



Selection of Firms to provide Question Bank to assess students Learning Outcomes under Samagra Shiksha

Department of School Education

Government of Tamil Nadu

Request for Proposal

November -2021

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LETTER OF INVITATION

State Project Director Samagra
Shiksha Office DPI Campus,
College Road,
Nungambakkam,
Chennai, Tamil Nadu 600006

Date: 15th Nov 2021

RfP Reference: RfP/ Samagra Shiksha –

Assignment Title: Selection of firms to provide assessment Question Bank with answers and explanations for classes 6-12 students under Tamil Nadu State Mission of Education for All - Samagra Shiksha (TANSMEA – SS under the Tamil Nadu Societies Act, 1975)

The Samagra Shiksha, School Education Department, Government of Tamil Nadu (hereinafter referred as “Samagra Shiksha office”) has been implementing - this Integrated Scheme for School Education to ensure inclusive and equitable quality education from class 1st-12th standard.

As a part of this initiative, the Samagra Shiksha office invites eligible firms and organizations to indicate their interest in providing their services to supply assessment question banks with answers and explanations for Classes 6-12 students in the State Government Schools to improve student learning outcomes and ensure quality education for every child.

The RfP comprises of the following 6 parts:

1. General Information
2. Background
3. Terms of Reference
4. Payment Schedule
5. Proposal Evaluation
6. Standard Forms

1. General Information

1.1. RfP Data Sheet

No.	Particulars	Remarks
1.	RfP No.	RfP/ Samagra Shiksha – XXX
2.	RfP Publication Date	15-11-2021
3.	Assignment	Assessment Question Bank with Answers and Explanations
4.	Project Duration	12 months
5.	Pre-bid Meeting (online)	25-11-2021 09:30 AM Online Pre-bid Meeting link can be obtained from –official website by 25-11-2021
6.	Last date and time of submission of Technical Proposal, Financial Proposal and EMD (Original in Physical Copy)	15-12-2021 11:00 AM <u>Submission Details:</u> Samagra Shiksha, DPI Campus, College Road, Nungambakkam, Chennai, Tamil Nadu 600006
7.	Time and date of opening of Pre-qualification Envelope	15-12-2021, 03:30 PM
8.	Technical Approach Presentation & opening of Technical Bids	16-12-2021, 09:30 AM to 4:30 PM

9.	Address for Communication	Samagra Shiksha DPI Campus, College Road, Nungambakkam, Chennai, Tamil Nadu - 600006 Email: spd.ssatn@gmail.com
10.	Point of Contact	044-28278068
11.	Bid Evaluation	“Quality cum Cost Based Selection (QCBS)” with Technical component and Financial component in the ratio of 80:20
12.	Earnest Money Deposit (Original in Physical Copy)	Rs. 10,00,000/- (Rs. Ten lakh only) In the form of DD in favor of – “Tamil Nadu State Mission of Education for All - Samagra Shiksha”

1.2. Instructions to the Firm

1.2.1. Introduction

- 1.2.1.1. The Firms are invited to submit a Technical Proposal and a Financial Proposal, as specified in the Data Sheet for the services required for the Assignment named in the Data Sheet. The Proposals will be the basis for contract negotiations and the signing of a contract with the selected Firms.
- 1.2.1.2. Samagra Shiksha office will select a Firm(s) among those whose proposals are accepted, in accordance with the evaluation criteria and selection methodology indicated in Section 5.2.
- 1.2.1.3. Notwithstanding anything contained in this RfP, Samagra Shiksha reserves the right to accept or reject any proposal and to annul the Selection Process and reject all proposals, at any time without any liability or any obligation for such acceptance, rejection or annulment, and without assigning any reasons thereof. Without prejudice to the generality of the above clause, the Samagra Shiksha reserves the right to reject any Proposal if:
- At any time, a material misrepresentation is made or discovered, or
 - The firm does not provide, within the time specified by Samagra Shiksha office, the supplemental information sought by Samagra Shiksha for evaluation of the Proposal.

1.2.1.4. Misrepresentation by/ improper response by/delay or non-submission of supplemental information required from the firm may lead to the disqualification of the firm. The firms shall be responsible for all of the costs associated with the preparation of their Proposals and their participation, visits to Samagra Shiksha office, if any, etc. Samagra Shiksha office will not be responsible or in any way liable for such costs, regardless of the conduct or outcome of the process. Firms may not associate with other firms/organizations in the form of a joint venture or a sub- consultancy arrangement to enhance their qualifications.

1.2.1.5. Participating organisations who wish to bid must fulfil the following pre-requisites:-

Sl.	Pre-Qualification (PQ) Criteria
1	Bidder should be an entity registered in India under the Societies Act/Companies Act/ LLP Act/Trust Act and should have been in existence for at least 3 years on the date of publication of tender.
2	Bidder should have prior working experience with government educational State apex bodies formalized by Memorandum of Understanding/ Agreement with such government departments in the past 5 years.
3	Bidders should have a minimum average income/revenue of at least Rs. 1.0 crore (audited) in the previous four financial years (FY 17-18, FY 18-19, FY 19-20, FY20-21).
4	The Bidder should not have been blacklisted by Central/State Government/Departments/PSUs in India as on bid submission date.
5	Over the last five years, the firm should have provided at least two assessment related projects of minimum size of Rs. 50 Lakhs for large scale education and skill development projects for government, government agencies or multilateral agencies.
6.	The Bidder should have done at least 5 projects out of which at least one being a Government project with subject-specific assessments for students in at least one grade for each Component detailed below within the last 3 years.

