

Government of National Capital Territory of Delhi
Delhi Schools of Specialized Excellence Society
RFP/Notice for Inviting Tender

Selection of Knowledge Partner Agency/Agencies for
Development and implementation of Visual Art program in
Performing and Visuals Arts Schools of Specialized Excellence

DISCLAIMER

1. Though adequate care has been taken while issuing this Notice Inviting Tender, the Applicants should satisfy themselves that the document is complete in all respects. Intimation of any discrepancy shall be given to this office (as mentioned below) immediately. If no intimation is received by this office within 3 days from the date of issue of the tender notice, then this office shall consider that the document uploaded is complete in all respect.
2. The Chairperson Delhi Schools of Specialized Excellence Society / Director of Education reserves the right to change any or all of the provisions of this tender before the date of submission. Such changes would be uploaded on the website: <https://govtprocurement.delhi.gov.in/nicgep/app> before date of submission.
3. The Chairperson /Director of Education reserves the right to reject any or the entire Proposal without assigning any reasons whatsoever. No correspondence will be entertained on this account.

Chairperson, Delhi Schools of Specialized Excellence Society,
Directorate of Education, Old Secretariat,
Delhi-110054

1 Date of Tender Notice

1.	Name of the work	Selection of Knowledge Partner Agency/Agencies for development and implementation of a comprehensive Visual Arts program in Performing and Visual Art Schools of Specialized Excellence
2.	Type of Tender	RFP from reputed Agency The Tender will be submitted in Two Parts: Part Ist: Technical Proposal Part IInd: Financial Proposal
3.	Mode of Submission of Tender	Through electronic means, Each scanned technical and financial proposal through https://govtprocurement.delhi.gov.in and Hard copies if required can be asked from bidders by the Competent Authority.
4.	Estimated Cost of Project	Not known at this stage
5.	Earnest Money Deposit (EMD) INR	The prospective bidder shall have to submit a signed Bid Security Declaration accepting that if they withdraw or modify their bids during the period of validity etc. the Knowledge Partner Agency will be suspended for the time specified in the RFP/tender documents
6.	Selection Procedure	Top Qualified Knowledge Partner Agency/Agencies will be selected based on their Technical and Financial evaluation.

7.	Period of Engagement	Three years which can be extendable for another period of 1 year
8.	Availability of the Bid Document	Documents can be downloaded from the website https://govtprocurement.delhi.gov.in/nicgep/app Between 01/12/2021 and 22/12/2021
9.	Last Date and Time for receipt of request for clarifications	08/12/2021 by 06:00 PM
10.	Pre-bid meeting	If required by the bidders – 08/12/2021 at 03:00 PM (Tentative – to be intimated through email or through notice on website)
11.	Deadline to provide clarifications	10/12/2021 by 06:00 PM
12.	Manner, Last Date, Time, and Place for Submission of Bid	Manner: Electronic 22/12/2021 by 02:00 PM
13.	Date, Time, and Place for Opening of Technical Bid	22/12/2021 by 03:00 PM
14.	Opening of Financial Bid	To be decided in due course after opening technical bid
15.	Help line No./mail for further clarification and communication on the Tender documents	SoSE.delhigovernment@gmail.com

Chairperson,
Directorate of Education, Old Secretariat,
Delhi-110054

2 Background

The Government of National Capital Territory (NCT) of Delhi has established Schools of Specialized Excellence (SoSEs) in order to cater to students who have a demonstrated interest and aptitude in specific domains. These schools seek to discover, foster, and nurture student ability, thereby enabling them to realize their full potential.

SOSEs are choice-based schools for classes 9 to 12 that will allow students to specialize in their chosen fields of study. By providing opportunities for enrichment and experiential learning, these schools will prepare students to excel in their chosen pathways.

Four types of schools are envisioned, each providing a different domain of specialization:

- Science, Technology, Engineering, Mathematics (STEM)
- Humanities
- Performing and Visual Arts
- High-end 21st Century Skills

These schools are governed by the 'Delhi Schools of Specialized Excellence Society' ("the Society") and will be affiliated to the Delhi Board of School Education (DBSE). The Society, which will start its functioning from the academic year 2021-22 will establish over 100 such schools across Delhi – 20 schools in 2021-22 and remaining 2022-23 onwards.

Performing and Visual Arts (PVA) SOSEs are set up to provide quality education to the students who have interest and aptitude in the following fields:

- Music
- Visual Arts
- Drama
- Dance

In the pilot year (2021-22), PVA SOSEs will offer **Music** and **Visual Arts** as core PVA forms along with some tasters/exposure courses in other performing and visual art fields.

PVA SOSEs will provide quality education and extensive practical exposure to its students such that they are equipped to pursue higher studies and employment opportunities in their chosen field within performing and visual arts. Students will be prepared for a wide range of career options in areas such as music production (music), film production (drama), illustration (visual arts), animation (visual arts) etc. in addition to that of a performing artist (e.g., singer, dancer, musician, actor etc.).

To support the development and operationalization of the Visual Arts program at PVA SOSEs, the Delhi government requests proposals from experienced Knowledge Partner Agency/ Agencies to act as a Knowledge partner & co-develop and co-execute the Visual Arts program for the Performing and Visual Arts SOSEs. The Knowledge Partner will assign highly qualified and experienced individuals and become part of the project for a period of three years, with a provision to extend the tenure by another year, if required.

