

NATIONAL VOCATIONAL EDUCATION QUALIFICATION FRAMEWORK (NVEQF)
DIRECTORATE OF SECONDARY EDUCATION
GOVERNMENT OF HARYANA, PANCHKULA
“DEVELOPMENT OF VIDEO BASED CURRICULUM AND COURSEWARE UNDER NVEQF PROJECT”
for Specified Courses



NATIONAL VOCATIONAL EDUCATION QUALIFICATION FRAMEWORK (NVEQF)
DIRECTORATE OF SECONDARY EDUCATION
PLOT NO 1/B SHIKSHA SADAN BHAWAN, SECTOR 5,
PANCHKULA –HARYANA
PHONE: 01722590263
EMAIL: nveqfharyana@gmail.com

LAST DATE OF SUBMISSION OF EOI 27.01.14 upto 3.00 P.M.
EOI for the “Development of Video Based Curriculum and Courseware under NVEQF
Project” for the state of Haryana

BID NOTIFICATION - EXPRESSION OF INTEREST

NATIONAL VOCATIONAL EDUCATION QUALIFICATION FRAMEWORK (NVEQF)

DIRECTORATE OF SECONDARY EDUCATION

PLOT NO 1/B SHIKSHA SADAN BHAWAN, SECTOR 5, PANCHKULA –HARYANA

PHONE: 01722590263, FAX: 01722560253

EMAIL: nveqfharyana@gmail.com

**Invitation for expression of Interest (EOI) from the interested Vendors/Parties for
“Development of Video Based Curriculum and Courseware under NVEQF Project” for
specified courses, Haryana**

Ref: / /2013-14/NVEQF

The Department of School Education Haryana is implementing the Centrally Sponsored Programme of ‘Vocationalization of Sr. Secondary Education in alignment with NVEQF in the State.’ This is industry driven programme for enhancing the employability skills of students. Organizing Guest Lectures through experts in the relevant areas is also essential part of the transaction of curriculum. For this, Department of School Education, Government of Haryana intends to associate Institutions/Firms/Organizations with requisite experience and capabilities in specific areas, for development of ‘Video Based Curriculum and Courseware’ for specified courses for the state of Haryana and in this regard invites proposals from interested parties. The Institutions/Firms/Organizations shall be for respective specified courses in the sector of Beauty and Wellness and Physical Education & Sports. Automobile, Security, Retail, IT/ITes as per PSSCIVE Bhopal course content for L-I, II,III,IV (as the case may be) available on their website.

Interested Bidders may download the EOI document comprising Part-I: - Instruction to Bidders, Part-II: - Documents for submission and Part – III:- Annexure, from DSE website: www.schooleducationharyana.gov.in from onwards. The Bidders are required to pay an

amount of Rs. 5,000/- (Rupees Five Thousand only), towards Bid Processing Fee along with the submission of EOI document. The payment shall be in the form of a non-refundable Demand Draft drawn in favor of “Registrar School Education Department of School Education” drawn on any of the schedule commercial banks and payable at Haryana.

The last date for submission of the EOI by the bidders is on or before 03.00 pm, on 27.01.2014.

DSE reserves the right to accept or reject all or any of the EOI submissions without assigning any reason whatsoever. DSE also reserves the right to postpone, cancel, modify and annul the entire bid process duly notifying on its website or intimating the bidders who submitted the EOI, as the case may be.

**Director
Secondary Education Haryana**

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Section - 1 –SCHEDULE OF THE BIDDING PROCESS

Sr. no	Milestone	Details
1	Expression of Interest Document made available to the Bidders.	To be downloaded by the bidders from the website.
2	Pre-bid meeting at DIET, Panchkula.	24.01.2014 11:30 AM
3	Time and date for receipt of Bids (all the relevant documents and covers) (Bid Due Date).	27.01.2014 3.00 P.M.
4	Opening of Technical Cover (Cover-1& 3)	27.01.2014 4.30 P.M.
5	Opening of Financial Bids (Cover-2)	(Tentative) 28.01.2014
6	Contact person	
	Addressee and Address at which proposal in response to EOI notice is to be submitted.	K.K. Agnihotri, Additional Director (NVEQF&TE) 6th Floor, Shiksha Sadan, Sector 5 Panchkula-134109