1.2.2. Clarification and Amendment to the RfP Document

- 1.2.2.1. At any time before the submission of Proposals, the Samagra Shiksha may, for any reason, whether on its own initiative or in response to a clarification requested by any firm, modify the RfP documents by issuing an Addendum/ Corrigendum. Addenda/ Corrigenda shall be sent only by email or shall be uploaded on Samagra Shiksha office's website.
- 1.2.2.2. Samagra Shiksha may at its discretion extend the deadline for the submission of Proposals by issuing an Addenda/ Corrigenda.
- 1.2.2.3. Firms may request clarification(s) on any item of the RfP document up to the date indicated in the Data Sheet before the Proposal submission date. Any request for clarification must be sent by electronic mail (email) indicated in the Data Sheet. Samagra Shiksha office will respond only by email to such requests and/or will upload the response on the Samagra Shiksha office's website - <https://www.tnschools.gov.in> (including an explanation of the query but without identifying the source of inquiry).
- 1.2.2.4. All firms are requested to browse the official website & any amendments/ corrigendum/modification will be notified on our website only and such modification will be binding on them.
- 1.2.2.5. In order to allow service providers reasonable time to take the amendment into account in preparing their bids, Samagra Shiksha office at its discretion, may extend the deadline for the submission of bids.

1.2.3. Pre-bid Meeting

- 1.2.3.1. Queries raised by the service providers will be clarified during the pre-bid meeting and / or will be communicated by email to all those who have sent their queries regarding the RfP, by email. Firms are requested to send their pre-bid queries to the email id: spd.ssatn@gmail.com at least four days prior to the pre-bid meeting.

1.2.4. Preparation of Proposal

- 1.2.4.1. The Proposal shall contain no interlineation or overwriting, except as necessary to correct errors made by the Applicant itself. Any such corrections must be initiated by the person or persons who sign(s) the Proposal.
- 1.2.4.2. The Authorised Representative of the firm should sign all pages of Technical and Financial proposals. The Authorised Representative's authorisation should be confirmed by a written power of attorney or equivalent document by the competent authority accompanying the Proposal.
- 1.2.4.3. Technical Proposal:
 - a. In preparing the Technical Proposal, firms are expected to examine the documents comprising this RfP in detail. Material deficiencies in providing the information requested may result in the rejection of the proposal.

- b. Technical proposals should follow the prescribed Standard Forms provided in Section 6.
- c. The Technical Proposal shall not include any Financial Proposal.
- d. Bidders will be invited to make an in-person presentation of their Technical proposal. Financial proposals will be opened after all bidders have presented their technical proposal.

1.2.4.4. Financial Proposal

- a. In preparing the Financial Proposal, firms are expected to take into account the requirements and conditions of the RfP documents. The Financial Proposal should follow Standard Forms provided in Section 6.
- b. Service Providers must express the price of their services in Indian Rupees.

1.2.4.5. Wherever a specific form is prescribed in the Bid document, the firm shall use the form to provide relevant information. If the form does not provide space for any required information, space at the end of the form or additional sheets shall be used to convey the said information. Failing to submit the information in the prescribed format, the bid is liable for rejection. For all other cases, firms shall design a form to hold the required information

1.2.4.6. Modification/ Withdrawal of the Bid:

- a. Firm may modify or withdraw its bid before the due date of bid submission.
- b. No Bid may be modified after the deadline for submission of bids.
- c. No Bid may be withdrawn in the interval between the deadline for submission of bids and the expiration of the period of Bid validity specified by the firm on the bid letter form. Withdrawal of a Bid during this interval may result in the firm's forfeiture of its Bid security

1.2.5. Submission, Receipt and Opening of Proposals

1.2.5.1. The firm should submit their proposals for Components A, B, C as broadly specified here and detailed under Section 3.

Provision of question bank with answers for Classes 6-12 by concepts specified in the taxonomy listed in Annexure 1. The questions provided must align with the SCERT, Tamil Nadu State syllabus.

- 1. Component A: Class 6-8
- 2. Component B: Class 9-10
- 3. Component C: Class 11-12

- 1.2.5.2. The proposal, its contents and all correspondence and documents shall be in English.
- 1.2.5.3. The proposals shall remain valid for 120 days from the last date of bid submission.
- 1.2.5.4. The completed Proposal must be delivered at the submission address on or before the proposal Due Date (PDD) given before **15-12-2021 11:00 AM**. No Proposal shall be accepted after the closing time.
- 1.2.5.5. The fee should be quoted in the Financial bid only, in case found in the Technical bid that proposal will be rejected.
- 1.2.5.6. Prior to the evaluation of proposals, Samagra Shiksha will determine whether each proposal is responsive to the requirements of the RfP at each evaluation stage. Samagra Shiksha may, at its sole discretion, reject any Proposal that is not responsive hereunder. Samagra Shiksha reserves all rights to accept or reject any proposal without assigning any reason.
- 1.2.5.7. The firm shall submit two (2) copies of the Technical Proposal (one original and one copy) and one copy of the Financial Proposal. The Technical and Financial Proposals must necessarily be 'Hard Bound' separately and all pages serially numbered. 'Hard Bound' implies such binding between two covers through stitching whereby it will not be possible to replace any paper without disturbing the document. In case of any discrepancy between the original and the copy of the technical proposal, the contents as per the original will only be considered.
- 1.2.5.8. The firm must mention details of Components bid for as a label on top of the outer envelope.
- 1.2.5.9. Submission Address:

State Project Director
Samagra Shiksha, DPI Campus, College Road,
Nungambakkam, Chennai, Tamil Nadu 600006

- 1.2.5.10. Proposal Submission:

Envelop	Content	Forms
Pre-qualification Envelope	Request for Proposal (RfP) envelope and EMD (Separately sealed envelope)	Form 5A & 5B
RfP Envelope	Technical Proposal (Each of the Components A, B & C must have separately sealed envelopes)	Form 5C, 5D & 5E
	Financial proposal (Each of the Components A, B & C must have separately sealed envelopes)	Forms 5F/ 5G/ 5H

1.2.5.11. The proposal outer envelope should carry the title of the Components being bid by the Firm. Please submit only one copy of Pre-qualification Envelope (Forms 5A and 5B).