3 Scope of Work

Scope of work for the Knowledge Partner supporting the Visual Arts program at Performing and Visual Art Schools would include the following:

1. Curriculum and pedagogy development
2. Assessment framework, planning and execution
3. School infrastructure requirement mapping
4. Student and teacher selection process design and execution
5. Teacher resource provision and capacity building
6. Partnerships and Tie-up(s)

The knowledge partner will have to work in close collaboration and alignment with Delhi Board of School Education, Delhi Schools of Specialized Excellence Society, and other Knowledge partners of PVA schools (who may be on-boarded to support curricula of other art forms such as Music, Drama etc.) and ensure that there is complete sync on areas such as delivery approach, curriculum structure etc.

Detailed scope of work for the Knowledge partner of Visual Arts is as follows:

3.1 Curriculum & Pedagogy Development

- Recommend the various sub-art forms within Visual Arts that should be included in the curriculum and suggest relevant categorization for them (E.g., Fine Art/Digital Art/Print Making/Sculpting/ Ceramics and other material work/Photography/Design etc.)
- Develop a course curriculum structure incorporating the recommended sub-art forms within Visual Arts across the grades 9-12 with optimum breadth and depth in each subject art form (E.g.: sub-visual art forms or digital tools taught in each grade). Aim is for students to get exposure to a variety of visual art forms within grade 9 and 10, and then progressively deepen specialization as they move to grade 11 and 12.
- Ensure that curriculum allows for students to sample and develop skills in new art forms, as well as continue development of existing artistic endeavors
- Ensure curriculum structure is designed such that students are well-equipped to pursue higher education (Diploma/Bachelors) within the field of Visual Arts, and pursue various diverse careers from becoming fine artists to illustrators, cartoonists, or animation artists to art director or art curator etc.
- Clearly identify and document the target learning outcomes for each unit planned in the curriculum.
- Develop contextualized content mapped to key learning outcomes for grades 9-12 within the curriculum structure. Develop teaching learning materials such as teacher guides, student workbooks, class props, assignments etc.
- Co-work with DBSE and SoSE Project Management Unit (PMU) to analyze and incorporate global best practices on curriculum development
- Support in revision/upgradation of content basis feedback from teachers, students, DBSE and SoSE Society as required.
- Design teaching pedagogy framework such that learning is comprehensive, comprising a blend of individual, small group and ensemble learning
- Ensure that curriculum is designed to facilitate student's exposure to feasible career opportunities in Visual Arts industry in ways including (but not limited to) the following:
 - In-school

- Guest lectures by visual arts industry professionals
- Practical classes in-line with professional work
- Visual Arts production galleries & showcase events
- Career awareness fairs/workshops by visual arts industry professionals
- Others
 - Industry-visit and off-sites to visual art galleries, museums, studios, production houses etc.
 - Internships/short-term projects in visual arts industry

3.2 Assessment Framework Development

- Prioritize the learning outcomes to be assessed; develop a continuous and comprehensive assessment methodology for formative and summative assessments in Visual Arts for PVA schools which should include following design elements:
 - Form of assessments (Project-Based/Theory/Hybrid)
 - Frequency of each form of assessment
 - Blueprint of each form of assessment
 - Rubric to assess answers in each form of assessment
 - Overall year-end student grading rubric
- Develop structure to roll-out the assessments and recommend guidelines for student's progression across Grades 9-12 (Passing marks, re-entry of dropouts etc.)
- Ensure assessment framework is aligned with the entrance exams of Visual Art higher-ed institutions.
- Develop the assessment tools and execute them in the PVA schools.

3.3 School infrastructure requirement mapping

- Define the optimized infrastructure (along with specifications) required to execute Visual Arts program in PVA schools. Visual Arts infrastructure includes (but is not limited to) the following -
 - Physical Space (Production studio, display galleries, auditorium etc.)
 - Visual Arts Equipment, Collaterals and licenses (Fine Art tools, materials etc.)
- Audit current infrastructure status in PVA schools and identify current gaps
- Recommend plan for infrastructure upgradation, support the administration in the overall procurement & upgradation process on need-basis

3.4 Student and Teacher selection process design

- Design process for selection of students in grade 9 and/or grade 11 which includes following elements:
 - Create entrance exam for written test round (if included)
 - Design flow for practical exam/audition or any other round
 - Orient facilitators to conduct entrance procedure
 - Define student selection rubric (grading criteria, weightage to different rounds, cut-offs etc.)
 - Support the administration in execution of selection process
 - Review and upgrade process basis feedback annually
- Design process for selection and recruitment of teachers in all grades which includes following elements:
 - Recommend faculty base requirement (# of teachers, qualifications/experience) for PVA schools

- Co-work with DBSE and SoSE Society to identify on-boarding solutions (selection from current pool, recruitment of permanent/guest staff etc.)
- Suggest where guest/ visiting faculty should be brought in and support their onboarding. Areas may exist where completely new faculty may have to be recruited (E.g. in sculpting, materials work etc.). Bidder must support requirements and onboarding process for such teachers
- Design process for teacher selection (eg: written test, interview, practical etc.)
- Define teacher selection rubric (grading criteria, weightage to different rounds, cut-offs etc.)
- Support the administration in execution of selection process
- Review and upgrade process basis feedback annually

3.5 Teacher resource provision and capacity building

- Facilitate provision of teacher resources (via bidder's networks) to teach specialized Visual Arts subjects (as per curriculum proposed by Knowledge Partner) where internal teacher capacity is unavailable. These teachers will remain on bidder's payroll; the financial implication on a per FTE basis must be indicated in bid amount (Operational cost in structure as per Annexure VII)
- Assign resources for handholding and continuous capacity building of teachers through co-teaching and one-on-one mentoring models while longer-term capacity is being built through trainings
- Design process to assess current visual art teacher (including school head) capacity in PVA schools; Identify priority areas where capacity building is needed
- Recommend mode (offline/online/blended) and structure (cascaded, schedule etc.) of training
- Incorporate global best practices (e.g., teacher learning circles etc.) into training structure
- Design training curriculum and develop content (including worksheets etc.) within each area
- Identify master trainers and deliver the training to master trainers, teachers (including school head)
- Support DBSE and SoSE Society in operational implementation of training and logistics on need-basis
- Design strategies to ensure effective absorption of training and implementation by teachers in day-to-day work
- Recommend framework to assess and test impact of training delivered; support with implementation on need-basis