Section 2: INTRODUCTION

2.1 NATIONAL VOCATIONAL EDUCATION QUALIFICATION FRAMEWORK (NVEQF):

Background

National Vocational Education Qualifications Framework (NVEQF) for establishing a system of clear educational pathways from school through higher education. It was also suggested that the revamped scheme should be flexible in nature with multiple entry and exits, etc. so as to provide greater options to the students for choosing modules, keeping in view their aptitude and economic requirements. The proposed plan under the NVEQF project attempts to connect learning and livelihoods in a model that addresses critical issues affecting the quality of life and future of high school students in classes 9 to 12 in the ages 14-17 years in an enabling environment that addresses their needs continuum – academic educational, technical , social, recreational and workplace readiness.

As part of adoption of this framework, Haryana had been selected as one of the pioneering states to implement the initial pilot. Pilot project was launched in the State with 4 applied skills in 2012-13 and covered 40 schools. Now the programme of ‘Vocationalisation of Higher Secondary Education’ has been aligned with NVEQF.’ The Department has not extended it to another 100 schools. Three new applied skills (in addition to 4 already introduced) have also been added.

3. SCOPE OF SERVICES AND INSTRUCTIONS

3.1 RATIONALE:

3.1.1 DSE, Government of Haryana, now proposes to augment the Vocational Training Content by adding Video Based Content to the Content that is being taught to the Students for the following Trades:

1. Retail
2. Security
3. IT/ITes
4. Automobile
5. Beauty& Wellness

6. Physical Education & Sports

7. Patient Care Assistant

The video content should supplement content in other media and should be as per the requirements of NVEQF and PSS Central Institute of Vocational Education (PSSCIVE), Bhopal and should help the students to gain a real- insight into application of various principles and a demonstration of the usage of tools, equipment and machinery. The process videos should be supplemented by Guest Lectures by Industry Experts.

3.1.2 MEMORANDUM OF UNDERSTANDING:

Director Secondary Education shall enter into a Memorandum of Understanding (MOU) with the selected Institution/Firm/Organization. The selected partner shall provide the Digitalized Curriculum and Courseware in accordance with the standards, norms, terms and conditions stipulated in the MOU. Some of the important terms and conditions forming part of the MOU are highlighted in the following Clauses under this **section 4**

3.2 ROLES AND RESPONSIBILITY OF THE INSTITUTION/FIRM/ORGANIZATION:

- a. Responsible for development of Video Based Curriculum and Courseware for specified courses **the NVEQF project**.
- b. Pilot Test the content in few selected schools across the revenue division Government schools offering Applied learning skills subject of the State.
- c. Realign/Modify/Redevelop the material based on the pilot testing and feedback received.
- d. Material developed would in accordance to the State language and cultural.

3.3 ROLES AND RESPONSIBILITY OF THE DSE:

- a. Facilitate by ensuring that requisite authorizations and permissions are disseminated to all local authorities and schools for Institution/Firm/Organization to implement the said Project and do videography if required so.
- b. Coordinate and work with Institution/Firm/Organization to ensure smooth integration of the developed Course with the existing Curriculum, schedule and timetable of the schools.

- c. Regular monitoring and co-ordination with INSTITUTION/FIRM/ORGANIZATION to ensure success of the Project.
- d. Align the courseware with the State School Education Board

3.4 DEVELOPMENT FEES

Mode of Payment	Installments	Frequency	Rate
1. Development of “Video Based Curriculum and Courseware’ for specified course for the state of Haryana	First Installment	Upon signing of the MOU & Inception report to be submitted by the 15 th day of signing of MoU	25% fees against Bank Guarantee
2. Pilot Testing	Second Installment	Completion of the 1 st Version	40% Training Fees against Bank Guarantee
3. Modify/Redevelop based on the testing.			
4. Final packaging	Third Installment	Pilot Testing and Incorporating the feedback received	25% training fees
	Fourth Installment	Final on Curriculum and Courseware delivery and after testing	10% training fees

4. PREPARATION AND SUBMISSION OF BID

Submissions

(a) The submission of Bids by Bidders in response to the EOI would require to be in at least three (3) separate sealed covers as indicated below:

- Cover I - Technical Proposal
- Cover II - Commercial Offer
- Cover III- Bid Processing Fee

(b) The documents accompanying the Bid submission shall include:

Cover I: Technical Proposal

Forms:

- Covering Letter as per Form 1 in Part II of this EOI Document
- Details of Bidder as per Form 2 in Part II of this EOI Document
- Legal constitution of the Bidder as per Form 3 in Part II of this EOI Document
- Turnover details as per Form 4 in Part II of this EOI Document

Document

- Previous work undertaken in the same field

Document

The bidders are required to carefully note the notes accompanying each of the formats and provide necessary documentary proofs mentioned therein.

