



Appointment of a firm to build capacity in students for integrated examinations

Tamil Nadu Skill Development Corporation
Government of Tamil Nadu

Request for Proposal

RFP Reference: 2333/SDC4/2022, dt: 16.06.2022

June 2022

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LETTER OF INVITATION

Managing Director

Tamil Nadu Skill Development Corporation,
1st Floor, Employment Office,
Alandur Rd, Thiru Vi Ka Industrial Estate, Guindy,
Chennai, Tamil Nadu - 600032.

RFP Reference: 2333/SDC4/2022, dt: 16.06.2022

Assignment Title: Appointment of a firm to build capacity in student for integrated examinations.

The Office of Managing Director, Tamil Nadu Skill Development Corporation, Government of Tamil Nadu (hereinafter referred as "Authority") invites eligible organizations, agencies, firms, training centres (hereinafter referred as "Bidders") to indicate their interest in providing their services towards training of students for entrance examinations such as IIT JEE, NEET, NCLAT etc. targeted to improve the overall access to and quality of education in the State of Tamil Nadu.

The RFP comprises of the following 5 parts:

1. General Information
2. Background
3. Terms of Reference
4. Proposal Evaluation
5. Standard Forms (Technical and Financial)

1. GENERAL INFORMATION

1.1. RFP Data Sheet

No.	Particulars	Remarks
1	RFP No.	RFP Reference: 2333/SDC4/2022, dt:16.06.2022
2	Name of the Assignment	Appointment of a firm to build capacity in student for integrated examinations.
3	Duration	5 years; extendable from year 1 to year 2 and so on in one year terms based on performance assessment of the bidder at the sole discretion of the Authority.
4	RFP Publication Date	17-06-2022
5	Pre-bid Meeting (online)	05-07-2022, 3 PM. Online Pre-bid Meeting link can be obtained from official website www.tnskill.tn.gov.in one day before the date of pre bid meeting.
6	Bid Submission: Last date and time of submission of Technical Proposal, Financial Proposal and EMD (Original in Physical Copy)	15-07-2022, 12:30 PM (Noon) Two hard copies of technical bid and One hard copy of financial bid to be submitted. Submission Details: Tamil Nadu Skill Development Corporation, 1st Floor, Employment Office, Alandur Rd, Thiru Vi Ka Industrial Estate, Guindy, Chennai, Tamil Nadu - 600032.
7	Time and date of opening of Technical bids	15-07-2022, 3:00 PM. Venue Details: Same as specified in Sl. (6) above.
8	Address for Communication	Tamil Nadu Skill Development Corporation, 1st Floor, Employment Office, Alandur Rd, Thiru Vi Ka Industrial Estate, Guindy, Chennai, Tamil Nadu - 600032. Email: pdti@tnsdc.in
9	Point of Contact	044 -2250 0107
10	Bid Evaluation	"Quality cum Cost Based Selection (QCBS)" with Technical component and Financial component in the ratio of 70:30.
11	Earnest Money Deposit (Original in Physical Copy)	Rs. 2,50,000/- (Rupees Two Lakhs and Fifty Thousand only) in the form of DD or Bank Guarantee in favour of – "Samagra Shiksha Office, Department of Education, Govt. of Tamil Nadu".

1.2. Instructions to Bidders

1.2.1. Introduction

The Bidders 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 for signing of a contract with the selected Institution.

Under this program, the state seeks to identify a competent bidder to train identified aspiring model school students in the Science and Commerce streams in Class 11 and 12, for competitive exams for Engineering, Medicine, Accountancy etc. (henceforth called “exams”). The identified institution will also be responsible for providing stipulated teacher training for identified teachers through video conferencing and providing academic materials for the above preparation to the students.

Participating Institutions who wish to bid must fulfil the following pre-requisites:

Sl.	Pre-Qualification (PQ) Criteria
1	All bidders should be registered as a Trust/ Society/ Section 8 Company; or should be registered under the Companies Act/ LLP Act and should have been in existence for at least five years on the date of publication of this bid.
2	The bidder should have been in the business of providing training for competitive exams for the last five years at the time of notification of this tender (FY 17-18, FY 18-19, FY 19-20, FY 20-21 and FY 21-22).
3	The bidder should have consolidated turnover of at least Rs. 5 Crore in each of the last 3 financial years (2018-19, 2019-20, 2020-21).
4	The bidder should have detailed results on the JEE Main, NEET and CPT available on a student-by-student basis and be able to connect the evaluation committee with any of the students on the list for reference checks. The bidder should have an average over the past 3 years (2019, 2020, 2021) of at least <ul style="list-style-type: none">● 50 students clearing the JEE Main● 50 students securing a score of 400 or above on the NEET● 50 students clearing the CPT exam
5	The Bidder should have at least 25 qualified faculty members (B.Sc / M.Sc/ B.Tech) who should have been on its regular employment, for at least five years, on the date of notification of this tender.
6	The Bidder should have detailed study materials for Engineering, Medical and CPT exams for both Class 11 and Class 12 as well as an online assessment platform on the pattern of national entrance exams. The online platform should also provide detailed assessment reports and statistics both at a student level and at a batch level. The bidder should also have technology systems to reliably deliver training to teachers via video conferencing.
7	The Bidder should not have been debarred / blacklisted by any Organization / Board / Council / University / Commission and any other Government / PSU / Government undertaking/ Private organisation in the last five years.
8	EMD/ Bid Security should be submitted in the form of DD/ Bank Guarantee as per Point 11 of the RfP Data Sheet in favour of “Samagra Shiksha Office, Department of Education, Govt. of Tamil Nadu”.