1.2.5.12. After the Proposal submission until the contract is awarded, if any firm wishes to contact the Client on any matter related to its proposal, it should do so in writing at the Proposal submission address. Any effort by the firm to influence the Client during the Proposal evaluation, Proposal comparison or contract award decisions may result in the rejection of the firm's proposal.

1.2.6. Earnest Money Deposit

1.2.6.1. An Earnest Money Deposit (EMD) in the form of a Demand Draft, from a scheduled Indian Bank in favour of "Tamil Nadu State Mission of Education for All - Samagra Shiksha", payable at Chennai, for the sum of Rs.10,00,000 (Rupees Ten Lakh only will be required to be submitted by each firm along with the technical proposal. The EMD amount should be the exact amount and there should be no excess or less amount. If excess or short, the tender status will be shown as invalid. Samagra Shiksha is entitled to cause forfeiture of the EMD if the firm revokes/ withdraws the Bid during the period of its validity and or fails to comply with the conditions.

1.2.6.2. Bids received without the specified Earnest Money Deposit shall be summarily rejected.

1.2.6.3. Earnest Money Deposits of firms shall be returned, without any interest, within three months after signing the contract with the selected Firm or when the selection process is cancelled by Samagra Shiksha. For the selected Firm, please see Performance Guarantee Section 1.2.7

1.2.7. Performance Guarantee:

1.2.7.1. Samagra Shiksha office will retain the EMD of the successful firm as a Performance Guarantee Security Deposit. The performance security shall remain in force until the satisfactory completion of the contract and will be discharged thereafter.

1.2.8. Payment Schedule and Deliverables

1.2.8.1. The Scope of Work envisages the work to be undertaken in a phase-wise manner. The time schedule for important deliverables to be submitted to the Samagra Shiksha office and the payment schedule linked to the specified deliverables for various Phases is given as per the deliverable schedule provided in Section 4.

1.2.8.2. The payments will be made to the firm after completion of deliverables or as per the deliverables schedule based on submission of an invoice to Samagra Shiksha office.

2. Background

2.1. There is an increased need for convergence between different programmes implemented by Samagra Shiksha and other Directorates of the School Education Department, Government of Tamil Nadu by instilling allocative efficiency and optimal utilization of budgetary and human resources.

- 2.2. Samagra Shiksha is an Integrated Scheme for School Education aimed at ensuring inclusive and equitable quality education from Class 1-12th Standard. Samagra Shiksha subsumes three existing schemes - Sarva Shiksha Abhiyan (SSA), Rashtriya Madhyamik Shiksha Abhiyan (RMSA) and Teacher Education (TE). The main outcomes of the Scheme are envisaged as Universal Access, Equity, Quality and strengthening of Teacher Education Institutions (TEIs) etc.
- 2.3. The broader goal is to improve school's effectiveness in terms of providing quality education and equitable learning outcomes. Samagra Shiksha aims to adopt a holistic approach to education with an intention to bring about administrative reform and focus on the quality of education with an impetus on Teachers and Technology. It aims to introduce growing efforts to promote digital learning, enhance inclusion, reduce gender gaps, skill development, regional balance, and sports & physical education.
- 2.4. Over the years, recognizing the importance of the efforts made to enhance the quality of education, the Tamil Nadu State Government has placed an unprecedented focus on expansion of education, significantly improving the quality of education imparted and ensuring that educational opportunities are available to all segments of the society. With this commitment, the State Government envisages to build human capital by providing universal access, equity, quality at pre-primary to higher secondary level. Thereafter, increasing the enrolment in higher education and bringing in a focus on employability in manufacturing and service sector.
- 2.5. Despite being among the top three States in school education – Tamil Nadu got a poor score in learning outcome and quality domain as per the report published of PGI Index in 2021 (stood 22nd on this aspect). This poses a significant challenge towards the objectives of Samagra Shiksha Scheme. It has to be noted that by 2030, Tamil Nadu aims to ensure that all girls and boys complete free, equitable and quality primary and secondary education leading to relevant and effective learning outcomes as part of SDGs. Beyond the health consequences of Covid-19, the pandemic has caused the closure of schools and a high proportion of children in the age group of 6-18 are not enrolled in school in 2020 as compared to 2018 in rural areas. In addition to this, according to the ASER Phase I report, one in four children in Class VIII in Tamil Nadu was not able to read Class II level text and only 50% of students studying in Class VIII were able to grasp division. Key indicators from the Unified District Information System (UDISE), and National Achievement Survey (NAS) indicate that the State needs to focus on foundational skills in literacy and numeracy to have better learning outcomes.
- 2.6. The implication of global pandemic and adoption of education technology likely to transform the education ecosystems across India and Tamil Nadu as well. This also creates a various challenge and opportunity to reimagine the future of school education for 68 Lakh students enrolled in government and aided schools across ~45,000 schools in Tamil Nadu (out of 1.2 Crore students and 59,000 schools). In this context, to realize the vision for Tamil Nadu - it is imperative to adopt a targeted project-based approach to improve the learning outcome, quality and equity dimension for the school education. As a part of this approach, it is important to work together with relevant stakeholders for identification of strategic initiatives of high significance and devise a transformational roadmap.