Cover II: "Financial Bid"

- Financial Bid as per **Form 8 in Part II of this EOI Document**

Cover III- Bid Processing Fee and the Bid Security

- Demand Draft towards cost

4.1 FEES AND DEPOSITS TO BE PAID BY THE BIDDERS

Bidders are requested to pay a non-refundable Bid Processing Fee of Rs.5, 000/- (Rupees five Thousands only). This will be paid in the form of a Demand Draft Payable to 'Registrar Education O/o DSE payable at Haryana, drawn on any scheduled commercial bank and must accompany Covering Letter in Cover-3 of the Bid Document.

Bids that are not accompanied by the above Bid Processing Fee shall be rejected by DSE as non-responsive.

4.2 EXEMPTIONS

Government Institutes are exempt from furnishing the Bid Processing Fee

4.3 SEALING AND MARKING

(a) Cover-1: TECHNICAL PROPOSAL

The Information to be submitted by the Bidders in the Technical Proposal (Cover-1) is described in formats prescribed under Forms 1 to 8 of this EOI document. The Bidder shall place one (1) original (marked as original) + one (1) copy of the Technical Proposal in a sealed envelope, which shall be inscribed as under:

Bid for: "Development of Video Based Curriculum and Courseware" for specified Courses.

Cover-1 -Technical Proposal

Submitted by: _____ . (Name of the Bidder with Full Postal Address)

(b) Cover-2: FINANCIAL BID – DEVELOPMENT OF VIDEO BASED CURRICULUM AND COURSEWARE

The Information to be submitted by the Bidders in the Financial Bid (Cover-2) shall be in the format prescribed under Form 8 of Part-II of this EOI document separately for each subject/course.

The Bidder shall place one (1) original (marked as original) + one (1) copies of the Financial Bid in a sealed envelope, which shall be inscribed as under:

Bid for:” Development of Video Based Curriculum and Courseware” for specified Courses” subject wise.

Cover-2 - Financial Bid-Submitted by: _____ . (Name of the Bidder with Postal Address)

(c) Cover-3: BID PROCESSING FEE

The Bidder shall place the Demand Drafts towards Bid Processing Fee of Rs. 5000/- hereunder, together in a separate envelope, which shall be inscribed as under:

Bid for:” Development of Video Based Curriculum and Courseware” for specified Courses.”

SUBMISSION OF THE BID

The Three / four Covers of the Bid organized as above, shall be placed in a sealed outer envelope with the following inscription:

Bid for:”Development of Video Based Curriculum and Courseware” for specified Courses.’.

Name of the Bidder with complete Address

The cover should be addressed to:

**K.K. Agnihotri, Additional Director (NVEQF&TE)
DIRECTORATE OF SECONDARY EDUCATION
6th Floor, PLOT NO 1/B, SHIKSHA SADAN BHAWAN,
SECTOR 5, PANCHKULA –HARYANA-134109**

(d) Strict adherence to formats, wherever specified, is required. Non-adherence to formats may be a ground for declaring the Bid non-responsive.

4.4 INITIALING AND BIDDING OF THE BIDS

Each page of the Bid should be initialed by the Authorized Representative and Signatory of the Bidder, otherwise the bid will be treated as non-responsive.

The Technical Proposal (both original and copy) and its supporting documents shall be hard bound or spiral bound. Loose sheets of paper shall not be considered for evaluation.