- The Authority will select a Bidder from among those whose proposals are accepted, in accordance with the evaluation criteria and selection methodology indicated in Section 4.
- Notwithstanding anything contained in this RFP, The Authority 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 Authority reserves the right to reject any Proposal if:

- a. At any time, a material misrepresentation is made or discovered, or
 - b. The Bidder does not provide, within the time specified by The Authority, the supplemental information sought by The Authority for evaluation of the Proposal.
 - c. Misrepresentation by/ improper response by/ delay or non-submission of supplemental information required from the Bidder may lead to the disqualification of the Bidders.
- The Bidders shall be responsible for all of the costs associated with the preparation of their Proposals and their participation in the Selection Process including subsequent negotiations, visits to The Authority office, if any, etc. The Authority will not be responsible or in any way liable for such costs, regardless of the conduct or outcome of the Selection Process.
 - The Authority, at its discretion, may renew the contract as per Point (3) in Section 1.1 on same terms and conditions. The renewal will be made considering various parameters including the performance of the Bidder, on-site needs of The Authority and other factors, and shall be at the discretion of The Authority. The renewal will be with a maximum annual escalation of 5% on the base price quoted in the response to this bid.

1. 2. 2. Clarification and Amendment to the RFP document

- At any time before the submission of Proposals, The Authority may, for any reason, whether at 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 uploaded on the stated online portal only.
- The Authority may at its discretion extend the deadline for the submission of Proposals by issuing an Addenda/ Corrigenda.
- Bidders may request a clarification 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. The Authority will only upload the response on the Tamil Nadu Skill Development Corporation office's website (including an explanation of the query but without identifying the source of inquiry).
- All prospective Bidders are requested to browse official website & any amendments/ corrigendum / modification will be notified on our website only and such modification will be binding on them.
- In order to allow prospective Bidders reasonable time to take the amendment in to account in preparing their bids, The Authority may at its discretion, may extend the deadline for the submission of bids.

1. 2. 3. Pre-bid Meeting

Queries raised by the prospective Bidders will be clarified during the pre-bid meeting and / or will be uploaded online. Prospective Bidders are requested to send their pre-bid queries to the email id provided in Section 1.1 at least two days prior to the pre-bid meeting.

1. 2. 4. Preparation of Proposal

- The Proposal shall be prepared in indelible ink. It shall contain no inter-lineation or overwriting, except as necessary to correct errors made by the Applicant itself. Any such corrections must be initialed by the person or persons who sign(s) the Proposal.

- The Authorised Representative of the Bidder should initial all pages of Technical and Financial proposal. The Authorised Representative's authorisation should be confirmed by a written power of attorney or equivalent document by the competent authority.
- Technical Proposal:
 - a. In preparing the Technical Proposal, Bidders are expected to examine the documents comprising this RFP in detail. Material deficiencies in providing the information requested may result in rejection of Proposal.
 - b. Technical proposal should follow the prescribed Standard Forms provided in Section 5.
 - c. The Technical Proposal shall not include any financial proposal.
- Financial Proposal:
 - a. In preparing the Financial Proposal, Bidders are expected to take into account the requirements and conditions of the RFP documents. The Financial Proposal should follow Standard Forms provided in Section 5.
 - b. Bidders must express the price of their services in Indian Rupees only.
- Wherever a specific form is prescribed in the Bid document, the Bidder shall adhere to the form to provide relevant information. If the form does not provide space for any required information 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, or entering the wrong reference page number will make the bid liable for rejection. For all other cases, the Bidder shall design a form to hold the required information.
- Modification/ Withdrawal of the Bid:
 - a. The Bidder 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 Bidder on the bid letter form. Withdrawal of a Bid during this interval may result in the Bidder's forfeiture of its Bid security.

1. 2. 5. **Submission, Receipt and Opening of Proposals**

- The proposal, its contents and all correspondence and documents shall be in English.
- The proposals shall remain valid for 180 days from the last date of bid submission.
- The completed Proposal must be delivered at the submission address on or before Proposal Due Date (PDD) given in the Instructions to Bidders. No Proposal shall be accepted after the closing time of Proposals.
- The fee should be quoted in the Financial bid only, incase found in Technical bid that will be rejected.
- Prior to evaluation of Proposals, The Authority will determine whether each proposal is responsive to the requirements of the RFP at each evaluation stage. The Authority may, at its sole discretion, reject any Proposal that is not responsive hereunder. The Authority reserves all rights to accept or reject any proposal without assigning any reason.

