approval, the content creation shall be initiated with actual visuals and/or animations that shall be rendered and presented in deliverable format to the learners. This step will strive to create final output that is ready to be delivered to the learner. This means that the content piece shall have all the material clearly arranged in clear fashion. The successful bidder shall ensure that the content drafts are shared with Special Committee

constituted by CHSE for review and their feedback incorporated in it.

#### **Step 4: Final Content**

The successful bidder shall share the Final Content file with Expert Committee constituted by CHSE for final approval and review. The Committee shall be expected to review the files thoroughly ensuring close scrutiny of academic and pedagogical aspects of the content along with its production quality as well. It will be expected that committee issues a written approval for the final content piece. This written approval shall be mandatory for each content piece and content will only be published to the repository post this written approval.

It is important to note that the CHSE holds the right to terminate the contract based on the quality of the Content Sample and openness to feedback. The bidder shall iterate the samples based on the review & feedback cycles with Expert Committee constituted by CHSE to remove the gaps in both the academic rigor & production quality of the material created. The vendor shall receive an Approval Certificate based on the final submissions of the Content Sample.

The bidder is expected to create these content pieces in phases as outlined in the Delivery Schedule Section of this RFP. It provides the details of the expected targets that the bidder shall meet to ensure that they receive successful and timely payment. The payment for the bidder's services shall be contingent on satisfactory completion of the targets outlined in the said section.

**Imp:** For the meeting of the experts/special committee, The bidder shall arrange the conveyance, accommodation(if required), Pay sitting allowance, TA and DA to the committee members.

5 to 8 members shall constitute each committee depending upon syllabus. No. of the special committee members shall be decided by CHSE in consultation with the successful bidder.

#### **1. Final Content Deliverables Expected:**

##### **I. A content repository that includes:**

- Content pieces across Class XI and XII on 39 subjects offered by the CHSE in an easily downloadable format containing:
  - Raw files of all the content pieces that are customizable by the state as per its needs.
  - Final produced files of all the content pieces that are directly shareable with the students & teachers.
- Systematic indexing mechanism for the content library to increase search ability & usability of the library for different use cases with Learning Outcomes and Chapters tagged to each content piece.
- Physical delivery of the final raw files to enable any additional customization as per CHSE's need and final produced versions in hard-drives to the CHSE and also to be uploaded in CHSE website/ dedicated website by the bidder.
- Content of the 39 subjects shall be prepared as per the syllabus of CHSE which is available in the CHSE website i.e - <https://chseodisha.nic.in/>.

- Each content shall have at least
  - (a) 10 no of short and long video clips (depending upon the subject matter)
  - (b) Text material in PDF format of each subject in the line with the visuals.
  - (c) Questions at least 100 to be prepared for self assessment which includes 50 number MCQ, 30 number Objective type and 20 number Long type question, the answers of the objective & short answer type are to be available in each unit.
- Monitoring of student’s activity in the website should be done.
- Preparation and uploading of user guide in pdf and video

**II. Deployment Mechanism:**

- The bidder shall provide memory storage devices (Hard Disk Drives of required capacity) to CHSE and OSEPA. It will be expected that the successful bidder provides e-contents of each phase and upload the same in E-Content Website and that Hyperlink will be placed in CHSE website and also available in mobile app.
- The successful bidder shall share the content in the web format and upload in the CHSE/designated websites.
- It shall be responsibility of the successful bidder to arrange storage in the cloud and repository should be arrange by the bidder itself.
- The bidder shall be responsible for providing post delivery support (during implementation) for six months. During this period any bugs or any performance issues will be fixed/resolved by the bidder.
- The bidder must provide Cyber Security audit report and “Safe to host” certificate from any CERT-IN empanelled agency.
- SSL / TSL certificate must be furnished by the agency
- The bidder will provide one technical manpower at the disposal of Nodal Officer CHSE for the entire period of execution of project as hand holding support

**III. Post Development maintenance and support for three years.**

The bidder shall be responsible to maintain the server , change requests, fixing bugs for a period of three years after successful implementation and go-live

**2. Delivery Schedule and Timeline for Content Creation**

The schedule of completing the deliverables that the successful bidder shall abide is outlined in the following table:

Phase	Months	Time	Outputs expected
Phase 1	Month 1	Within 15 days from the date of Signing of Contract	Need Analysis & Content Framework
Phase 2	Month 3	Within 90 days from the date of Signing of Contract	50% of the e-content development