3. Terms of Reference

3.1. Overview

The firm(s) selected through this RfP is expected to deliver their services to supply question banks with answers and explanations for Classes 6-12. The assessment questions should be provided in English and Tamil. The questions provided must align with the SCERT Tamil Nadu State syllabus taxonomy, attached as Annexure 1. The State School Education Department will roll out the student assessments at scale in all government schools through the network of Hi-Tech computer labs. The core objective of the assessments is to stimulate and enhance critical thinking, problem solving, analytical and communication skills among students while understanding their learning outcomes to improve education services provided to students.

The Questions and answers bank have three Components:

1. Component A: Class 6-8
2. Component B: Class 9-10
3. Component C: Class 11-12

The projects for each Component would be covered under three phases as detailed below:

1. Phase 1 – Term 1 (T+3 month i.e., 3 months)

- Question Bank for State syllabus Term 1 - Questions and Answers along with explanations to be created for Classes 6-12 and submitted to Samagra Shiksha during the first two weeks of Month 1 for review and feedback.

2. Phase 2 – Term 2 (T+5 months i.e., 2 months)

- Question Bank for State syllabus Term 2 - Questions and Answers along with explanations to be created for Classes 6-12 and submitted to Samagra Shiksha during the first two weeks of Month 3 for review and feedback.

3. Phase 3 – Term 3 (T+8 months i.e., 3 months)

- Question Bank for State syllabus Term 3 - Questions and Answers along with explanations to be created for Classes 6-12 and submitted to the State office during the first two weeks of Month 5 for review and feedback.

3.2. Scope of Work

The detailed scope of work is applicable across three phases:

3.2.1. Question & Answer Bank Content:

1. The Selected firm(s) should have **two academic resource persons** per subject. The resources would be required to be highly qualified academicians with prior education sector experience, especially working with the Government of Tamil Nadu and preferably Government School students.
2. The selected firm(s) will provide a question bank with answers for Classes 6-12 by concepts specified in the taxonomy listed in Annexure 1.
3. The questions provided must align with the SCERT, Tamil Nadu State syllabus and must be articulated in a manner that is simple and understandable for the Government School students

4. The questions provided must stimulate deeper conceptual understanding as well as lateral thinking. The questions will be evaluated by the Technical Committee to ensure that they are not oriented towards training students for Competitive Examinations.
5. The Questions and Answer bank should be indigenously prepared by the Selected firm(s) and must not lead to infringement of copyrights of any other third party.
6. For each concept specified, the selected firm(s) is to provide a five differentiated structuring of the concept questions along with five questions per structuring along with answers and explanations.
7. The question structuring should be reflected with each question being classified as
 - a. Easy, Medium and Hard by concept
 - b. Categorised as Knowledge, Understanding and Application within HOTS framework
 - c. For each concept, there can be a maximum of three easy questions structuring and a minimum of one medium and one hard question.
 - d. For each concept, there should be at least one question of each category.
 - e. The table below indicates 12 different ways of structuring a particular concept. A Bidder may choose five among these combinations. An example illustration has been provided below for any given concept.

Table 1	Knowledge	Application	Skills	HOTS
Easy		2		
Medium	1		1	
Hard				1

The Bidder having decided on the above structuring for a particular concept shall have to provide a total of 25 questions as indicated below:

Table 2	Knowledge	Application	Skills	HOTS
Easy		10		
Medium	5		5	
Hard				5

**The Bidder has the liberty to decide upon the distribution in Table 1. However, this is constrained by Points 4(c) and 4(d) above.*

8. The questions can be in the format of fill in the blanks, multiple choice, match the following, short paragraph and image based questions/ answers and other relevant options that are adaptable to the Department's Education Management and Information System (EMIS).
 - a. The images provided for each question should be high-resolution images as per specifications provided by the Department's EMIS Committee.
9. The selected firm(s) should enter the questions in the Question Management tool/ specified format like Excel or word document provided by Samagra Shiksha.
10. For each question provided, the answers must include how the answer was arrived at. For numerical answer based questions, the stepwise arrival at answer must be provided while for non-numerical questions, explanatory paragraph(s) with/ without images must be provided.
 - a. The answer options provided must give a clear view of misconceptions based on which option was chosen to let the teacher evaluate the level of remediation needed by the teacher.
 - b. The misconception options being provided must also have an explanatory note on how these options are building misconceptions in the student's mind.
 - c. A question will be termed complete only when questions, answers, misconception options, explanations and the explanation for misconception options are mentioned in a comprehensive manner.
 - d. The questions should look to assess the student's depth of understanding. In order to assess this, the questions should be structured in such a way that answers chosen/ written by students would provide a framework that would allow the teacher to understand the student's level of understanding.
11. The answers explanation can be provided in video format with Tamil and English audio wherever needed by the selected firm(s).
12. The question and answer bank must be provided in Tamil and English and the articulation must be readable for a base level Tamil and English speaker respectively.
13. The question and answer bank must be provided as per the below schedule based on the taxonomy and concept delivery plan specified in Annexure 1:
 - a. **Phase 1:** Term 1 Chapters/ Concepts - 16th Day of $T_0 + 2$ months
 - b. **Phase 2:** Term 2 Chapters/ Concepts - 16th Day of $T_0 + 4$ months
 - c. **Phase 3:** Term 3 Chapters/ Concepts - 16th Day of $T_0 + 6$ months
14. All the questions supplied by the service provider will be reviewed by a State Technical Evaluation Committee and feedback will be given for further improvements if required and needed. Based on the feedback provided, Questions need to be reworked and supplied accordingly.

3.2.2. Technology Team

3.2.2.1. The technology team of the selected firm(s) will work with the School Education Department Technology team to integrate Question and Answer Bank effectively into assessments implementation.

3.2.2.2. For each Component, the selected firm should provide a Technology team as per roles and skillset specified in the table below.