- The Bidder shall submit two (2) copies of Technical Proposal (one original and one copy) and one copy of Financial Proposal. The Technical and Financial Proposals must necessarily be bound separately and all pages serially numbered. In case of any discrepancy between the original and the copy of the technical proposal, the contents as per original will only be considered.

Proposal Submission:

Envelop	Content	Forms
Outer Envelop	Request for Proposal (RFP) envelope + EMD (Separately sealed envelope)	NA
RFP Envelop	Technical Proposal (Separately sealed envelope)	Form 5A to 5G
	Financial proposal (Separately sealed envelope)	Form 5H to 5J

- After the Proposal submission until the contract is awarded, if any Bidder 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 bidder to influence the Client during the Proposal evaluation, Proposal comparison or contract award decisions may result in the rejection of the Bidder's proposal.

1. 2. 6. Earnest Money Deposit

- An Earnest Money Deposit (EMD) shall be as per the details provided in Section 1, General Information. EMD will be required to be submitted by each Bidder along with the technical proposal. The EMD amount should be the exact amount and no excess or less amount should be paid. If excess or short, the tender status will be shown as invalid. Samagra Shiksha Office, Department of Education is entitled to cause forfeiture of the EMD if the Bidder revokes/ withdraws the Bid during the period of its validity and or fails to comply with the conditions.
- Bids received without the specified Earnest Money Deposit shall be summarily rejected.
- Earnest Money Deposits of Bidders shall be returned, without any interest, within three months after signing the contract with successful applicant or when the selection process is cancelled by the Authority.

1. 2. 7. Performance Guarantee

- The successful Bidder shall furnish to Samagra Shiksha office a Performance Security in the form of an irrevocable Bank Guarantee from any Scheduled Bank in favour of "Samagra Shiksha Office, Department of Education, Govt. of Tamil Nadu" enforceable in Chennai for an amount equivalent to five percent (5%) of the awarded fee in the format given under Section 5J of RFP. Failure of the Successful Bidder to lodge the required BG shall constitute sufficient grounds for the termination of the award and the bidder with the next highest techno-financial score will be called for negotiations. The performance security shall remain in force until the satisfactory completion of the contract and will be discharged thereafter. The obtaining of such Guarantee shall be at the expense of the successful Bidder.
- Post signing the contract agreement with the successful Bidder, the submitted EMD will be returned.

2. BACKGROUND

- 2.1.** 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 primary, upper primary, secondary and higher secondary level. Thereafter, increasing the enrolment in higher education and bring in a focus on employability in manufacturing and service sector.
- 2.2.** The State Government also sees the need to propel some of its high performing students into academic institutions of repute. It is intended to provide the students with the necessary support and skills to be able to pursue an education in premier academic institutions. Therefore, it is proposed to identify a competent institution to support identified aspiring model school students for the exams. The identified institution will also be responsible for providing stipulated teacher training for identified teachers.
- 2.3.** The assignment has therefore three parts to be delivered. The first (Part A) is related to Student Capacity building, Testing and Progress Tracking. The second part of the assignment (Part B) involves Teacher capacity building and Part C relates to Project Monitoring.

3. TERMS OF REFERENCE

3.1. Overview

The Bidder selected through this RfP is expected to build capacity in students so as to make them ready for competitive exams. The students will be identified by the (Govt. of Tamil Nadu). The overall scope of work covers a range of activities associated with student coaching and teacher training.

The Bidder will be expected to provide full-time faculty in a Model School in Chennai. These teachers will be expected to provide 6 hours of instruction per day for 5 days a week to selected students in the Chennai Model School. In addition, these teachers will be expected to train teachers in 17 model schools on academic materials and teaching techniques so that they can replicate the Chennai program in their own schools. This teacher training will be provided virtually. The bidder will also be required to provide the study materials required for the preparatory programs including books, workbooks and assessments. All assessments will need to be conducted in an online mode on computers in the schools.

The current bid is for the Academic year 2022-23. The contract for the bidders will be renewed at the discretion of the Authority on an annual basis for a total period of 5 years.

Note: Please refer to Annexure 1 for further details on the number of students and teachers

The project will be executed as follows:

1. **Part A: Student Training:** As per this module of the assignment, students are required to be trained for entrance exams. The Bidder is to render services including classes, doubt solving sessions, quizzes, mock tests, solving of past years' question papers, topic wise hand holding etc. Course content and other training collateral is required to be made available to the students online and offline.
2. **Part B: Teacher Training:** This module involves training of teachers identified by the Department, aligned to their core teaching area. Additionally, the Bidder is also required to administer refresher courses and tests to ensure training adequacy and effective teaching outcomes.
3. **Part C: Project Monitoring:** Bidder is required to submit on a periodic basis (to be defined by the Department), status updates on student coaching, teacher training, progress made, utilisation of study material and teaching aid, periodicity of assessments and their results, feedback of students, corrective plans etc.
4. **Part D: Books, Materials and Testing:** Bidder is required to provide all students (both in Chennai and all other Model schools) high quality study materials. Additionally, the Bidder is required to create weekly test papers on pattern of competitive exams and input them into the IT Portal of the bidder for online administration. The Bidder is also required to provide detailed solutions to all questions that appear in the weekly tests.