Phase 3	Month 4	Within 120 days from the date of Signing of Contract	75% of the e-content development
Phase 4	Month 5	Within 150 days from the date of Signing of Contract	90% of the e-content development
Phase 5	Month 6	Within 180 days from the date of Signing of Contract	100% of the e-content development

The duration of each phase will begin starting with the date of signing of the contract of the bidder with CHSE & the time of each phase will be used as indicated in the table above. The bidder shall ensure that each content piece is reviewed by Special Committee appointed by CHSE & approved by them before submitting the final output files. The disbursement of the defined amount by CHSE shall depend on producing the Completion Certificate issued by CHSE upon reviewing the deliverable of the phase.

**Imp:** Depending upon situation and requirement CHSE may add or modify the content and other features later on and it shall be responsibility of the bidder to incorporate/modify accordingly before delivering of the e-content.

### **Deliverables and Payment Schedule**

Phase	Month	Payment details in %
Phase 1	Month 1	NIL
Phase 2	Month 3	20% of the actual claim
Phase 3	Month 4	20 % of the actual claim
Phase 4	Month 5	20% of actual claim
Phase 5	Month 6	20 % of actual claim
Balance 20 % will be released as QGR spreaded over 3 years of support after Go-Live		

### **3. Roles and Responsibilities**

In line with objectives of this exercise, the state intends to create a rich e-content library that is aligned to the CHSE curriculum and augments teaching-learning experiences of the students & teachers of the state. In order to conduct this exercise and produce a high-quality output from it, it becomes imperative to have a clear outline of the roles and responsibilities that shall be fulfilled by the state and the bidder.

#### **a. Roles and Responsibilities of the Bidder**

- i. Create the necessary documentation at each stage of preparation of e-content.
- ii. Create the relevant reports, frameworks, presentations, and documentation as required at any stage of the process/as requested by the CHSE.
- iii. Create storyboards of each content material and get approval from the CHSE, Bhubaneswar team by incorporating any changes suggested by its subject expert team.
- iv. Produce the content material with an independent technical crew that shall create any necessary media elements required to enable the content creation including but not limited to creating animations, creating TLMs, conducting video & audio shoots, video editing and providing any additional technical capabilities required at any stage

- of the process.
- v. Arrange for technical equipment and tools such as computers, microphone, video cameras, audio recorders and any other equipment as required at any stage of the process.
  - vi. Arrange logistical means to travel to necessary locations during this undertaking at any stage of the process.
  - vii. Create produced versions of each content material and get approval from the CHSE by incorporating any changes suggested by its subject expert team.
  - viii. Provide regular updates to CHSE, Bhubaneswar on the plan of action, progress made, support required and coordinate with the required persons to receive necessary feedbacks at any stage of the process.
  - ix. Arrange reviews at each phase with CHSE, Bhubaneswar to share the status of work against targets mentioned in Delivery Schedule and seek strategic inputs from the department before proceeding to the next phase of the process.
  - x. Ensure strict adherence to a professional behavior throughout this exercise and completion of targets as outlined in Delivery Schedule

**b. Roles and Responsibilities of CHSE**

- i. It shall be responsibility of the CHSE to constitute the Expert committees consisting of academicians and technical persons for review and vetting of the E-Content developed by the bidder.
- ii. Provide clear academic and pedagogical direction to guide the content creation at all stages of the process.
- iii. Provide feedback on reports/documentation, storyboards, scripts, & content produced, developed to ensure that the deliverables meet the objectives of the state.
- iv. Provide approvals to the deliverables created by the bidder as outlined in this RFP to ensure smooth execution of this undertaking for the state and the bidder.
- v. Attend all the reviews organized by the bidder to observe the progress made against the targets outlined, understand the roadblocks, and strive to resolve any challenges faced by the bidder.
- vi. Provide Completion Certificate at the end of each stage to ensure that the bidder has necessary documents to receive the funds for each stage.

**4. Team Requirements from the Bidder**

This undertaking is crucial for the CHSE to promote digital education in the state and as such the state intends to provide academically rigorous, pedagogically sound content with high production quality considering that all the students and teachers of the state shall be utilizing the content for teaching-learning practices. The bidder is expected to provide a team of talented and experienced professionals with demonstrated skill in the field of content creation in their prior work experience as individuals. The team shall comprise of Academic experts and Technical experts that contribute to the content creation process to produce a comprehensive content library. The team shall meet the minimum requirements as outlined below.