3.6 Partnerships and Tie-up(s)

- Support in identification of relevant external partners from visual arts industry and experts for specific areas of support, as required for successful implementation in PVA schools
- Facilitate building partnerships with identified partners and support with partnership management and mentorship
- Advise DBSE and the Society in specific areas with domain expertise in Visual Arts
- Support with inputs on development and growth-related design elements on need basis

4 Project Duration & Timelines

The project duration would be spread over three years.

In year 1, 2 PVA schools with 2-4 sections in Grade 9 will be launched, this will expand progressively over the next three years with 5-10 schools in year 2022-2023 and up to 15 schools in year 2023-2024. There may be approximately 4-6 visual arts teachers in each school (subject to variation basis curriculum developed by knowledge partner).

In each successive year, new batch of students will be selected in Grades 9 and/or Grade 11. The curriculum should be developed as per following timelines:

- Grade 9: Starting December 2021 to January 2022
- Grade 10 & Grade 11: March 2022
- Grade 12: October 2022

Curriculum revision must take place regularly basis feedback from students and teachers.

The teacher footprint is expected to expand to a total of approximately 60-90 teachers over the next three years. As mentioned in Section 3.5 Knowledge partner will need to facilitate teacher resources to deliver niche Visual Arts subjects (as per curriculum proposed by Knowledge Partner) for which internal capacity is unavailable. Knowledge partner will also conduct capacity building for internal visual art teachers (approximately 4-6 per school) as the footprint expands.

The Society, if it so chooses, may extend the contract for a further 12 months based on the performance and mutual consent.

5 Qualification of Key Personnel

The Knowledge Partner for Visual Arts in PVA schools will be required to deploy a team of experts to execute this project. Following are the qualification of experts / key personnel required for this team:

Ser.	Position	Education Qualification	Required Experience
1.	Project Director	Graduation / Post Graduation in Visual Arts from recognized university	<ul style="list-style-type: none"> • Minimum 10 years of professional experience in the field of visual arts • Minimum 5 years of professional experience in a leadership role at a Visual Arts organization • Should be a senior member of the bidder organization
2.	Project Manager	Diploma / Graduation / Post Graduation in Visual Arts from recognized university and/or relevant management experience of a Visual Arts programme/ institute	<ul style="list-style-type: none"> • Minimum 7 years of professional experience • Minimum 3 years of professional experience in a leadership role at a Visual Arts organization
3.	Curriculum and	Diploma / Graduation / Post	<ul style="list-style-type: none"> • Minimum 5 years of experience

	Assessment Design Expert	Graduation in Visual Arts from recognized university	on Visual Arts curriculum and pedagogy design <ul style="list-style-type: none"> • Prior experience in developing teaching content and assessment modules
4.	Training and Capacity Building Expert	Diploma / Graduation / Post Graduation in Visual Arts from recognized university	<ul style="list-style-type: none"> • Minimum 5 years of experience on Visual Arts faculty and staff training • Prior experience in developing and delivering teacher training content in Visual Arts

The on-ground team must include following full-time roles:

- Project Manager
- Curriculum and Assessment Design Expert
- Training and Capacity Building Expert

The Project Director may devote 25% of their capacity to lead and oversee the project.

Any other personnel, such as assessment experts, specialists within Visual Arts sub-domains, Monitoring and Evaluation experts, as required for timely completion of the scope of work (either full time or part time resources) must be brought in on the bidder's payroll.

6 Proposal Evaluation

- Bidders will need to qualify the minimum eligibility criteria to qualify for technical and financial evaluation
- The minimum technical score required to be eligible for the opening of the financial bid will be 60 from a maximum of 100 marks
- For qualifying bidders, quality, and cost-based selection (QCBS) methodology will be adopted to derive overall score with 80% weightage to technical score and 20% weightage to financial score

6.1 Minimum Eligibility

S. No.	Minimum Eligibility Criteria	Documents required
1	Bidder should be <ul style="list-style-type: none"> a) A registered Agency/Company registered in India under the Societies Registration Act/ Companies Act, 1956 / 2013 or LLP Act 1932 and subsequent amendments b) Registered with service tax authorities 	Certificate of Incorporation & GST Registration
2	The bidder should have a prior experience of at least 5 years in providing specialized Visual Arts education	Self -Attested Organizational profile

3	The bidder should have an average turnover (from visual arts education) over last three years of at least 50 lac per annum	Extracts from the audited Balance sheet and Profit & Loss Account; OR Certificate from the statutory auditor OR Certificate from CA
4	The bidder should not have been blacklisted by any of the State/Central Government or organizations of the State/Central Government in India in the past 3 years.	Self-Declaration in this regard by the authorized signatory of the bidder
5	The bidder must not have been declared insolvent/ bankrupt or should not have filed for insolvency/ bankruptcy or in the process of being declared bankrupt before any designated authority	Self-Declaration by the bidder of not being bankrupt or in the process of bankruptcy

6.2 Technical Qualifications

S. No.	Eligibility Criteria	Marks	Documents required
1	<p>Experience</p> <p>i. Experience in developing & delivering Visual Art programs to students (10 marks)</p> <p><u>Higher weightage will be given to:</u></p> <ul style="list-style-type: none"> • 1-5 years: 03 marks • 5-10 years: 05 marks • 10-15 years: 07 marks • 15-20 years: 10 marks • 20 years or more: 15 marks 	15 marks	1. Certificate of Incorporation