Note - For the selected students, training content and material is required to be made available on the IT platform of the bidder and of the "intimated later".

3.2. Scope of Work

Work Load for Outsourced Academic Experts

All full time outsourced academic experts will be expected to put in 48 hours a week in the school premises. An indicative breakdown of the working hours expected is below (the mix of hours may vary from teacher to teacher):

- Weekly instruction of 30 hours (3 batches X 2 hours per batch per day X 5 days) on average.
- Teacher training: 8 hours per week.
- Creation of academic material: in all spare time.

Part A: Student Training

3.2.1. Objective:

- a. The aim of this module is to provide quality teaching to students identified by the Authority.
- b. Teaching will be provided such that students can appear for entrance examinations, in an integrated manner; i.e. the training will be integrated into a normal academic week of the child.

3.2.2. Key Activities: This module would involve the following activities:

a. In-school classes to be held:

- For students from class 9 to 12 for competitive exams in a free, integrated program in one residential school in Chennai.
- Teaching to be integrated into an extended 5-year week – extended hours (8 AM to 6 PM) daily, and on Saturdays. 1,200 – 1,500 instructional hours will be delivered for core subjects across the year. Core subjects (relevant to test preparation) will be taught by expert faculty with experience in test preparation and other subjects will be taught by school teachers.

Class	Stream	Core Subjects (outsourced expert faculty)	Taught by School Teachers	Hours of instruction per subject per week
11 & 12	Engineering	Physics, Chemistry, Mathematics	English, Computer Science	10
	Medical	Physics, Chemistry, Zoology, Botany	English	10
	Commerce	Statistics, Commerce, Accountancy	Economics	10
9 & 10	All	Science, Mathematics	Social Studies, Tamil, English	12

- b. Periodic assessment & model tests: Tests should be conducted with weekly frequency to assess the learning progress of the students. Besides weekly tests, mid – syllabus and full syllabus tests are to be conducted at appropriate intervals. Revision tests, model tests and doubt solving should be an integrated part of the coaching program.
- c. Provide periodic and appropriate feedback to students along with corrective sessions and action

plan.

- d. As part of this module, the bidder will make available faculty (on-site), course content, workbooks, solved answer sheets, videos/ animations to explain concepts and all other inputs that may be required during a conventional intensive coaching programme for such competitive exams.
- e. The bidder will also deploy, and make available to the department the online learning assessment tracker of each child (by topic, over time) so as to be able to track the learning journey of each child.

Part B: Teacher Training

3. 2. 3. **Objective:** The aim of this phase is to provide training to teachers identified by the Department and also record progress in teaching outcomes that arise out of training imparted, in the core teaching areas of the faculty identified.

3. 2. 4. **Key Activities:** This phase would involve the following activities:

- a. To impart training to 800 high school teachers in each subject via virtual sessions and physical sessions.
- b. Teachers in all Model schools (across 38 districts till 2025) will be supported by the expert faculty on preparing students for competitive examinations such as BITSAT, CPT, JEE, NEET etc.
- c. Teachers to be trained on problem solving, exam pattern, instructional techniques (quick solving).
- d. Residential training at the end of every academic year (May). First six month of training sessions to be bi-monthly (2-3 days each). Subsequently, once a quarter (5-8 days each spread across the year).
- e. Bidders are required to prepare a detailed teacher training schedule covering timelines, number of hours, modules of training and learning outcomes.
- f. The teachers are to be administered assessment and model tests from the same question bank (relevant to their subject) that is used for the students. The training is to be structured to ensure adequate and relevant exposure to the teachers with respect to teaching for competitive entrance examinations.
- g. Feedback and doubt solving sessions will need to be conducted on a weekly basis for all subjects.
- h. Quality with respect to study material and question banks has to be maintained. The study material has to be augmented with latest and updated material both for teachers and students on an on-going basis. If the Authority feels that the content, or faculty, or quality of tests or software being used/ administered does not meet market standards, the Authority reserves the right to direct the Bidder to replace the same; and in case of repeated issues, can also terminate the contract.
- i. The onus of teaching the teachers of the Government, so that they are able to become master

trainers in the subject will be on the bidder; and to this end, the bidders are required to view this as a partnership rather than as a commercial transaction.

Part C: Project Monitoring

- 3.2.5. **Objective:** The aim of this phase is to drive implementation; monitoring and capacity support through an administration team to achieve desired outcomes. The Bidders will be required to review progress against timelines/ milestones, make necessary course corrections and document best practices to sustain and scale strategic transformation.
- 3.2.6. **Key Activities:** This phase would involve the following activities.
 - a. Appointment of program coordinator who will be responsible for administering the program and will be the one-point contact for liaising with the govt.
 - b. The coaching institution will have to submit reports on a monthly basis to ensure the following:
 - i. Whether coaching is being imparted as per the schedule.
 - ii. Whether the study material and teaching aids used are as per standards and correspond with the plan submitted at the time of qualification.
 - iii. Whether the quality of faculty is per standards laid down.
 - iv. Whether the assessments are conducted periodically, and the results are communicated properly.
 - v. Whether a corrective plan is in place for students where results are not satisfactory.
 - vi. In addition to the above, student feedback, teacher feedback and whether that is being incorporated in the training programme.