Role	Educational Qualification	Experience	Skills	Indicative Job Description	No. of Resources
Project Managers	Minimum Bachelor's degree, Masters degree preferred but not necessary	3-4 years	<ul style="list-style-type: none"> Project Management Requirement gathering and documentation MS Office Tool and Google Suite Analytical skills with specific ability to work with large scale data Understanding of Education Sector and Experience of working in and managing projects involving multiple stakeholders Experience of working in the EdTech industry, preferably with government educational state apex bodies. 	<p>Interact with various stakeholders across the departments to coordinate the ensure smooth integration of the Question and answer bank including gathering requirements with appropriate documentation.</p> <p>The role would also require the resource to coordinate the process of module development and rollout, prepare training videos/modules, and Frequently Asked Questions for end users.</p>	1 (45 person-days equally divided among Three submission Phases)
Database Developers	Minimum Diploma / Bachelor's degree in Computer Science / IT / Other engineering fields/BCA/MCA	3-4 years	<ul style="list-style-type: none"> Experience in MySQL Database, SQL Queries, Stored Procedure, views and query optimisation for performance Working knowledge of NoSQL is desirable but not mandatory 	Create and manage tables in MySQL for various modules, ,views and Stored Procedures, write and optimize queries for reports, optimise queries for load and performance	1 (Full time person for 12 months)

3.2.3. Costing:

1. The Bidder should provide a breakup of costs involved and quote the price on a per question basis.
 - a. The price quoted must be segmented by Component as listed below:

- i. Component A: Class 6-8, (Form 5F)
 - ii. Component B: Class 9-10, (Form 5G)
 - iii. Component C: Class 11-12, (Form 5H)
 - b. For additional requirements on Question and Answer bank, the Bidder will provide the questions and answers with explanations as per the scope on mutually agreed timelines at the same pricing of the original agreement for a period of upto 1 year.
 - c. It is necessary that the bidder should submit proposals for all the Components listed.
2. If one selected firm is unable to give the required number of questions, then Samagra Shiksha will balance to build the question bank utilising resources from other bidders for the same category
 - a. In such an event, other selected service providers will be onboarded at the same pricing as the lowest price Bidder (L1).
 3. Payment will be made by Samagra Shiksha based on the number of questions approved by the Technical Evaluation Committee for each phase.

3.2.4. Other Guidelines

1. Interested firms must submit the proposals for all Components A, B, and C individually.
2. The School Education Department will own the IP Rights of the Questions and Answers bank provided by the chosen Bidder as part of the project. The content provided cannot be replicated, sold or circulated to other public forums without prior permission of Samagra Shiksha.
3. Samagra Shiksha will reserve the right to translate the content to any other language as required by the Department.

4. Payment Schedule

The selected firm(s) will be paid when the Technical Evaluation Committee confirms each phase deliverables to be complete with all questions, answers and satisfactory learning assessment oriented explanations being provided.

Sl. No	Phases	Delivery of Q&A Bank	Payment Schedule	Approval Process
1	Phase - 1	Term 1: 16th Day of $T_0 + 2$ months	Last week of Month 4	Upon delivery, the Technical Committee will review and approve the received Question
2.	Phase – 2	Term 2: 16th Day of $T_0 + 4$ months	Last week of Month 6	

3	Phase – 3	Term 3: 16th Day of T ₀ + 6 months	Last week of Month 8	and answer bank. Upon Technical Committee approval, payment release will be processed,
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T₀ is the day the Work Order is issued.

If the selected firm(s) deliverable is delayed by more than **1 month from scheduled timelines**, then there will be a penalty of **1% per month deduction on the payment** applied as per Samagra Shiksha's discretion.

5. Proposal Evaluation

5.1. Evaluation Criteria

5.1.1. The evaluation for each Component will be carried out individually. If a firm is bidding for more than one Component, then please submit documents as detailed in Section 1.2.5.10

5.1.2. The technical document submitted by the firm would be evaluated as per the following criteria.

Sl. No	Evaluation Criteria*	Max points
1	Firm Level Qualification	35
2	Technical Presentation	15
3	Project Team	50
	Total	100

5.1.3. The firms are requested to submit the supporting documents in the sequence of evaluation parameters as mentioned below:

Sl. No	Evaluation Criteria	Max Points	Criteria for Awarding points
1. Firm Level Qualification			
1	Financial Strength: Audited Balance Sheet indicating Annual Turnover certified by Statutory Auditor to be attached.	5	Average turnover in last four financial year, Rs. a) 1-5 crores - 2

	[Form 5B of this RfP to be filled]		b) 5-10 crores – 3 c) 10 crores & above – 5
2	Public Sector Experience: Over the last 5 years, the firm should have provided assessment related services to the government, government agencies or multilateral agencies in area of public sector in India, preferably Tamil Nadu State Governments or Government Agencies [Form 5C of this RfP to be filled for each project]	15	Public Sector Projects Total number of projects with the size of INR 1 crore & above: a) Less than 5 projects – 5 points b) 5-10 projects – 7 points c) More than 10 projects – 12 points A minimum 2 projects done with Tamil Nadu State Government - Bonus 3 points
3	Education and Skills Experience: Over the last five (5) years, the firm should have provided: a. Assessment related services for large scale education and skill development projects for government, government agencies or multilateral agencies.	15	Projects in Education & Skills a. Total number of projects with the size of INR 1 crore & above i. Less than 3 projects – 10 points ii. 3-5 projects – 15 points iii. More than 5 projects – 20 points
2. Technical Proposal & Presentation			
2	Technical Proposal [Form 5D of this RfP to be filled]	15	Points will be awarded as follows: a. Technical Approach & Methodology, and Quality Assurance b. Presentation – 15 points
3. Project Team			
1.	Qualification & Professional Experience of Key Personnel [Form 5D of this RfP to be filled]	50	Points will be awarded as follows for Components A, B, C: Points will be awarded in respect to CV and profile furnished for the proposed key personnel to be deployed on the project with relevant experience across Academic and technology resource persons for each Component.