2	<p>Type of existing courses design offered to students</p> <p>i. Scope of offering: (05 marks)</p> <ul style="list-style-type: none"> • Sub-Visual Art forms covered (E.g., drawing, print making, illustration, design etc.) <p>Higher scores to be awarded to organizations with wider coverage of offerings under Visual Arts</p> <p>Nature of offering i.e. (15 marks)</p> <ul style="list-style-type: none"> • Duration of courses - short term (<10 weeks) vs. long term (>10 weeks) • Intensity of courses (whether >=5 hrs per week) • Depth of curriculum – to be assessed based on total hours of curriculum and linkages to higher education / career opportunities for students • Certification offered- Degree/Diploma/Other <p>Higher scores to be awarded to organizations with longer duration, high intensity courses leading to depth in the subject and facilitating higher-ed or career opportunities for students. Higher scores will be awarded to organizations offering degree certifications.</p>	20 marks	<p>1. Certified extract for scope of offering as documentary evidence</p> <p>2. Annexure III to be filled and self-attested; links/ drafts of curriculum structure to be shared for each course as in template</p>
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3	<p>Institutional/Organizational Partnerships that facilitate career opportunities and exposure</p> <ul style="list-style-type: none"> Academic or Industry Partnerships: Formal partnerships that enable exposure (E.g., global exchange programs, exposure visits etc.) / career opportunities for students (E.g., short-term paid project opportunities, exhibition entries, internships, etc.) <p>Score to be given based on number and quality of partnerships; quality to be assessed basis brand of the partner and nature/ scope of opportunities that it facilitates for students</p>	20 marks	<p>1. Annexure IV to be filled and self-attested</p> <p>2. Formal MoU(s) of partnership for each partner filled in Annexure IV</p>
4	<p>Team Profile</p> <p>CVs to be provided for proposed Project Director (08 marks), Project Manager (07 marks)</p> <p>Scores will be given basis:</p> <ul style="list-style-type: none"> Years of experience in Visual Arts Industry Education qualifications Relevance of the experience (eg. having worked in visual arts education, specifically in schools) 	15 marks	<p>CVs of proposed Project Director and Project Manager to be provided in format as per Annexure V</p>

5	<p>Technical Presentation</p> <p>Technical proposal to be submitted on understanding the context and proposed working approach, workplan and timelines. The proposal should cover:</p> <ul style="list-style-type: none"> • Overall approach to address RFP requirements • How will the existing pedagogy and content will be customized to relate to SOSE needs and grades • How will designated team leaders and experts add value to SOSE objectives • How to draw upon international best practices on Visual Arts specialized education • Workplan and timelines management • Risk identification and mitigation measures • Bidder's unique value proposition/ differentiators vs. Other institutes <p>A Technical presentation will be made to the evaluation committee whereby the proposal will be presented covering all dimensions</p> <p>Scores will be awarded by evaluation committee based on bidder's approach to execute the program, understanding of the SoSE context and demonstration of ability to execute complete scope of work with highest quality and professionalism</p>	30 marks	
	Total	100 marks	

Technical Bid Evaluation:

The bidder who secures maximum marks shall be given a technical score of 100.

The technical scores of other Bidders for the project shall be computed as follows:

$$\text{Normalized technical score of bidder A} = 100 * \left[\frac{\text{Marks secured by bidder A}}{\text{Highest Marks secured}} \right]$$

The minimum technical score required to qualify for financial bid evaluation is **60 points out of 100**. A proposal will be considered unsuitable and will be rejected at this stage if it does not respond to important aspects of RFQ – cum - RFP Document and the Terms of Reference or if it fails to achieve the minimum technical score. The Department will notify applicants who fail to score the minimum technical score about the same and return their Financial Proposals unopened after completing the selection process.

The Department will notify the applicants who secure the minimum qualifying technical score, indicating the date and time set for opening the Financial Proposals. The notification may be sent by registered letter, facsimile, or electronic mail.

6.3 Financial Qualification

Financial Bids will be opened only for consulting Agencies who obtain a minimum technical score of **60 marks normalized as given above out of 100 Points** in the Technical Evaluation. Following is to be noted for financial bids:

- There shall be 2 schools for the academic year 2021-2022 with 2-4 sections each which will progressively increase over the next three years with 5-10 schools in academic year 2022-2023 and up to 15 schools in academic year 2023-2024; each school will comprise 4-6 visual art teachers
- The teacher footprint is expected to expand to a total of approximately 60-90 teachers over the next three years. As mentioned in Section 3.5 Knowledge partner will need to facilitate teacher resources to deliver niche Visual Arts subjects (as per curriculum proposed by Knowledge Partner) for which internal capacity is unavailable. The cost of onboarding such teachers will need to be reflected under Cost per Teacher Resource on a per FTE per annum basis as in Annexure VII. Knowledge partner will also conduct capacity building for internal visual arts teachers (approximately 4-6 per school) as the footprint expands, cost of which should be included in 'PMU Cost' along with cost of all other scope of work as in Annexure VII
- Financial bid submitted by the bidder shall be based on the projected number of schools in each year, however the number of schools may vary up to 30%.
- Actual payment will be subject to the total number of schools, subject to annual revision (if deemed necessary).
- Appropriate number of key personnel, for on-ground support, must be deployed by the Knowledge Partner Agency.
- The financial bid shall be a lump sum bid inclusive of all expenses.
- Any applicable government taxes will be reimbursed on actual cost
- The bidder shall submit a financial proposal reflecting the total cost of services for all parts and phases of the project. The cost indicated in the Financial Proposal shall be deemed as inclusive of all taxes and duties except GST and should be stated in INR only. Financial proposal and cost breakup to be submitted as per the format provided at Annexure VI and VII of this RFP.
- Financial proposals shall be evaluated on the basis of total lump sum charges offered by the bidder. Any monetary figure in decimal shall be rounded off to the nearest INR
- In cases of discrepancy between the prices quoted in words and in figures, lower of the two shall be considered. For any other calculation/ summation error etc. the bid may be rejected