Note: All online content will be made available to all 38 hi-tech schools and can be extended as more schools are made hi-tech.

4. PROPOSAL EVALUATION

4.1. Evaluation Criteria

1. 1. 1 The technical document submitted by the Bidder would be evaluated as per the following criteria.

#	Evaluation Criteria	Max points
1	Firm credentials	25 marks
2	Team credentials	40 marks
3	Technical Presentation	35 marks
4	Total	100 marks

4.2. Selection Methodology

4. 2. 1. The selection of Bidder will be in accordance with the Quality and Cost Based Selection (QCBS) system:
4. 2. 2. The proposal for the Bidder will be evaluated against the evaluation criteria mentioned under Section 4 on evaluation. The Authority reserves the right to call only the Top 3 or Top 5 bidders, based on their technical scores for the only will be considered for Financial bid opening and only they will be called the “Qualified Bidder”.
4. 2. 3. Proposals for the “Qualified Bidder” during the process of evaluation will finally be ranked according to their combined score of Technical Proposal (ST) and Financial Proposal (SF) scores.
4. 2. 4. The weightage given to technical (Tw) and financial (Fw) proposals are as follows: Tw =70% and Fw = 30%
4. 2. 5. Combined Total Score = (ST x Tw) + (SF x Fw).
4. 2. 6. The selected Bidder shall have the highest combined total score.
4. 2. 7. The second highest scoring Bidder shall be kept in reserve and may be invited for negotiation in case the first ranked Bidder withdraws or fails to comply with requirements, as the case may be.
4. 2. 8. In the event, if the combined total score is tied then the Bidder securing the highest technical score will be adjudicated as the Best Value Bidder for award of the project.

4.3. Firm Credentials

Bidders are requested to submit the supporting documents as mentioned below:

#	Evaluation Criteria	Max Points (25)	Criteria for Awarding Points
1	The Bidder should have at least 5 years of experience in training and preparing students for competitive exams for engineering and medicine. Preference given to institutions having experience of working	3	a. > 15 years: 1.5 Points. b. > 10-15 years: 1 Points. c. > 5 - 10 years: 0.5 Points.

#	Evaluation Criteria	Max Points (25)	Criteria for Awarding Points
	with state governments in education and training (at least one project).		d. Experience in working with the state governments/ central governments on similar project: 1.5 Points. (The Authority will award this bonus point after assessing the satisfaction of the said department. For this, the Bidder will provide the contact of the counter part).
2	The bidder shall submit for evaluation a Teaching plan for all four exams – for a one year and a two-year programme (total 8 teaching plans)	5	Teaching Plan will be graded on its comprehensiveness: 0.5 X 10 plans = 5 points.
3	Bidder shall submit teaching material that will be used as part of the training programme (1 set; 9 subjects spread across all five exams).	9	1 point for each subject depending on the quality of the content submitted.
4	The Bidder should have trained at least 1,000 students each in each of the exams in the past five years (FY 15-16 to FY 19-20). <i>Attach documents explicitly highlighting the number of students who have taken the exam.</i>	3	a. >5000 students: 3 Points. b. >2000 - 5000 students: 2 Points c. >1000 - 2000 students: 1 Point.
5	Bidder's proposed plan to build capacity in the teachers.	5	Bidder will attach an up to 5 minute video on the proposed plan to build capacity in the Govt. teachers. Video will be assessed on (a) Demonstrated intent; (b) Plan; (c) Teacher training methodology; (d) Plan to improve teacher capacity (2 points); Points a, b and c will be 1 point each.

4.4. Key Personnel (40 Marks)

- 4.4.1. The Bidder would be expected to deploy an appropriate team consisting of professionals as per the requirements mentioned below.
- 4.4.2. All faculty will need to be physically present for teaching the courses and will need to be full time residents of Chennai city.
- 4.4.3. The Bidder shall deploy professionals in the core team as per details given below:

Sl.	Resource	Scoring Criteria
1	Teacher/ Faculty profile 1	To arrive at the scores per teacher, 36 points will be split into the total number of teachers equally (of Profile 1 and 2). For each such teacher the following scoring criteria shall apply: 1. Should have minimum teaching experience of at least 10 years – either in an individual capacity or in an institute involved in the training for competitive exams. 2. Should have received student feedback rating of over 80% from all student batches taught in each of the past 3 years.