			<p>Academic Resource Persons:</p> <ul style="list-style-type: none"> a. Education Qualifications - 10 b. Education sector experience - 10 c. Prior experience of working with Government of Tamil Nadu preferable Government school students - 10 points d. Involvement in similar projects - 5 <p>Technology Team</p> <ul style="list-style-type: none"> a. Project Manager - 8 b. Database Developer - 7
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5.2. Selection Methodology

The selection of firm will be in accordance with the Quality and Cost Based Selection (QCBS) system:

- 5.2.1. The proposal for the firm will be evaluated against the evaluation criteria mentioned under section 5.1.1. Minimum 60 points (out of 100 points) are required for the technical qualification of the firm. Firms scoring more or equal to 60% will be considered as “Qualified firm”.
- 5.2.2. The Financial Proposal will be opened for only “Qualified Firm” who meets a minimum score of 60% as part of technical evaluation.
- 5.2.3. Proposals for the “Qualified firm” during the process of evaluation will finally be ranked according to their combined score of Technical Proposal (TP) and Financial Proposal (FP) scores.
- 5.2.4. The weightage is given to technical (Tw) and financial (Fw) proposals are as follows:
- 5.2.5. Add the Financial Scoring formula as well
- 5.2.6. Tw =80% and Fw = 20%
- 5.2.7. Combined Total Score = (TP x Tw) + (FP x Fw)
- 5.2.8. The selected firm shall have the highest combined total score.
- 5.2.9. The second highest firm shall be kept in reserve and may be invited for negotiation in case the first ranked firm withdraws or fails to comply with requirements, as the case may be.
- 5.2.10. In the event, if the combined total score is tied then the firm securing the highest technical score will be adjudicated as the Best Value Firm for the award of the project.

6. Standard Forms

The Technical Proposal shall comprise an Executive Summary plus the relevant forms as instructed under the terms of this RfP document.

Executive Summary: This section should present an overall summary of the key elements of the Technical Proposal including specific experience of the firm, proposed technical approach & methodology, work plan and team composition.

Form 5A: Covering Letter

Form 5B: General Information

Form 5C: Firm's Experience

Form 5D: Description of Approach and Work Plan for Performing the Assignment

Form 5E: Curriculum Vitae (CV) of Professional Staff

Form 5F: Summary of Costs for Component A

Form 5G: Summary of Costs for Component B

Form 5H: Summary of Costs for Component C

Form 5A: Covering Letter

(To be submitted on the letterhead)

<<Insert Date and location>>

To,

State Project Director

Samagra Shiksha

DPI Campus, College

Road,

Nungambakkam,

Chennai, Tamil Nadu 600006

Dear Madam/Sir,

Sub: Submission of proposal in response to RfP for <RfP title> and <RfP No.>

We, the undersigned, offer to provide the services of Question Bank to assess students' learning outcomes in accordance with your Request for Proposals (RfP) <RfP No.> dated [Insert Date] and our Proposal. [Select appropriate wording depending on the selection method stated in the RfP]: "We are hereby submitting our Proposal, which includes the Technical Proposal and a Financial Proposal (separately), as specified in the RfP document". We hereby declare that:

- a)** All the information and statements made in this Proposal are true and we accept that any misinterpretation or misrepresentation contained in this Proposal may lead to our disqualification
- b)** Our Proposal shall be valid and remain binding upon us until [insert day, month and year in accordance with Bid Validity Period].
- c)** We have no conflict of interest in accordance with the RfP <No.> terms.
- d)** We meet the eligibility requirements as stated in RfP <No.>
- e)** Our Proposal is binding upon us and subject to any modifications resulting from the Contract negotiations.

We undertake, if our proposal is accepted and the contract is signed, to initiate the Services related to the assignment no later than the date finalized by the State of Tamil Nadu upon award of contract.

Yours sincerely,

Signature (of Firm's authorized representative) {In full and initials}:

Full name: {insert full name of authorized representative}

Title: {insert title/position of authorized representative}

Name of Firm (company's name):

Address: {insert the authorized representative's address}

Phone/fax: {insert the authorized representative's phone and fax number, if applicable} Email: {insert the authorized representative's email address}

Form 5B: General Information

S. No.	Particulars	Documents to be Provided
1.	Details of the Firm	
	Name	
	Address	Please provide local office registration details (if any)
	Telephone	
	Email	
	Fax	
	Website	
2.	Details of Authorized person	Please provide the power of attorney or board resolution.
a.	Name	
b.	Address	
c.	Telephone / Email	
3.	Registration Details	
a.	Date of Incorporation of Firm	Copy of Incorporation Certificate of the firm to be provided
b.	TAN and GST number	Copy of TAN & GST
4.	Company Profile and Strength	<ul style="list-style-type: none"> ▪ Company background and history ▪ No. of full-time employees (documents showing the number of employees on the payroll as of 31st August 2021)

5.	Annual Turnover of last four years	Audited Balance Sheets of last three financial years indicating Annual Turnover certified by Statutory Auditor to be attached.
6.	Has the Bidder worked with government educational state apex bodies formalized by Memorandum of Understanding/ Agreement with such government departments in the past 5 years? (Yes/ No)	
7.	Has the Bidder been blacklisted by Central/State Government/Departments/PSUs in India as on bid submission date? (Yes/ No)	
8	Has the Bidder provided at least two assessment related projects of minimum size of Rs. 50 Lakhs for large scale education and skill development projects for government, government agencies or multilateral agencies? (Yes/ No)	
9.	Any other relevant information	

Form 5C: Firm's Experience

[Using the format below, provide information on each assignment for which your firm was legally contracted either individually as a corporate entity for carrying out consulting services similar to the ones requested under this assignment.]