5. SELECTION PROCESS

5.1 MINIMUM QUALIFICATION CRITERIA:

The Bidder shall be a Registered Proprietorship / Partnership Firm / Private Limited /Public Limited Company / Registered Society / Trust / Association / Trade Body / Registered Educational Institution / University fulfilling the following Minimum requirements under the Category they are bidding for:

Qualification Criteria

Series	Criteria	Unit	Details
ORGANIZATION STANDING			
A	Standing years	Years	Minimum 3 Year
B	Financial Standing/Turn out	Lakhs (Rs)	Average turnout of Rs. 10 Lakhs in last 3 years
COURSE-WISE STANDING			
C	Experience in developing Video based content, Learning Content Management Systems, Video Streaming and Hosting.	No of module	Course Years/s 1. Retail 2. Security 3. IT/ITes 4. Automobile 5. Beauty & Wellness 6. Physical Education & Sports 7. Patient Care Assistant
D	Sound knowledge of vocational education and training, NVEQF and NOS. And Experience of working with Sector Skill Councils accredited to National Skills Development Corporation as an empanelled agency of NSDC.		

PART – II

BID SUBMISSION FORMATS

FORM-1: FORMAT OF THE COVERING LETTER

(The Covering Letter is to be submitted by the Bidder along with the Cover-1 of the Bid - Printed on their respective Letter Heads)

Date:

Place:

To,

DIRECTOR

DIRECTORATE OF SECONDARY EDUCATION

PLOT NO 1/B, SHIKSHA SADAN BHAWAN,

SECTOR 5, PANCHKULA –HARYANA

Dear Sir,

Sub: "Institution/Firm/Organizations for Development of Video Based Curriculum and Courseware" for specified Courses"

Please find enclosed one (1) Original + one (1) Copy of our Bid in respect for 'Institution/Firm/Organizations for Development of Video Based Curriculum and Courseware" for specified Courses", in response to the Expression of Interest (EOI) Document issued by the Directorate of Secondary Education, Government of Haryana, dated (downloaded from website).

We hereby confirm that:

1. The Bid is being submitted by _____ (name of the Bidder) who is the Bidder, in accordance with the conditions stipulated in the EOI.
2. We have examined in detail and have understood the terms and conditions stipulated in the EOI Document issued by DSE and in any subsequent communication sent by DSE. We agree and undertake to abide by all these terms and conditions. Our Bid is consistent with all the requirements of submission as stated in the EOI or in any of the subsequent communications from DSE.
3. The information submitted in our Bid is complete, is strictly as per the requirements as stipulated in the EOI, and is correct to the best of our knowledge and understanding. We would be solely responsible for any errors or omissions in our Bid. We acknowledge that the DSE will be relying on the information provided in the Bid and the documents accompanying

such Bid for the aforesaid programme, and we certify that all information provided in the Application is true and correct; nothing has been omitted which renders such information misleading; and all documents accompanying such Bid are true copies of their respective originals.

4. We acknowledge the right of the DSE to reject our Bid without assigning any reason or otherwise and hereby waive, to the fullest extent permitted by applicable law, our right to challenge the same on any account whatsoever.

5. We satisfy the legal requirements and meet all the eligibility criteria laid down in the EOI. We certify that we have not been blacklisted by any public authority for breach on our part.

6. This bid is unconditional and we hereby undertake to abide by the terms and conditions of the EOI.

7. We have not directly or indirectly or through an agent engaged or indulged in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice.

This Bid is made for the express purpose of ‘Institution/Firm/Organizations for Development of Video Based Curriculum and Courseware’ for specified Courses”

In witness thereof, we submit this Bid under and in accordance with the terms of the EOI document

For and on behalf of:

(Company Seal)

Signature:

Name:

Designation:

(Authorized Representative and Signatory)

FORM 2: DETAILS OF THE BIDDER

Name and Details of the Bidder and Authorized Representative:	
Name of Organization / Institution	
Regd... / Head Office Address:	
Fax	
Mobile	
Email	
Website	
Addresses of Branch Offices (If any?)in Haryana: Phone Fax Mobile Nos. Email IDs Dates of Establishment	
Name of Authorized Representative	
Designation	
Mobile	
Email	

For and on behalf of:**(Company Seal)****Signature:****Name:****Designation:****(Authorized Representative and Signatory)**

FORM-3: LEGAL CONSTITUTION & NUMBER OF YEARS OF EXISTENCE

Legal Constitution of Bidder:

(Qualification Criteria – of EOI) (Applicable for all categories)

(Public Limited/Private Limited/Partnership/Proprietorship etc)