Sl.	Resource	Scoring Criteria
		<p>3. Whether role of master trainer performed in any institution where worked earlier. (20%)</p> <p>4. Proficiency in reading, writing and spoken English. (10%)</p> <p>5. Proficiency in reading, writing and spoken Tamil. (10%)</p> <p>6. Submission of 10 minute video recording of teacher explaining a concept (60%). The 60% will be split as follows – (a) Complexity of concept (10%); (b) Command over the concept (20%); (c) Teaching style (20%); and (d) Spoken language and ability to communicate (10%).</p> <p>Note:</p> <p>7. The marks will be provisional and will be confirmed only during the presentations by the faculty.</p>
2	Teacher/ Faculty profile	<p>For each such teacher the following scoring criteria shall apply:</p> <p>8. Should have minimum teaching experience of at least 5 years – either in an individual capacity or in an institute involved in the training for competitive exams.</p> <p>9. Should have received student feedback rating of over 70% from all student batches taught in each of the past 3 years.</p> <p>10. Whether role of master trainer performed in any institution where worked earlier. (20%)</p> <p>11. Proficiency in reading, writing and spoken English. (10%)</p> <p>12. Proficiency in reading, writing and spoken Tamil. (10%)</p> <p>13. Submission of 10 minute video recording of teacher explaining a concept (60%). The 60% will be split as follows – (a) Complexity of concept (10%); (b) Command over the concept (20%); (c) Teaching style (20%); and (d) Spoken language and ability to communicate (10%).</p> <p>Note:</p> <p>The marks will be provisional and will be confirmed only during the presentations by the faculty.</p>
3	TOTAL (40 marks)	<p>Note: Based on the criteria specified scores will be accorded to the Faculty and Non-Faculty CVs. The scores will be confirmed (increased/ decreased/ kept unchanged) based on the performance of the individuals during the presentation stage.</p>

4. 4. 4. **Replacement or Deployment Resources:** Without the consent of the Authority, no changes shall be made in the core project team deployed on the project. If, for any reason beyond the reasonable control of the Bidder, it is necessary to replace any of the team member, the Bidder shall be allowed to provide as a replacement a person with equivalent or better qualifications, with approval from the Authority. In case of replacement of resource(s) or deployment of additional manpower (if any), the decision of Tamil Nadu Skill Development Corporation office authority will be final and binding. Further, in case no acceptable replacement is provided within 15 days of the date of departure of the named resource, a penalty of up to 25% of the payment in the next due milestone may be effected at the sole discretion of the bidder. Replacement will only be permitted as an exception; and all replaced profiles will go through the same process of selection as in the presentation stage.

4. 4. 5. **Empanelment of Firms:** The Authority can empanel, for additional work/ future work, the bidders who bid for this project at the rates quoted (or the lowest L1 rates, whichever is lower). In case of a

consortium, each member of the consortium can be empaneled independently.

- 4.4.6. **Empanelment of Teachers:** The Authority can, in discussion with the Bidder, empanel the faculty members as individuals with the department at the rates quoted (or the lowest L1 rates, whichever is lower) and utilize their services in current/ subsequent works requiring their expertise.

4.5 Presentation (35 Points)

- 4.5.1 Bidders who meet the pre-qualifying criteria will be required to make a final presentation on their overall proposal and demonstrate their Exam training experience to the Evaluation Committee to be constituted for the purpose.

- 4.5.2 Scoring Criteria for PPT (2 Hours per Bidder):

- Only those faculty who will be actually present full time shall be permitted to attend the presentation.
- Teaching skills demonstrated by the faculty – one for each subject (any 4 faculty to be chosen by the Evaluation Committee; 8 marks). For this, each faculty will be given 15 minutes to present a concept to a class of students in English and in Tamil (both languages will need to be used in the classroom). The students will provide feedback on the performance of the faculty. The video of the teaching sessions will also be evaluated by the Evaluation Committee and graded by the Committee. A 50-50 weightage will be given to the rating of the students and the Committee.
- Live testimonials (4 faculty; 4 student testimonials for each) from students about the faculty (and not the institute). Two students should have been those who secured admissions into their institute of choice and 2 students should be those who have not secured admissions. Institutions/ faculty must share email and contact details of students who will be testifying. Note: The student should have been taught by the faculty in the last three years (i.e. between 2019 - 2021) (8 marks)
- Demo of the Learning Management System used by the bidder that will be used in case this project is awarded. The demo will have to be made from login to logout and will last at least 15 minutes; or longer, as desired by the Committee. [6 marks].
- Review of Teachers' Training Manuals: Four manuals to be shown to the panel – one per subject; total 8 marks. Manuals will be assess based on the quality of content (3 points), clarity of explanations (3 points), illustrations – where applicable (1 point), recency of revision (1 point).
- Review of subject wise teaching content: Four manuals to be shown to the panel – one per subject; total 8 marks. Manuals will be assess based on the quality of content (3 points), clarity of explanations (3 points), illustrations – where applicable (1 point), recency of revision (1 point).
- Review of questions used for assessment of students in each subject: 10 sets of question papers for each subject [8 marks].

- 4.5.3 The TECHNICAL COMMITTEE for evaluating the interested Bidders will comprise of: State education department representatives, IIT professors, model school teachers and student representatives.