Minimum **team requirements** for the bidder to comply with:

**1. Academic Team**

- a. Team leaders should have an experience of leading of any projects of similar kind of creative field including education.
- b. Team shall comprise of subject experts with excellent Academic Career and a minimum of 5 years of experience in classroom teaching in respective subject in Higher/ Higher Secondary Education Institutions or otherwise found suitable.
- c. The team member should have at least of master degree in the prescribed subject.

## 2. Production Team

- a. Team shall comprise of production experts with relevant demonstrated work experience of a minimum of 2 years in the field of content creation/media production.
- b. Team members shall have expertise in video editing, video-audio recording, animation tools & any other necessary software including but not limited to Adobe Photoshop, Final Cut Pro required at any stage of the process.
- c. Team members shall have a sound understanding of communication, presentation and documentation skills to facilitate the process of content creation and coordinating with the required stakeholders from the department.

## 3. Technical Team

- a. Team shall comprise of technical experts with a minimum of 2 years of relevant work experience in software/web application development.
- b. Team members shall have graduation (in computer science/IT) from reputed institutions in the country.
- c. Team members shall have a sound understanding of computer languages to help develop the software/web application that stores the content library accessible to all students and teachers. These computer languages include but are not limited to Java, HTML required in development and testing of applications.

## 4. Management & Team Structure

- a. Team shall be headed by a Project Manager with 4-6 years of work experience (preferably with government projects) and a post graduate degree from a reputed institution in the country
- b. Project manager shall be responsible for managing the team assigned to the project and stakeholders from the department to ensure that the satisfactory progress is being made and no delivery targets are missed.
- c. Project Manager shall be responsible for coordinating with the internal academic team, production team and technical team in order to ensure timely completion of all targets in each phase. Project Manager shall be responsible for liaising with the stakeholders special committee members and CHSE, coordinate with them on the arranging meetings and reviews as required in each phase.
- d. The department proposes the following tentative team structure, subject to change if the bidder is able to provide logical reason behind the decision.

Team	Proportion	Size
<b>Academic Team</b>	<b>40% of the team</b>	<b>40members</b>
<b>Production Team</b>	<b>40% of the team</b>	<b>40 members</b>
<b>Technical Team</b>	<b>20% of the team</b>	<b>20members</b>
<b>Total</b>	<b>100% of the team</b>	<b>100members</b>

### Team Stationing and Conditions:

The team shall be expected to station at least 50% of each of the 3 teams in Bhubaneswar, Odisha at any given time to ensure smooth coordination with the department. The CHSE shall provide a working space for the team to execute the responsibilities in CHSE, Head Office Bhubaneswar. However, it should be noted that the arrangement shall not cover any space for studio setups. The studio setup will be considered as a responsibility of the bidder.

**Performance evaluation**

The performance of the agency will be reviewed on a quarterly basis by a Special committee of CHSE. If the performance of the agency is found sub-par, then the committee may suggest course correction measures and can also decide to end the contract with immediate effect.

**Indicative Contract Period:**

The duration of the contract will be for 1 year. The contract may be extendable by another year on a mutual agreeable basis by the party's basis performance over the first year.

**SECTION - 4**  
**TECHNICAL PROPOSAL**  
**SUBMISSION FORMS**

**TECH-1**  
**COVERING LETTER**

**(ON BIDDER'S LETTER HEAD)**

**To**

**THE SECRETARY, COUNCIL OF HIGHER SECONDARY EDUCATION**  
**Prajnapitha, Samantapur, Bhubaneswar-751013**

*[Location, Date]*

**Subject: Developing of e-Content for class XI & XII. [TECHNICAL PROPOSAL]**

**Dear Sir,**

I, the undersigned, offer to provide the services for the proposed assignment in respect to your Request for Proposal No. \_\_\_\_\_, Dated: \_\_\_\_\_ I hereby submit the proposal which includes this technical proposal sealed under a separate envelope. Our proposal will be valid for acceptance up to **180 Days** and I confirm that this proposal will remain binding upon us and may be accepted by you at any time before this expiry date.