The technically qualified bidder who bids the lowest will be given a financial score of 100. The financial scores of other bidders for the project shall be computed as follows:

$$\text{Normalized financial score of bidder A} = 100 * \left[\frac{\text{Lowest offer quoted by a qualified bidder (INR)}}{\text{Offer quoted by bidder A (INR)}} \right]$$

7 Composite Bid Evaluation and Contract Award

Bids will be evaluated as per Combined Quality Cum Cost Based System. The Technical bids will be allotted a weight of 80% while financial bids will be allotted a weight of 20%.

A combined score for a bidder will be arrived at according to the following formula:

$$\text{Combined score of A} = 80 * [\text{Normalized Technical score of A}] + 20 * [\text{Normalized Financial score of A}]$$

The bidder obtaining the highest total combined score in evaluation of technical and financial as per para above will be ranked H-1 followed by proposal securing lesser marks as H-2, H-3 etc. Bidder securing highest combined marks and ranked H-1 shall be recommended for award of contract.

The Ministry/Department will follow the internal procedure for necessary approvals and thereafter proceed with notification of award of contract.

8 About Notice Inviting Tender (NIT) RFP

- Tender RFP documents etc. are available in downloadable form at website of
 - <https://govtprocurement.delhi.gov.in/nicgep/app>
- All the correspondence about this tender shall be made with Chairperson/Director (Education), Directorate of Education, Old Secretariat, Delhi-110054
 - E-mail id: sose.delhigovernment@gmail.com
- The Technical Part will be opened on the date and at time stated in the notice, in the office of the chairperson/ Director of Education, Old Secretariat 110054 Delhi in the presence of the tenderers or their authorized representatives. Opening of the Financial bid of the technically qualified bidder will be informed later.
- **Validity Period of Tender:** Tenderer should specify the validity period of their offer which should be valid for a minimum period of 180 days from the date of opening the tender. The offers which are not kept valid for at least 180 days from the date of opening the tender will be rejected outright.

9 Modification and Withdrawal of Tender

- a) The Bidders may modify or withdraw their tender after submission but before expiry of the last date & time for submission of tender, provided a tender withdrawal/ modification notice is issued within the tender submission date and time.

- b) The intimation for bid withdrawal/ modification received after last date & time for bid submission shall be ignored and bid already submitted shall be deemed to be a validly submitted bid.
- c) No bid will be withdrawn/ modified after the last date & time for submission of bid till bid validity period
- d) Withdrawal or modification of bid after bid submission date and time during bid validity period will result in forfeiture of EMD

10 Submission of bids

The bidder will have to submit their proposals as per Notice Inviting Tender in two parts –

- a) Technical Proposal (as per Annexure I, II, III, IV, V formats)
- b) Financial Proposal (as per Annexure VI and VII formats)

11 Earnest Money

- No Earnest Money to be deposited however the prospective bidder shall have to submit a signed Bid Security Declaration.
- In the event, if the successful Bidder fail to sign the contract agreement with the Society within one week after receiving notice of award of contract and fail to submit a Performance Guarantee as specified in this document, action will be initiated to compensate damage/ loss caused to the Society.

12 General Terms for the Selection of Knowledge Partner Agency Performance Guarantee

It should be clearly understood that in the event of the bidders failing to accept and execute the work order, if it is placed within the validity period of the offer, then the full amount of Performance Guarantee will be forfeited and the decision of Chairperson/Director of Education in this respect shall be final and binding on successful bidders.

Prices quoted in the bid document shall be firm and not subject to adjustment during the performance of the contract due to any changes in the cost of service or otherwise.

12.1 Performance Securities

An amount of 3% (Three percent) of each contract value in terms of per year value will have to be deposited by the successful Bidder in following manner: -

- a. Bank Guarantee of the amount equivalent to 3% (Three percent) of each contract per year value shall be deposited after receipt of Letter of Intent (LOI) and before the execution of the agreement.
- b. The Bank Guarantee shall be in the approved format.
- c. The Bank Guarantee shall be issued from a Nationalized/scheduled Indian Bank and shall become acceptable to the Delhi Schools of Specialized Excellence Society only after verification by finance department.

- d. No Bank charges or interest shall be payable against the Bank Guarantees.

12.2 Declaration by Authorized Applicant

Sl. No	Description	To be filled by the Applicants
1	Name of Authorized Applicant of the bidder	
2	Designation of Applicant	
3	Name of the Agency	
4	Head Office Address (in detail, including phone no, email id and website)	

I hereby certify that all information and data furnished by me with regard to Notice Inviting Tender are true and complete to the best of my knowledge. I further certify that I am duly authorized representative of the above-mentioned Agency and a valid power of Attorney (if applicable) to this effect is enclosed.