4.6 Payment Schedule and Deliverables

- 4.6.1 The Scope of Work envisages the work to be undertaken in a phase-wise manner. Time schedule for important deliverables to be submitted to the Tamil Nadu Skill Development Corporation office and the payment schedule linked to the specified deliverables for various Phases is given below.

4.6.2 The total amount quoted will be paid as follows:

Sl.	Milestone	% Payment
1	Monthly payout (6%) X 12	72%
2	Quarterly payouts (5%)	20%
3	End of year payout	8%
4	e-Learning and assessment content	Per month basis

4.6.3 The payments are also subject to compliance with the tender terms and monitoring program stipulated below that has to be adhered to on an ongoing basis.

4.6.4 The payments will be made to the Bidders after completion of deliverables on submission of invoice to Tamil Nadu Skill Development Corporation office.

Note:

The Authority shall not be held responsible for any complaints of copyright infringements on the bidders and in case of such complaints, the total costs incurred on the Authority will be recoverable from the bidders based on the merits of the case.

5. STANDARD FORMS

Technical Proposal: Standard Forms

Form 5A: Covering Letter

Form 5B: General Information

Form 5C: Bidders' Experience

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

Form 5E: Key Personnel & Team Composition

Form 5F: Curriculum Vitae (CV) for Proposed Professional Staff

Financial Proposal: Standard Forms

Form 5G: Financial Proposal Submission Form

Form 5H: Summary of Costs

Form 5I: Detailed Breakdown of the Cost

Form 5A: Covering Letter

(To be submitted on the Bidder's letterhead)

<<Insert Date and location>>

To,

Managing Director

Tamil Nadu Skill Development Corporation,
1st Floor, Employment Office,
Alandur Rd, Thiru Vi Ka Industrial Estate, Guindy, Chennai,
Tamil Nadu - 600032.

Dear Madam/Sir,

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

We, the undersigned, offer to provide the consulting services for [Insert title of assignment] 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 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 Bidder's authorized representative) {In full and initials}:

Full name: {insert full name of authorized representative}

Title: {insert title/position of authorized representative}

Name of Bidder (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

Separate forms to be included for the Lead Bidder and for the Consortium Members

S. No.	Particulars	Documents to be provided
1.	Details of the Bidder (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.	PAN and GST number	Copy of PAN & GST
4.	Company Profile and Strength	<ul style="list-style-type: none"> ▪ Company background and history ▪ No. of full-time employees (documents showing number of employees on payroll as of 30th November 2021)
5.	Annual Turnover of last three years	Audited Balance Sheets of last three financial years indicating Annual Turnover certified by Statutory Auditor to be attached.
7.	Any other relevant information	

Form 5C: Bidder'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 with 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 (where specified in this document) in whose name the Power of Attorney / Board Resolution has been issued.
- The supporting documents furnished by the Bidder 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.
- *Please limit the description of each project to one A4 size sheet of paper. Descriptions exceeding this shall not be considered for evaluation.*

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:

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 Bidder will present their Technical Proposal (items a, b and c below) in no more than 10 pages (A-4 size, minimum 10 font size). The page count does not include the Forms.

- a) Technical Approach and Methodology,
- b) Work Plan, and
- c) Organization and Staffing,

Technical Approach and Methodology: In this section the Bidder should explain the understanding of the assignment, approach to the services and methodology for carrying out the activities. The Bidder 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.

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

Organization and Staffing: In this section the Bidder should briefly discuss the structure, composition, roles and responsibility of the Bidder's team and how the team will drive the programme implementation.

Form 5E: Key Personnel & Team Composition

S. No.	Name	Proposed Position	Year, Qualification & Institution	Key summary of profile meeting the required professional experience

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

1.	Proposed position				
2.	Name of staff	[First] [Middle] [Surname]			
3.	Date of birth				
4.	Profile Brief (in 50-75 words)				
5.	Nationality				
6.	Education				
7.	Membership of Professional Organizations & Publications				
8.	Countries of Work Experience				
9.	Languages	Language	Proficiency (good/ fair/ poor)		
			Speaking	Reading	Writing
		English			
10.	Employment Record	Name of the Organization	Position held	Duration	
				YYYY to present	
11.	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 5G: Inputs on the ToR and on Counterpart Staff and Facilities provided by Client

A: On the Terms of Reference

- 1.
- 2.
- 3.

B: On the data, services and facilities to be provided by the client

- 1.
- 2.
- 3.

C: On Technical Proposal

- 1.
- 2.
- 3.

D: General Comments

- 1.
- 2.
- 3.

Form 5H: Financial Proposal Submission Form

[Location]

[Date]

To:

Dear Sir/ Madam,

Subject: Submission of financial proposal in response to RFP for <RFP title> and <RFP No.>

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 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:

Form 5I: Summary of Costs

Sr. No.	Phases	Total Costs (in INR, number)
1.	Phase - 1	
2.	Phase - 2	
3.	Phase - 3	
4.	Phase - 4	
Total Fees (in INR, number)		
Total Fees (in INR, words)		

Authorized Signature:

Name & Designation of Signatory:

Note:

1. The sum of Total fees for each Phase should equal the total consultancy fee quoted under Form 5G.
2. While the Bidders are free to quote average monthly fee rate for various Phases for Core Team and Subject Matter Advisor Pool, the Authority reserves the right to seek clarifications in case variations in the above rate, over the various Phases, are beyond explicable limits.