All the information and statements made in this technical proposal are true and correct and I accept that any misinterpretation contained in it may lead to disqualification of our proposal. If negotiations are held during the period of validity of the proposal, I undertake to negotiate on the basis of the proposal submitted by us. Our proposal is binding upon us and subject to the modifications resulting from contract negotiations.

I have examined all the information as provided in your Request for Proposal (RFP) and offer to undertake the service described in accordance with the conditions and requirements of the selection process. I agree to bear all costs incurred by us in connection with the preparation and submission of this proposal and to bear any further pre-contract costs. In case, any provisions of this RFP/ ToR including of our technical & financial proposal is found to be deviated, then your department shall have rights to reject our proposal including forfeiture of the Earnest Money Deposit absolutely. I confirm that, I have the authority to submit the proposal and to clarify any details on its behalf.

I understand you are not bound to accept any proposal you receive

I remain, yours faithfully,

***Authorized Signatory***  
***with Date and Seal:***

**Name and Designation:**  
**Address of Bidder:\_\_\_\_\_**

**TECH -2**

**Bidder's Organization (General Details)**

Sl. No.	Description	Full Details
1	<b>Name of the Bidder / Consortium</b>	
2	<b>Address for communication:</b> Tel : Fax: Email id :	
3	<b>Name of the authorized person signing &amp; submitting the bid on behalf of the Bidder:</b> Mobile No. : Email id :	
4	<b>Registration / Incorporation Details</b> Registration No: Date & Year. :	
5	<b>Local office in Bhubaneswar</b> <b>If Yes, Please furnish contact details</b>	Yes / No
6	<b>Bid Processing Fee Details</b> Amount: DD No.: Date: Name of the Bank:	
7	<b>EMD Details</b> Amount: DD No.: Date: Name of the Bank:	
8	PAN Number	
9	Goods and Services Tax Identification Number (GSTIN)	
10	Willing to carry out assignments as per the scope of work of the RFP	<b>YES</b>
11	Willing to accept all the terms and conditions as specified in the RFP	<b>YES</b>

**Authorized Signatory [In full and initials]:** \_\_\_\_\_

**Name and Designation with Date and Seal:** \_\_\_\_\_

**TECH - 3**

**Bidder Organization (Financial Details)**

Financial Information in INR				
Detail s	FY_____	FY_____	FY_____	Average
Consulting Turnover (in Lakh)				
<b><i>Supporting Documents:</i></b>  Audited certified financial statements for the last <3 Nos> FYs ( <b>to be decided accordingly</b> ) (Submission of copies of Income & Expenditure Statement and Balance Sheet for the respective financial years is mandatory along with this form)  <b><i>Filled in information in this format must have to be jointly certified and sealed by the CA and the authorized representative of the bidder and to be furnished in original along with the technical proposal failing which the proposal will be out rightly rejected. No scanned copy will be entertained.</i></b>				

\_\_\_\_\_

***Signature and Seal of the Company Auditor with Date in original***

**Authorized Signatory [In full initials with Date and Seal]:** \_\_\_\_\_

**Communication Address of the Bidder:** \_\_\_\_\_

***[NB: No Scanned Signature will be entertained]***

**TECH - 4**

**FORMAT FOR POWER OF ATTORNEY**

**(On Bidder's Letter Head)**

I, \_\_\_\_\_, the \_\_\_\_\_ (Designation) of  
(Name of the Organisation) in witness whereof certify that <Name of person>is authorized  
to execute the attorney on behalf of <Name of Organisation>, <Designation of the  
person>of the company acting for and on behalf of the company under the authority  
conferred by the <Notification/ Authority order no.>Dated <date of reference>has signed  
this Power of attorney at <place> on this day of  
<day><month>, <year>.

The signatures of <Name of person>in whose favour authority is being made under  
the attorney given below are hereby certified.