- Exhibit projects in the last five (5) years with a copy of proof of experience as per the required evaluation criteria.
- The proof of experience may include – Work Order/ Engagement Letter/ Contract Agreement / Master Service Agreement and Client Satisfactory Work certificate / Completion Certificate from the client / Self-certificate signed by the Authorised Signatory in whose name the Power of Attorney / Board Resolution has been issued.
- The supporting documents furnished by the firm as proof of experience should clearly cover the key aspects (e.g., contract value, start/end date/ scope, etc.) as per the prescribed evaluation criteria.

Assignment Name:	Contract (in INR in Crore)
Country: Location within country:	Duration of assignment (months):
Name of Client:	Total No. of staff-months of the assignment:
Start Date (Month/Year): Completion Date (Month/Year):	Name of Lead Partner:
Description of Project:	
Description of actual services provided by your staff within the assignment:	

Firm's Name:

Authorized Signature:

Note: Please limit the description of the project in two A4 size sheets of paper. Descriptions exceeding four A4 size sheets of paper shall not be considered for evaluation.

Form 5D: Description of Approach and Work Plan for Performing the Assignment

Technical approach and work plan are key components of the Technical Proposal. The Bidders will present their Technical Proposal (items A, B and C below) in no more than 40 single-sided or 20 double- sided printed sheets (A-4 size, minimum 11 font size). The page count does not include the Forms.

- A. Technical Approach and Methodology,
- B. Work Plan and
- C. Organization and Staffing,

A. Technical Approach and Methodology: In this section, the firm should explain the understanding of the assignment, approach to the services and methodology for carrying out the activities. The firm should highlight any challenges anticipated in delivering a programme of this nature and discuss proposed approaches to overcome the challenges and meet the requirements of the assignment.

B. Work Plan: In this section, the firm should describe the overall work plan for the activities of the assignment and a detailed work plan for various phases of the assignment. The work plan must demonstrate an understanding of the scope of work and the ability to translate the scope into a feasible working plan.

C. Organization and Staffing: In this section, the firm should briefly discuss the structure, composition, roles and responsibilities of the team members and how the team will ensure timely delivery of the agreed-upon services.

Note: Bidders will be invited to make an in-person presentation of their Technical proposal. Financial proposals will be opened after all bidders have presented their technical proposals.

Form 5E: Curriculum Vitae (CV) of Professional Staff

Sl. No.	Details	
1.	Proposed Position	
2.	Name of Staff	[First Name] [Middle Name] [Last Name]
3.	Date of Birth	
4.	Profile in Brief (50-75 words)	
5.	Nationality	
6.	Education	
7.	Membership of Professional Organizations & Publications	
8.	Employment Record	Name of Organisation
		Position Held
		Duration
9.	Previous Relevant work experience that best illustrates capability to handle the task assigned	<p>[Among the assignments in which the Staff has been involved, indicate the following information for those assignments that best illustrate staff capability to handle the tasks assigned]</p> <p>Name of assignment or project: Year: Location: Client: Project Cost: Main project features:</p>

Form 5F: Summary of Costs for Component A

To:

State Project Director
Samagra Shiksha Office
DPI Campus,
College Road,
Nungambakkam,
Chennai, Tamil Nadu 600006

Com pone nt. Sl. No.	Class	Subject	No. of Concepts	No. of Questions (No. of Concepts x 5, based on structuring)	Total number of Question s per Class	Costing Details (Rate per Question, in Rs.)	Total Amount (Rs.) (Col 8 = Col 6 x Col 7)
1	2	3	4	5	6	7	8
A.1	6	Mathematics	28	140	774		
		Social Science	463	2315			
		Science	126	630			
		Tamil	134	670			
		English	23	115			
A.2	7	Mathematics	26	130	829		
		Social Science	507	2535			
		Science	122	610			
		Tamil	151	755			
		English	23	115			

A.3	8	Mathematics	58	290	559		
		Social Science	156	780			
		Science	190	950			
		Tamil	132	660			
		English	23	115			
Total Amount (in INR, number)							
Total Amount (in INR, words)							

Role	No. of positions	Remuneration per role per annum (Rs.)	Total Amount (Rs.)
Technology Team			
a. Associate Project Managers	1		
b. Database Developers	1		
Grand Total			

We, the undersigned, offer to provide the services for [name of assignment] in accordance with your Request for Proposal dated [date]. Our attached Financial Proposal is for the sum of [amount(s) in words and figures] for undertaking the assignment as per the Terms & Conditions enclosed.

Our Financial Proposal shall be binding upon us subject to the modifications resulting from arithmetic correction, if any, up to the expiration of the validity period of the Proposal, i.e. [date].

We undertake that, in competing for (and, if the award is made to us, in executing) the above contract, we will strictly observe the laws against fraud and corruption in force in India namely — Prevention of Corruption Act 1988.

We understand you are not bound to accept any Proposal you receive.

Yours sincerely,

Authorized Signature [In full and initials]:

Name and Title of Signatory:

Name of Firm and Address:

Note:

1. The sum of the Total Amount for each Category should equal the total consultancy fee quoted under Form 5E.
2. In Column 7 of table above, please quote
 - I. one average rate per question for each segment.
 - II. cost per question that will be delivered for Tamil and English medium.
3. While the firm is free to quote the average price rate for different categories, the Authority reserves the right to seek clarifications in case variations in the above rate, over the various categories, are beyond explicable limits.