Signature of Authorized Applicant
(With Name and Address)

Place:

Date:

12.3 Following Documents shall be submitted by the Bidder:

1. Audited Annual Accounts: Audited Annual Accounts of previous three (3) financial years to establish the capability of the bidder to successfully perform the work.
2. Annexure I: TECHNICAL PROPOSAL SUBMISSION FORM
3. Annexure II: PRESENTATION ON ORGANIZATIONAL BACKGROUND, TECHNICAL APPROACH, WORK PLAN FOR PERFORMING THE ASSIGNMENT
4. Annexure III: to be filled and self-attested; links/ drafts of curriculum structure to be attached for each course mentioned as part of the offering in Annexure III
5. Annexure IV: to be filled and self-attested; Formal MoU(s) of partnership for each partner filled in Annexure IV
6. Annexure V: CVs of proposed Project Director and Project Manager to be provided in format as per Annexure V
7. SELF ATTESTED COPY OF PAN NUMBER
8. SELF ATTESTED COPY OF GST NUMBER
9. Certificate of Incorporation & GST Registration Certificate
10. Self -Attested Organizational profile
11. Self-Declaration to show proof of not having been blacklisted by the authorized signatory of the bidder

12. Self-Declaration by the bidder of not being bankrupt or in the process of bankruptcy
13. Certified extract for scope of offering as documentary evidence
14. Signed Bid Security Declaration (as per point 5 section 1 of the document)

Undertaking regarding

1. The bidder should enclose an undertaking on their letter head with the tender disclosing their status regarding Blacklisting by Govt. undertaking/ Govt. department failing which their tender shall not be accepted. Bidder has to submit an undertaking on their letter head for the effect that the documents submitted by them are TRUE & GENUINE along with they are presently not debarred/ blacklisted by any Institution/Department.

12.4 Extension of Order

- (i) The circumstances may arise where due to time constraints or any other factor, the extension Order against an existing order is to be placed without inviting further offer of Price. Such orders are called Extension Orders which may be placed against previous orders **(except those placed on single Bidder)** without further going through the normal inviting price offer after taking approval of competent authority as per the Delegation of Powers(DoP).
- (ii) Extension order will be placed duly recording the reasons leading to placement of Extension order and the proposal for extension orders will be on existing terms, conditions and specifications.
- (iii) A reasonable assessment and certification by the competent authority, that there has been no downward trend in prices, shall be made before giving repeat order. Extension Order shall not be placed more than once.
- (iv) The performance of the members of the Agency must be satisfactory.

12.5 Consequences of Default

- (a) If an Event of Default occurs and would be continuing, Chairperson / Director of Education may forthwith terminate the Contract by giving written notice.
- (b) In the Event of Default, Chairperson /Director of Education may, without prejudice to any other right granted to it by law, or the Contract, take any or all of the following actions:
 - Recover any losses and / or additional expenses, which the Society may incur as a result of Consultant's default.

12.6 Indemnity for Losses

The successful bidder, its successor and assignee shall indemnify to the Society from all current & future liabilities/losses that may arise out of contract entered between the Bidder & the Society.

12.7 Termination of contract

- (i) In case a successful bidder is falling behind in its responsibility to progress with a contract or part thereof as per agreed work schedule, the officer in charge, immediately on noticing of such slippage, shall send detailed communication to the Contractor/Bidder to expedite the contract.
- (ii) In case the successful bidder subsequently fails to expedite the contract despite various reminders, it shall be considered sufficient default, for initiating Termination procedure in terms of default clauses of General Conditions of Contract.
- (iii) Before initiating Termination process, it shall be ensured that the successful bidder has been given fair and equitable chance to make good on its default and sufficient documentary evidence exists against the successful bidder for not working to the satisfaction of the officer in charge to merit Termination on justifiable grounds.
- (iv) Successful bidder shall be given a final fifteen days' notice to make good the Default. In case it fails to remedy the Default and expedite the work on contract during the period to the satisfaction of officer in Charge, then a seven-day final notice for intention to terminate the Contract shall be issued to the successful bidder by the concerned officer in charge.
- (v) In case of a fresh presentation by a successful bidder, if the officer in charge is convinced of the successful bidder's intent and capability to make good the lost time, the seven-day notice may be withdrawn.
- (vi) In case, the successful bidder fails to remedy the Default even in the seven day notice period, then the contract shall be terminated after giving a final 48 hours' notice to the successful bidder to wind up and clear the site free of all encumbrances.
- (vii) On or before Termination, the Society shall encash performance guarantee.

The powers, referred above, are in addition to the rights and remedy available to the Society under the General Law of India relating to contracts. The decision of the Society shall be final as regards the acceptability of the work done by the successful bidder and the Society shall not be required to give any reason in writing or otherwise at any time for the rejection of works performed by the successful bidder.

12.8 Blacklisting/ Debarment

Debarment /Banning of Business Dealings with successful bidder will normally be resorted to in the event of serious lapses in performance or misdemeanor such as abandoning, repeated failures in timely execution of the contracts, resorting to unfair means (including false certification), adoption of unethical business practices, furnishing manipulated documents, gross misconduct or misbehavior with utility executives.

Debarment/ Blacklisting dealings shall be done in a transparent manner after careful evaluation of the performance, facts and circumstances of the case by a duly constituted committee after issue of show cause notice.

If debarred/ blacklisted successful bidder feels that they have justifiable reasons to defend their case, they may appeal to ChairPerson /Director of Education, before going for litigation.