Form 5J: Detailed Breakdown of Cost

Sr. No.	Description	Per Person-Month Rate (in INR)	Person- Months (in INR)	Total Amounts (in INR)
1.	A. Project Team Positions			
1				
2				
3				
4				
5				
6				
7				
8				
9				
.....				
2.	B. Out of Pocket Expenditure (OPEs)			
3.	C. GST (as applicable)			
Total Fees (in INR, Number) (A+B+C)				
Total Fees (in INR, Words) (A+B+C)				

Note: In case of extension of project for subsequent years or in case of addition of scope, the “Per Person-Month Rate” costs specified in the table above shall be used as the basis for discussions.

Authorized Signature:

Name & Designation of Signatory:

Form 5K: Format of Bank Guarantee for Performance Security

(To be stamped in accordance with Stamp Act)

(Name of Bank) hereby agree unequivocally and unconditionally to pay at Chennai within 48 hours on demand in writing from the Samagra Shiksha, School Education Department, Government of Tamil Nadu (hereinafter referred to as Samagra Shiksha office) or any Officer authorized by it in this behalf, of any amount up to and not exceeding Rs. (Rupees only) (an amount equivalent to 5% of the awarded Fees) to the said Samagra Shiksha office on behalf of (hereinafter referred to as Bidder) who have undertaken to Samagra Shiksha office to provide <Name of the Assignment from Assignment>. This guarantee is irrevocable and shall be valid and binding on this Bank up to and including (date corresponding to three months from the date of execution of the Agreement) and shall not be terminable by notice or any change in the constitution of the Bank or the form of contract or by any other reasons whatsoever and out liability hereunder shall not be impaired or discharged by any extension of time or variations or alternations made, given, concerned or agreed with or without our knowledge or consent, by or between parties to the said within written contract.

In case any dispute arising out of or in connection with the encashment of Bank Guarantee, the courts in Chennai will have jurisdiction.

We (name of the Bank) do hereby irrevocably undertake to, without any reference to the Bidder or any other person and irrespective of the fact whether any dispute is pending between Samagra Shiksha office and the Bidder before any court or tribunal or arbitrator relating thereto, pay the amount due and payable under this guarantee without any demur, merely on a demand from Samagra Shiksha office stating that the amount claimed is due by way of loss suffered by reason of any breach by the said Bidder of any the terms and conditions contained in the said RFP and other communications or by reason of the said Bidder's failure to perform the covenants of the same. Any such demand made on the Bank shall be conclusive, absolute and unequivocal as regards the amount due and payable by the Bank under this guarantee.

Place:

Signature

Date:

For

Banker's Rubber Seal and Full Address

Annexure 1: Details of Students, Batches, Faculty

Student Strength

		FY22-23		FY23-24		FY24-25	
		English Medium	Tamil Medium	English Medium	Tamil Medium	English Medium	Tamil Medium
Engineering	Class 11	40	40	40	40	40	40
	Class 12	20	20	40	40	40	40
	Droppe r	20	20	40	40	40	40
Medicine	Class 11	40	40	40	40	40	40
	Class 12	20	20	40	40	40	40
	Droppe r	20	20	40	40	40	40
Commerce	Class 11	40	40	40	40	40	40
	Class 12	40	40	40	40	40	40
	Droppe r	NA					
Foundatio n	Class 9	0	0	40	40	40	40
	Class 10	0	0	40	40	40	40
TOTAL		240	240	400	400	400	400

Teachers to be trained through video-conferencing

		FY22-23		FY23-24		FY24-25	
		English Medium	Tamil Medium	English Medium	Tamil Medium	English Medium	Tamil Medium
Engineering	Physics	25	25	25	25	25	25
	Chemistry	25	25	25	25	25	25
	Maths	25	25	25	25	25	25
	Zoology						
	Botany						
	Commerce						
	Accountancy / Maths						
	Jr. Science						
	Jr. Maths						

Medicine	Physics	25	25	25	25	25	25
	Chemistry	25	25	25	25	25	25
	Maths						
	Zoology	25	25	25	25	25	25
	Botany	25	25	25	25	25	25
	Commerce						
	Accountancy / Maths						
	Jr. Science						
	Jr. Maths						
Commerce	Physics						
	Chemistry						
	Maths						
	Zoology						
	Botany						
	Commerce	25	25	25	25	25	25
	Accountancy / Maths	25	25	25	25	25	25
	Jr. Science						
	Jr. Maths						
Foundation	Physics						
	Chemistry						
	Maths						
	Zoology						
	Botany						
	Commerce						
	Accountancy / Maths						
	Jr. Science	25	25	25	25	25	25
	Jr. Maths	25	25	25	25	25	25
TOTAL		275	275	275	275	275	275

Sd/---
Managing Director