Form 5G: Summary of Costs for Component B

To:

State Project Director
 Samagra Shiksha Office
 DPI Campus,
 College Road,
 Nungambakkam,
 Chennai, Tamil Nadu 600006

Component. SI No.	Class	Subject	No. of Concepts	No. of Questions (No. of Concepts x 5, based on structuring)	Total number of Questions per Class	Costing Details (Rate per Question, in Rs.)	Total Amount (Rs.) (Col 8 = Col 6 x Col 7)
1	2	3	4	5	6	7	8
B.1	9	Mathematics	58	290	1254		
		Social Science	769	3845			
		Science	305	1525			
		Tamil	101	505			
		English	21	105			
B.2	10	Mathematics	56	280	722		
		Social Science	207	1035			
		Science	279	1395			
		Tamil	159	795			
		English	21	105			

Total Amount (in INR, number)		
Total Amount (in INR, words)		

Role	No. of positions	Remuneration per role per annum (Rs.)	Total Amount (Rs.)
Technology Team			
a. Associate Project Managers	1		
b. Database Developers	1		
Grand Total			

We, the undersigned, offer to provide the services for [name of assignment] in accordance with your Request for Proposal dated [date]. Our attached Financial Proposal is for the sum of [amount(s) in words and figures] for undertaking the assignment as per the Terms & Conditions enclosed.

Our Financial Proposal shall be binding upon us subject to the modifications resulting from arithmetic correction, if any, up to the expiration of the validity period of the Proposal, i.e. [date].

We undertake that, in competing for (and, if the award is made to us, in executing) the above contract, we will strictly observe the laws against fraud and corruption in force in India namely — Prevention of Corruption Act 1988.

We understand you are not bound to accept any Proposal you receive.

Yours sincerely,

Authorized Signature [In full and initials]:

Name and Title of Signatory:

Name of Firm and Address:

Note:

1. The sum of the Total Amount for each Category should equal the total consultancy fee quoted under Form 5E.
2. In Column 7 of table above, please quote
 - I. one average rate per question for each segment:
 - II. cost per question that will be delivered for Tamil and English medium.
3. While the firm is free to quote the average price rate for different categories, the Authority reserves the right to seek clarifications in case variations in the above rate, over the various categories, are beyond explicable limits.

Form 5H: Summary of Costs for Component C

To:

State Project Director
 Samagra Shiksha Office
 DPI Campus,
 College Road,
 Nungambakkam,
 Chennai, Tamil Nadu 600006

Component Sl. No.	Class	Subject	No. of Concepts	No. of Questions (No. of Concepts x 5, based on structuring)	Total number of Questions per Class	Costing Details (Rate per Question, in Rs.)	Total Amount (Rs.) (Col 8 = Col 6 x Col 7)
1	2	3	4	5	6	7	8
C.1	11	Tamil	240	1200	6501		
		English	403	2015			
		Accountancy	204	1020			
		Biology	217	1085			
		Bio-chemistry	418	2090			
		Botany	171	855			
		Business mathematics and statistics	348	1740			
		Chemistry	189	945			
		Commerce	433	2165			
		Computer Applications	153	765			

		Computer Science	488	2440			
		Ethics and Indian Culture	556	2780			
		Economics	128	640			
		Geography	169	845			
		History	220	1100			
		Home Science	299	1495			
		Mathematics	211	1055			
		Microbiology	354	1770			
		Physics	146	730			
		Political Science	126	630			
		Statistics	219	1095			
		Zoology	274	1370			
C.2	12	Tamil	535	2675			
		English	141	705			
		Accountancy	264	1320			
		Biology	237	1185			
		Bio-chemistry	159	795			
		Botany	295	1475			

		Business mathematics and statistics	104	520	6986		
		Chemistry	332	1660			
		Commerce	237	1185			
		Computer Applications	144	720			
		Computer Science	307	1535			
		Ethics and Indian Culture	866	4330			
		Economics	1116	5580			
		Geography	89	445			
		History	110	550			
		Home Science	169	845			
		Mathematics	292	1460			
		Microbiology	331	1655			
		Physics	404	2020			
		Political Science	271	1355			
		Statistics	61	305			
		Zoology	257	1285			
X: Total Amount (in INR, number)							
Total Amount (in INR, words)							

Role	No. of positions	Remuneration per role per annum (Rs.)	Total Amount (Rs.)
Technology Team			
a. Associate Project Managers	1		
b. Database Developers	1		
Y: Total Amount (in INR, number)			
Total Amount (in INR, words)			

Grand Total (X + Y, in INR)	
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We, the undersigned, offer to provide the services for [name of assignment] in accordance with your Request for Proposal dated [date]. Our attached Financial Proposal is for the sum of [amount(s) in words and figures] for undertaking the assignment as per the Terms & Conditions enclosed.

Our Financial Proposal shall be binding upon us subject to the modifications resulting from arithmetic correction, if any, up to the expiration of the validity period of the Proposal, i.e. [date].

We undertake that, in competing for (and, if the award is made to us, in executing) the above contract, we will strictly observe the laws against fraud and corruption in force in India namely — Prevention of Corruption Act 1988.

We understand you are not bound to accept any Proposal you receive.

Yours sincerely,

Authorized Signature [In full and initials]:

Name and Title of Signatory:

Name of Firm and Address:

Note:

1. In Column 7 of table above, please quote

I. one average rate per question for each segment

II. cost per question that will be delivered for Tamil and English medium.

2. While the firm is free to quote the average price rate for different categories, the Authority reserves the right to seek clarifications in case variations in the above rate, over the various categories, are beyond explicable limits.