12.9 Penalty

- Usual term of penalty is @ 0.5% per week of total value of contract or part thereof subject of maximum ceiling of 10%. In case a successful bidder fails to perform the services as per scope of work.
- The Bidder has to accept the penalty clause as stated above otherwise the bid will be considered as invalid.
- The Society reserves the right to cancel the work order/contract in part or in full for default or delay in execution of the assigned work.
- The Society reserves the right to reject part or whole of any or all the tenders without assigning any reason.
- Events of Default: - Each of the following events or occurrences shall constitute an event of default ("Event of Default") under the Contract:
 - a. Successful bidder fails or refuses to pay any amount due under the Contracts.
 - b. Successful bidder fails or refuses to deliver work conforming to his Bid document/ specifications or fails to execute the works assigned to them **within the period specified in Terms of Reference of the contract or any extension thereof.**
 - c. Successful bidder becomes insolvent or unable to pay its debts when due, or commits any act of bankruptcy, such as filing any petition in any bankruptcy, winding-up or reorganization proceeding, or acknowledges in writing its insolvency or inability to pay its debts; or the contractor's creditors file any petition relating to bankruptcy of contractor.
 - d. Successful bidder otherwise fails or refuses to perform or observe any term or condition of the Contract and such failure is not remediable or, if remediable, continues for a period of 30 days after receipt by the Contractor of notice of such failure from the Society.

12.10 Confidentiality

Information relating to evaluation of proposals and recommendations concerning awards of contract shall not be disclosed to the consultants who submitted the proposals or to other persons not officially concerned with the process, until the winning Agency has been notified that it has been awarded the contract.

12.11 General

Please again note that the incomplete Bid not having specific comments on all the points of our specification and not supported by various information desired in our specification may be rejected. All paper certificates, documents, etc. submitted with the EOI must be signed and stamped by the consultant (Self authenticated)

12.12 Jurisdiction of Court:

The Civil Court of Delhi shall alone have an exclusive jurisdiction to decide any differences/dispute/claim for and against the Society /Bidder arising out in respect of the said notice inviting tender, contract agreement or Work order.

12.13 Force Majeure

In the event, service provider delays in performing their obligations under the contract, and such delay is caused by force majeure, including but not limited to war, civil insurrection, fire, floods, epidemics, earthquakes, quarantine restrictions and freight embargoes, such delay may be excused and the period of such delay may be added to the time of performance of obligation delayed. If a force majeure situation arises, the Service provider shall notify the officer in charge at once.

12.14 Terms of Payment

The fees would be paid to the Successful Bidder on completion of the initial period of 6 months and further payments subjected to successful submission and approval of quarterly progress reports.

12.15 Paying Authority

Payment will be made by the Society against submission of quadruplicate bills duly verified by the Competent Authority.

Officer in charge:

Chairperson Delhi Schools of Specialized Excellence Society, CEO, Administrative Head/ Advisors Delhi
Schools of Specialized Excellence Society

Workplace: Delhi-NCR

Seal & Signature Chairperson / Director of Education

Delhi Schools of Specialized Excellence Society, Directorate of Education Old Secretariat, Delhi-54

ANNEXURES

Annexure I TECHNICAL PROPOSAL SUBMISSION FORM

To,

Date:

The Chairperson / CEO, Delhi
Schools of Specialized
Excellence Society, Directorate of
Education, Old Secretariat,
Delhi-110054

Dear Sir,

With reference to the present notice inviting Tender document/ RFP we the undersigned have examined the Bid Documents, including scope of work. We would like to offer the required services as detailed in the notice inviting tender Document.

Submitting of the Proposal in line with the requirement of the NIT/ RFP Documents, we have submitted the following NIT documents Form:

1. Audited Annual Accounts: Audited Annual Accounts of previous three (3) financial years to establish the capability of the bidder to successfully perform the work.
2. Annexure I: TECHNICAL PROPOSAL SUBMISSION FORM
3. Annexure II: PRESENTATION ON ORGANIZATIONAL BACKGROUND, TECHNICAL APPROACH, WORK PLAN FOR PERFORMING THE ASSIGNMENT
4. Annexure III: to be filled and self-attested; links/ drafts of curriculum structure to be attached for each course mentioned as part of the offering in Annexure III
5. Annexure IV: to be filled and self-attested; Formal MoU(s) of partnership for each partner filled in Annexure IV
6. Annexure V: CVs of proposed Project Director and Project Manager to be provided in format as per Annexure V
7. SELF ATTESTED COPY OF PAN NUMBER
8. SELF ATTESTED COPY OF GST NUMBER
9. Certificate of Incorporation & GST Registration Certificate
10. Self -Attested Organizational profile
11. Self-Declaration to show proof of not having been blacklisted by the authorized signatory of the bidder
12. Self-Declaration by the bidder of not being bankrupt or in the process of bankruptcy
13. Certified extract for scope of offering as documentary evidence
14. Signed Bid Security Declaration (as per point 5 section 1 of the document)

Until a formal Contract is prepared and executed between us, this Bid documents, together with your written acceptance thereof in the form of your Notifications of Award shall constitute a Contract between us for all legal purpose.

We understand that you are not bound to accept the lowest or any bid that you may receive or might have received.

We, hereby, declare that the person or Agency interested in this proposal are named herein and that no person or Agency other than mentioned herein have any interest in this proposal or in the Contract to be entered into, if the award is made on us. This proposal is made without any connection with any other person, Agency or party likewise submitting a proposal of their own, and without any collusion or fraud.