**Name of the Authorized Representative :**

\_\_\_\_\_

**(Signature of the Authorized Representative with Date)**

**CERTIFIED:**

**Signature, Name & Designation of person executing attorney:**

*Address of the Bidder:*

## TECH- 5

### (BIDDER'S PAST EXPERIENCE DETAILS)

#### Consultants Organization and Experience

##### A - Organization

[Provide here brief description of the background and organization of your firm/entity and each associate for this Assignment/job. The brief description should include ownership details, date and place of incorporation of the firm, objectives of the firm etc. Also, if the consultant has formed a consortium, details of each of the member of the consortium, name of lead members etc. shall be provided]

##### B - Experience

1. Firm's Name:
2. Details of projects undertaken in the past:

Project type	Number of projects undertaken

3. For each project, following details are to be provided:

1	Assignment /Job Name:	
1.1	Description of Project	
1.2	Approx. value of the contract (in Rupees):	
1.3	Country and Location within Country	
1.4	Duration of Assignment/job (months):	
1.5	Name of Employer:	
1.6	Address:	
1.7	Approx. value of the Assignment/job provided by your firm under the contract (in Rupees):	
1.8	Start date (Month/Year):	
1.9	Completion date (Month/Year):	
1.10	Name of associated Consultants, if any:	
1.11	No of professional staff-months provided by associated	
1.12	Name of senior professional staff of your firm involved and	
1.13	Description of actual Assignment /job provided by your staff within the Assignment /job:	

Note: Please provide documentary evidence from the client i.e. copy of work order, contract for each of above mentioned assignment. The experience shall not be considered for evaluation if such requisite support documents are not provided with the proposal.

**Authorized Signatory [In full and initials]:** \_\_\_\_\_

**Name and Designation with Date and Seal:** \_\_\_\_\_

**TECH - 6**

**INFORMATION REGARDING ANY CONFLICTING ACTIVITIES  
AND DECLARATION THERE OF**

*Are there any activities carried out by your agency which are of conflicting nature as mentioned in Section 2: [Information to the Bidder] under Eligibility Criteria: Para (5). If yes, please furnish details of any such activities.*

If no, please certify,

**IN BIDDER'S LETTER HEAD**

I, hereby declare that our agency as Individual / as a member of any consortium is not indulged in any such activities which can be termed as the conflicting activities as mentioned in Section 2: [Information to the Bidder] under Eligibility Criteria: Para (6).

I, also acknowledge that in case of misrepresentation of any of the information, our proposal / contract shall be rejected / terminated by the Client which shall be binding on us.

**Authorized Signatory [In full initials with Date and Seal]:** \_\_\_\_\_

**Communication Address of the Bidder:** \_\_\_\_\_

**TECH-7**

**Comments and Suggestions on the Terms of Reference / Scope of Work and  
Counterpart Staff and Facilities to be provided by the Client**

**A : On the Terms of Reference / Scope of Work:**

*[The consultant needs to present and justify in this section, if any modifications to the Terms of Reference he is proposing to improve performance in carrying out the assignment (such as deleting some activity considering unnecessary, or adding another, or proposing a different phasing of the activities / study process modifications). Such suggestions should be concise and to the point, and incorporated in the technical proposal. Modification / suggestion will not be taken into consideration without adequate justification. Any change in manpower resources will not be taken into consideration]*

**B: On Input and Facilities to be provide by the Client:**

*[Comment here on inputs and facilities to be provided by the Client with respect to the Scope of Work and Study Implementation]*

**Authorized Signatory [In full and initials]:** \_\_\_\_\_

**Name and Designation with Date and Seal:** \_\_\_\_\_

**TECH -8**

**DESCRIPTION OF APPROACH, METHODOLOGY AND WORKPLAN TO  
UNDERTAKE THE ASSIGNMENT**

*[Technical approach, methodology and work plan are key components of the Technical Proposal. In this Section, bidder should explain his understanding of the scope and objectives of the assignment, approach to the services, methodology for carrying out the activities and obtaining the expected output, and the degree of detail of such output. Further, he should highlight the problems being addressed and their importance, and explain the technical approach to be adopted to address them. It is suggested to present the required information divided into following four sections]*

**A. Understanding of Scope, Objectives and Completeness of response**

Please explain your understanding of the scope and objectives of the assignment based on the scope of work, the technical approach, and the proposed methodology adopted for implementation of the tasks and activities to deliver the expected output(s), and the degree of detail of such output. ***Please do not repeat/ copy the ToR here.***

**B. Description of Approach and Methodology:**

- a. Key guiding principles for the study.
- b. Proposed Framework.
- c. Information matrix
- d. Any other issues

**C. Methodology to be adopted:**

Explaining of the proposed methodologies to be adopted highlighting of the compatibility of the same with the proposed approach. This includes:

**D. Staffing and Study Management Plan:**

The bidder should propose and justify the structure and composition of the team and should enlist the main activities under the assignment in respect of the Key Professionals responsible for it. Further, it is necessary to enlist of the activities under the proposed assignment with sub-activities (week wise). (Graphical representation)

**Authorized Signatory [In full and initials]:** \_\_\_\_\_

**Name and Designation with Date and Seal:**

\_\_\_\_\_

**<<The bidder may be asked to submit the required information within a certain number of pages, with font specified)**

**TECH - 9**

**Format of Curriculum Vitae (CV) for Proposed Key Professional**

**1. Proposed Position:**

*[For each position of key professional separate form Tech B-6 will be prepared]*

**2. Name of Firm :**

**3. Name of Staff :**

**4. Date of Birth :**

**5. Years with Firm :**

**6. Nationality :**

**7. Education :**

*[Indicate college / university and other specialized education of staff member, giving names of institutions, degrees obtained, and dates]*

**8. Membership in Professional Associations:**

**9. Other Trainings :**

**10. Countries of Work Experience :**

**11. Languages :**

*[For each language indicate proficiency: excellent, good, fair, or poor; in speaking, reading, and writing]*

**12. Employment Record:**

*[Starting with present position, list in reverse order every employment held by staff member since graduation, giving for each employment (see format here below): dates of employment, name of employing organization, positions held. For experience in **last ten years**, also give types of activities performed and Client references, where appropriate as per the prescribed format given below]*

From [Year]	To [Year]
<b>Procuring Entity Name:</b>	
<b>Position Held:</b>	
<b>Details of the Task Assigned</b> [List all tasks to be performed under this Assignment/job]	

**13. Work Undertaken that Best Illustrates Capability to Handle the Tasks Assigned**

*[Among the Assignment/jobs in which the staff has been involved, indicate the following information for those Assignment /jobs that best illustrate staff capability to handle the tasks listed under point 12.]*

<b><i>Name of the Project</i></b>	
<b><i>Year</i></b>	
<b><i>Location</i></b>	
<b><i>Name of the Client</i></b>	
<b><i>Project Feature</i></b>	
<b><i>Position Held</i></b>	
<b><i>Activities Performed</i></b>	

**Certification :**

*I, the undersigned, certify that to the best of my knowledge and belief that this CV correctly describes my qualifications and past experiences. I will undertake this assignment for the full project duration in terms of roles and responsibilities assigned in the technical proposal or any agreed extension of activities thereof. I understand that any misstatement herein leads to disqualification of CV.*

**Date:**

***Signature of Key Professional with Date***

\_\_\_\_\_

**Authorized Signatory [In full and initials]:** \_\_\_\_\_

**Name and Designation with Date and Seal:** \_\_\_\_\_

**<<NB: CV write up may be restricted to a certain number of pages with quality information relevant to the key professional requirements. This will be easy in evaluating the resumes for short listing. The CVs needs to be jointly signed by the proposed professional and the authorized representative of the Bidder.>>**

**TECH – 10**

**PROPOSED WORKPLAN TO CARRY OUT THE ASSIGNMENT**

<b>Week →</b>	<i>1</i>	<i>2</i>	<i>3</i>	<i>4</i>	<i>5</i>	<i>6</i>
<b>Sequence of Study Activities / Sub Activities</b>						

Indicate all main activities / sub activities of the proposed assignment including delivery of reports (Inception. and Final Reports) and other associate sub-activities

**Authorized Signatory [In full and initials]:** \_\_\_\_\_

**Name and Designation with Date and Seal**

**TECH – 11**

**(In Bidder's letter Head)**

To,  
**The Council of Higher Secondary Education  
Prajmapitha, Samantapur, Bhubanewar-13**