1. Status / Constitution of the Firm:

2. Name of Registering Authority

3. Registration No.:

4. Date of Registration:

5. Place of Registration:

For and on behalf of:

(Company Seal)

Signature:

Name:

Designation:

(Authorized Representative and Signatory)

Note: Please provide copy of the registration certificate from the appropriate Registering Authority as given below:

Entity	Substantiating Documents Required
Proprietorship Firm	<ul style="list-style-type: none">• Certificate of the Proprietorship duly certified by a Chartered Accountant.• Copy of trade license/sales tax registration/IT registration
Partnership Firm	<ul style="list-style-type: none">• Registered Partnership Deed / Certificate of the Partnership duly certified by a Chartered Accountant.

Private Limited Company	<ul style="list-style-type: none">• Registration Certificate and Memorandum & Articles of Association.
Public Limited Company	<ul style="list-style-type: none">• Registration Certificate and Memorandum & Articles of Association.
Society / Trust /Association	<ul style="list-style-type: none">• Registration Certificate & Bylaws of Society / Trust / Association.

FORM-4: FINANCIAL STANDING – ANNUAL TURNOVER

Certificate from the Statutory Auditor regarding Annual Turnover of the Bidder in the immediately preceding 3 Financial Years.

Based on its books of accounts and other published information authenticated by it, this is to certify that (Name of the Bidder) had, over the last three Financial Years, a Total Annual Turnover of Rs... Lakhs as per year-wise details noted below:

Financial Year ending 31st March	Total Turnover (In Rs. Lakhs)
2010-11	
2011-12	
2012-13	

Name of the audit firm/ Chartered Accountant:

Seal of the audit firm:

(Signature, name and designation and registration Number of the Chartered accountant)

Date:

For and on behalf of:

(Company Seal)

Signature:

Name:

Designation:

(Authorized Representative and Signatory)

FORM-5: EXPERIENCE IN DEVELOPING VIDEO BASED CONTENT, LEARNING CONTENT MANAGEMENT SYSTEMS, VIDEO STREAMING AND HOSTING.

Attach Sample DVDs of videos made

FORM- 6:

EXPERIENCE OF WORKING WITH SECTOR SKILL COUNCILS ACCREDITED TO NATIONAL SKILLS DEVELOPMENT CORPORATION AS AN EMPANELLED AGENCY

Provide any documentary evidence.

FORM-7: COVER 2 FINANCIAL BIDDING

FORMAT FOR FINANCIAL BID

Date:

Place:

To,

DIRECTOR

DIRECTORATE OF SECONDARY EDUCATION

PLOT NO 1/B, SHIKSHA SADAN BHAWAN,

SECTOR 5, PANCHKULA –HARYANA

Dear Sir,

Sub: "Institution/Firm/Organizations for Development of Video Based Curriculum and Courseware" for specified Courses"

We have gone through the EOI Documents and annexure thereto and I/We agree to abide by all the Terms and conditions mentioned therein.

1. We, the undersigned offer to provide the Services for the above mentioned Assignment in accordance with the terms and conditions contained in the EOI Document supplied to

us and quote our Course-wise Fee for development of curriculum and courseware below:

Sr. no	Course name	Process based content		Guest Lectures		Fee Rs. In words
		Cost per hour of content	No. of hours	Cost per hour lecture	No. of hours	Sub total
	-					
1	Retail					
2	Security					
3	Automobile					
4	IT/ITes					
5	Beauty & Wellness					
6	Patient Care Assistant					
7	Physical Education & Sport					

Total =

- The development fee quoted by us above for each course, includes content, actor/s, screening, videography, shooting, editing etc. This amount is inclusive of all applicable taxes and duties and any other contingency expenses concerning the development of the video content.
- This proposal and all other details furnished by us shall constitute a part of our offer. We understand that you are not bound to accept the lowest or any bid you receive and final Selection of the Bidder for Empanelment for a particular Sector & Course. We understand and agree that DSE is not bound to select a Bidder and reserves the right to reject all or any of the Bids without assigning any reason whatsoever. We shall be willing to negotiate the above quotes if required by DSE.

We agree to bind by this offer if we are the selected bidder.

For and on behalf of:

(Company Seal)

Signature:

Name:

Designation:

(Authorized Representative and Signatory)