Thanking You,

Yours Faithfully,

Dated this _____ day of _____

(Authorized Signature)

(Name & Title of Signatory)

Name and Address of the Agency

Annexure II
**PRESENTATION ON ORGANIZATIONAL BACKGROUND, TECHNICAL APPROACH, WORK PLAN FOR
PERFORMING THE ASSIGNMENT**

Presentation on organization background, Technical approach, methodology and work plan are key components of the Technical Proposal. The consultant will present its Technical Proposal (items a, b, c and d below):

- a) Organisation Background
 - b) Technical Approach and Methodology,
 - c) Work Plan
 - d) Organization and Staffing
-
- a) Organisation Background- In this section the Agency should provide detailed description of their value proposition, services offered, key clients, details on experience, Number of courses, geographic presence, number of faculty, faculty experience, students impacted and overall outcome and success factors, related to Visual Arts education and related academic pursuits.
 - b) Technical Approach and Methodology. In this section the Agency should explain the understanding of the assignment, approach to the services and methodology for carrying out the activities to accomplish the RFP requirements. The consultant should highlight any challenges anticipated in delivering a program of this nature and discuss proposed approaches to overcome the challenges and meet the requirements of the assignment.
 - c) Work Plan. In this section the Agency should describe the overall workplan for the activities of the assignment and a detailed workplan 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. The work plan must show
 - (i) mobilization details for the Key Professional,
 - (ii) key tasks and deliverables (Phase-wise)
 - d) Organization and Staffing In this section the Agency should briefly discuss the structure, composition, roles and responsibility of the Consultant team and how the team will drive the programme implementation. Experts envisaged to support the delivery of the scope of work must be listed with their role(s) and responsibility.

Annexure III

CURRICULUM OFFERINGS

[illegible]

Annexure IV

SCOPE OF ORGANISATIONAL/INSTITUTIONAL PARTNERSHIPS

[illegible]

Annexure V
CURRICULUM VITAE (CV) FOR PROPOSED STAFF (KEY PROFESSIONAL)

1	Proposed position				
2	Name of Agency				
3	Name of staff		[First][Middle] [Surname]		
4	Date of birth				
5	Nationality				
6	Education		[Indicate college/university and other specialized education of staff member, giving names of institutions, degrees obtained, and year of obtainment starting from the latest degree]		
7	Membership of Professional Organizations				
8	Training & Publications		[Indicate significant training since education degrees (under 5) were obtained]		
9	Countries of Work Experience		[List countries where staff has worked in the last ten years]		
10	Languages	Language	Proficiency(good/fair/ poor)		
			Speaking	Reading	Writing
		English			
11	Employment record [Starting with present position, list in reverse order every employment held by staff member since graduation]	Name Organization	Position held	Duration	
				YYYY to present	
12	Details of tasks Assigned				
13	Work Undertaken that Best Illustrates Capability to Handle the Tasks Assigned	[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] Name of assignment or project: Year: Location: Client: Project Cost: Main project features:			

		Positions held: Activities performed:
14.		Name of assignment or project: Year: Location: Client: Project Cost: Main project features: Positions held: Activities performed:
15.	Certification	I, the undersigned, certify that to the best of my knowledge and belief, this CV correctly describes me, my qualifications, and my experience. I understand that any willful misstatement described herein may lead to my disqualification or dismissal, If engaged.

Date:

[Signature of staff member]

Day/Month/Year Full

Name of staff:

Date:

[Signature of authorized representative of the Agency]

Day/Month/Year Full

Name of authorized representative:

For Key Professionals who are not employees of the Agency:

I, <name>_____, certify that I am available to start work on this project when the notice to start work is issued by Authority.

Signature of the proposed staff:_____

Annexure VI
FINANCIAL PROPOSAL SUBMISSION FORM

To,

Date:

The Chairperson /CEO, Delhi
Schools of Specialized
Excellence Society,
Directorate of Education, Old
Secretariat,
Delhi-110054

Dear Sir,

We, the undersigned, offer to provide the services related to various activities as mentioned in the scope of work of the notice inviting tender regarding Development and implementation of a comprehensive Visual Arts program and other matters related thereto in accordance with your notice inviting tender dated [insert Date] and our Technical Proposal.

Our attached Financial Proposal is for the sum of [insert amount(s) in words and figures]. The breakup of our costs and fees has been provided in Annexure VII - BREAKUP OF FINANCIAL OFFER.

Our Financial Proposal shall be binding upon us subject to the modifications resulting from Contract negotiations, up to expiration of the validity period of the Proposal, i.e. before 120 days from the bid submission date.

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

Yours Faithfully,

Dated this _____ day of _____

(Authorized Signature) (Name
& Title of Signatory)

Name and Address of the Agency

Annexure VII
BREAKUP OF FINANCIAL OFFER

As mentioned in sections above, the bidder will execute the complete scope of work over a period of 3 years. In year 1 (2021-22), 2 PVA schools have been setup which will increase progressively to 5-10 schools in year 2 (2022-23) and up to 15 schools in year 3 (2023-24).

The scope of work for the Knowledge Partner to support Visual Arts program in PVA schools is as illustrated in Section 3. This will be executed by a dedicated team as illustrated in Section 5.

Specifically, on the scope of work in section 3.5 (Teacher resource provision and capacity building), Knowledge partner will need to provide teacher resources for niche Visual Arts courses where internal capacity is not available. The cost of provisioning these teacher resources, as required, must be indicated separately on a per unit FTE (Full time employee) teacher per annum basis in Cost per Teacher Resource line item as indicated in table below. Within section 3.5, Knowledge partner will also conduct training of government teachers (4-6 visual arts teachers per PVA school) over the three years. This training & capacity building cost along with proposed cost of all other scope of work may be reported within PMU Cost (as per estimated school footprint in first para of this annexure).

Amount in INR

Particulars	Year 1 2021-2022	Year 2 2022-2023	Year 3 2023-2024	Total (2021-2024)
	(A)	(B)	(C)	(D)
A. a Cost (INR)	X	X	X	X
B. Cost per Teacher Resource (INR per FTE teacher per annum) <i>To be used as per teacher requirement</i>	X	X	X	X

Note: The above quoted amount/fee will be inclusive of all applicable taxes excluding GST.

Dated this _____ day of _____

(Authorized Signature)

(Name & Title of

Signatory)

Name and Address of the Agency