**Undertaking / Declaration**

1. I, \_\_\_\_\_ Son / Daughter / Wife of Shri \_\_\_\_\_ Proprietor / Director/ Authorized Signatory of the bidder, mentioned above, am competent to sign this declaration and execute this bid document;
2. I certified that I have not committed any offense –  
(a) Under the Prevention of Corruption Act, 1988; or  
(b) the Indian Penal Code or any other law for the time being in force, for causing any loss of life or property or causing a threat to public health as part of execution of a public procurement contract.  
(c) I have not been debarred by any Central / State Government Organization/Bodies for the last 03 years.”
3. I/we have carefully read and understood all the terms and conditions of the BID document and undertake to abide by them.
4. The information / documents furnished along with the above application are true and authentic to the best of my knowledge and belief. I /We, am / are well aware of the fact that furnishing of any false information / fabricated document would lead to rejection of my BID at any stage besides liabilities towards prosecution under appropriate law.
5. I/we also certify that our firm has not been blacklisted / debarred / banned by any State Govt. / UT / CentralGovt. /Govt. organization / Govt. Institution / PSU / Govt. run autonomous body, Society / CHSE and or convicted by any court of law due to (a) Service or quality supplied (b) submission of fake or forged documents (c) submission of incorrect information/ suppression of vital information and facts / misrepresentation of quality certificates (d) non-performance or non-supply (e) any other reasons.
6. This is also certified that neither myself nor my organization will be indulged in any corrupt practices sofar as this bidding is concerned.

**Authorized Signatory [In full and initials]**

**Name and Designation of Signatory with Date and Seal:**

**Address of the Bidder**

**SECTION- 5**  
**FINANCIAL PROPOSAL SUBMISSION FORMS**

**FIN - 1 COVERING LETTER**

**(In Bidder's Letter Head)**

*[Location, Date]*

**To**

**The Council of Higher Secondary Education  
Prajmapitha, Samantapur, Bhubanewar-13**

Subject: Development of E- Content for Higher Secondary classes [FINANCIAL PROPOSAL]

Sir

I, the undersigned, offer to provide the consulting services for Development of E- Content for Higher Secondary classes in accordance with your Request for Proposal No. \_\_\_\_\_, Dated: \_\_\_\_\_. Our attached Financial Proposal is for the sum of Rs. \_\_\_\_\_ ***[Insert amount(s) in words and figures\*]*** for development of E- Content for Higher Secondary classes . The above quoted amount is inclusive of the taxes applicable as per GST Act.

I do hereby undertake that, in the event of acceptance of our bid, the services shall be provided in respect to the terms and conditions as stipulated in the RFP document.

Our financial proposal shall be binding upon us subject to the modifications resulting from contract negotiations, up to expiration of the validity period of the proposal of **<180.> days**. I have carefully read and understood the terms and conditions of the RFP and do hereby undertake to provide the service accordingly.

I understand that you are not bound to accept any proposal you receive.

I remain,

Yours faithfully,

**Authorized Signatory *[In full and initials]***

**Name and Designation of Signatory with Date and Seal:**

**Address of the Bidder :**

*\*Amount must match with the one indicated in Fin-2.*



**SECTION - 6**  
**BID SUBMISSION CHECK LIST**

**Annexure – I**

<b>Sl. No.</b>	<b>Description</b>	<b>Submitted (Yes/No)</b>	<b>Page No.</b>
<b>TECHNICAL PROPOSAL (ORIGINAL + 1 COPY)</b>			
1	Filled in Bid Submission Check List (ANNEXURE-I)		
2	Covering Letter (TECH -1)		
3	Bid Processing Fee of Rs. _____/- in form to DD		
4	Earnest Money Deposit/EMD (Refundable) in form of DD		
5	Copy of Certificate of Incorporation / Registration of the Bidder		
6	Copy of PAN		
7	Copy of Goods and Services Tax Identification Number (GSTIN)		
8	Copies of IT Returns for the last <Nos> AYs (to be decided accordingly)		
9	General Details of the Bidder (TECH - 2)		
10	Financial details of the bidder (TECH - 3) along with all the supportive documents such as copies of Profit –Loss Statement and Balance Sheet for the concerned period		
11	Power of Attorney (TECH - 4) in favour of the person signing the bid on behalf of the bidder.		
12	List of completed assignments of similar nature (Past Experience Details) (TECH - 5) along with the copies of work orders for the respective assignments		
13	Self-Declaration on Potential Conflict of Interest (TECH - 6)		
14	Comments and Suggestions (TECH – 7)		
15	Description of Approach, Methodology & Work Plan (TECH - 8)		
16	CV of Key Professionals (TECH – 9)		
17	Work Plan (TECH – 10)		
18	Undertaking for not have been black-listed by any Central / State Govt./any Autonomous bodies during its business career. (TECH-11)		
19	Consortium agreement duly signed by the authorized signatories, shall designate the roles of each partner		
<b>FINANCIAL PROPOSAL (ORIGINAL + 1 COPY)</b>			
1	Covering Letter (FIN-1)		
2	Summary of Financial Proposal (FIN-2)		

**Undertaking:**

- *All the information have been submitted as per the prescribed format and procedure.*
- *Each part has been separately bound with no loose sheets and each page of all the two parts are page numbered along with Index Page.*
- *All pages of the proposal have been sealed and signed by the authorized representative.*

**Authorized Signatory [In full and initials]:** \_\_\_\_\_  
**Name and Designation with Date and Seal:** \_\_\_\_\_

**PERFORMANCE BANK GUARANTEE FORMAT**

To,

**The Secretary, CHSE,  
Bhubaneswar**

**WHEREAS** \_\_\_\_\_ (Name and address of the Consultant) (hereinafter called “the Consultant”) has undertaken, in pursuance of RFP No \_\_\_\_\_ dated \_\_\_\_\_ to undertake the service \_\_\_\_\_ (description of services) (herein after called “the contract”).

**AND WHEREAS** it has been stipulated by \_\_\_\_\_ (Name of the Client) in the said contract that the Consultant shall furnish you with a bank guarantee by a scheduled commercial bank recognized by you for the sum specified therein as security for compliance with its obligations in accordance with the contract;

**AND WHEREAS** we have agreed to give the supplier such a bank guarantee;

**NOW THEREFORE** we hereby affirm that we are guarantors and responsible to you, on behalf of the Consultant, up to a total of \_\_\_\_\_ (amount of the guarantee in words and figures), and we undertake to pay you, upon your first written demand declaring the consultant to be in default under the contract and without cavil or argument, any sum or sums within the limits of (amount of guarantee) as aforesaid, without your needing to prove or to show grounds or reasons for your demand or the sum specified there in.

We hereby waive the necessity of your demanding the said debt from the consultant 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 there under or of any of the contract documents which may be made between you and the consultant 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 performance bank guarantee shall be valid until the \_\_ day of \_\_\_\_\_, <Year>

Our branch at Bhubaneswar (Name & Address of the Bank) is liable to pay the guaranteed amount depending on the filing of claim and any part thereof under this Bank Guarantee only and only if you serve upon us at our Bhubaneswar branch a written claim or demand and received by us at our .Bhubaneswar branch on or before Dt. \_Other wise bank shall be discharged of all liabilities under this guarantee thereafter.

.....  
**(Signature of the authorized officer of the Bank)**

.....  
**Name and designation of the officer**

.....  
**Seal, name & address of the Bank & Branch**

**Model Bank Guarantee Format for furnishing EMD**

[Ref. Para 21]

Whereas ..... (hereinafter called the "tenderer")  
has submitted their offer dated..... for the supply of .....  
(hereinafter called the "tender") against the purchaser's tender enquiry No. ....

KNOW ALL MEN by these presents that WE..... of  
..... having our registered office at..... are bound unto  
..... (hereinafter called the "Purchaser) in the sum of ..... for  
which payment will 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..... day of .....20.....

**THE CONDITIONS OF THIS OBLIGATION ARE:**

- (1) If the tenderer withdraws or amends, impairs or derogates from the tender in any respect within the period of validity of this tender.
- (2) If the tenderer having been notified of the acceptance of his tender by the Purchaser during the period of its validity:-
  - a) If the tenderer fails to furnish the Performance Security for the due performance of the contract.
  - b) Fails or refuses to accept/execute the contract.

WE undertake to pay 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 the two conditions, specifying the occurred condition or conditions.

This guarantee will remain in force upto and including 45 days after the period of tender validity and any demand in respect thereof should reach the Bank not later than the above date.

Our..... branch at.....\* (Name & Address of the  
.....\* branch) is liable to pay the guaranteed amount depending on the filing of claim and any part thereof under this Bank Guarantee only and only if you serve upon us at our .....\* branch a written claim or demand and received by us at our .....\* branch on or before Dt.....otherwise bank shall be discharged of all liabilities under this guarantee thereafter.

.....  
(Signature of the authorized officer of the Bank)

.....  
.....  
Name and designation of the officer  
.....

Seal, name & address of the Bank and address of the Branch

\* Preferably at the headquarters of the authority competent to sanction the expenditure for purchase of goods or at the concerned district headquarters or the State headquarters.

*[Handwritten signatures]*