

LIMITED TENDER DOCUMENT
FOR ORGANIZING
HERITAGE INDIA QUIZ 2017



CENTRAL BOARD OF SECONDARY EDUCATION

"SHIKSHA KENDRA" 2, COMMUNITY CENTRE, PREET VIHAR, DELHI



CENTRAL BOARD OF SECONDARY EDUCATION

Under MHRD, Govt of India

Preet Vihar, Delhi

TENDER NOTICE

CBSE invites sealed tenders from **Reputed Quiz Agencies/ Organizations** (hereinafter called Agencies/ Organizations) for conducting the Heritage India Quiz for the year 2017. Students in standards IX to XII studying in CBSE affiliated Schools are eligible to participate in *CBSE Heritage India Quiz 2017*.

Tender Document: The Agency/ Organisation intending to bid for the above job shall submit their sealed tenders in two bids i.e, Technical and Financial Bid. Both the bids must be put in separate envelopes superscribed as "Tender for Organizing Heritage India Quiz 2017 – Technical Bid" and "Tender for Organizing Heritage India Quiz 2017 – Financial Bid". Both the bids must be kept in one big single envelope superscribed as "Tender for Organizing Heritage India Quiz 2017 – Comprehensive Bid". The Tender Document can be downloaded from [CBSE website www.cbse.nic.in](http://www.cbse.nic.in) or CPP Portal. Tender Document can also be sent through Speed Post/ Courier.

- Tender Fee** – Rs. 1,000/- (Rupees One Thousand) in the shape of Demand Draft favouring Secretary, CBSE payable at Delhi.
- Earnest Money Deposit** – Rs. 10,000/- in the shape of a Demand Draft/Pay Order/FDR/Banker's Cheque/ Bank Guarantee favouring "The Secretary CBSE payable at Delhi" or through Electronic Fund Transfer in CBSE A/c No. 91471010000016, IFSC Code SYNB0009147, Syndicate Bank, Preet Vihar Branch, New Delhi.
- In case of any query/ clarification, please contact Dr. Pragya Verma, Deputy Director at 011- 23220158 or email at pragya.cbse@gmail.com or ddiecbse@gmail.com.

IMPORTANT DATE & TIME

Last date for submission of the Tender Document	15.09.2017 by 02:30 pm.
Date of opening of the Tender	15.09.2017 at 03:00 PM in the presence of the tenderers, who may like to be present.

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INSTRUCTION TO BIDDERS

1. **Submission of Tender:** Tender shall contain the following:
 - a) Quotation Part – I - Technical Bid in 'Proforma 'A' is attached which shall be enclosed in a separate sealed envelope and superscribed "Tender for conducting Heritage India Quiz 2017 - Technical Bid".
 - b) Quotation Part – II - Financial Bid in 'Proforma 'B' which shall be enclosed in a separate sealed envelope and superscribed "Tender for conducting Heritage India Quiz 2017 - Financial Bid".

The two sealed envelopes referred to above containing (a) Technical Bid and (b) Financial Bid should be enclosed in a single sealed envelope superscribed "Comprehensive Bid for Tender for conducting Heritage India Quiz 2017" and shall be addressed to the Secretary, CBSE, "Shiksha Kendra", 2, Community Centre, Preet Vihar, Delhi – 110092.

2. The sealed Tender should reach CBSE on or before 02:30 p.m. on 15.09.2017. The Bids received after the said time and date will not be considered under any circumstance whatsoever and the Department will not be responsible for any delay in the receipt of the Tender through any mode.
3. The Tenders submitted by Fax/E-mail or any other manner, other than the above specified, will not be considered and no correspondence will be entertained in this regard.
4. **Technical Bid Opening:** On the basis of the technical parameters given in Proforma 'A', the Technical Bids will be evaluated and short-listed.
5. **Financial Bid Opening:** The Commercial Bids of only those Agencies/ Organisations who have been short-listed as above will be opened. Financial Bids, which are not as per Proforma B or incomplete in any respect, shall be rejected summarily.
6. **Bids Validity:** The Bids shall be valid for a period of 90 days beyond the closing date of tender.
7. **Instructions for filling up Proforma A and B:** The Tender should be submitted strictly as per the Proforma 'A' and 'B' of the Tender Document. Proforma should be **either typed or written legibly in English** and signed on every page by the bidder. Alterations, if any, in the Tender should be **attested properly** by the person signing the same. Tenders with alteration, which are not authenticated as above, may result in rejection of the tender. **Over-writing/ Cutting** in the Tender may render the Tender as invalid at the discretion of the Department. A certificate of acceptance of terms and conditions enclosed as Annexure 1 should be submitted along with Proforma 'A'.
8. **Bidder's Requirements:** The Agency/ Organization will be expected to conduct 30 City Chapter Rounds as well as 10 Regional Rounds, 04 Semi Final Rounds and 01 Final Round. Altogether, there will be 45 rounds of quizzes. In these 45 rounds, 30 City Chapter rounds and 10 Regional rounds will be conducted in various cities situated in 10 zones of CBSE. Semi-Finals and Final will be conducted in Delhi. The Semi-Finals and Final episode will be shoot for TV and will be televised in form of 05 episodes on National Channel.
9. **Performance Security Deposit/ Bank Guarantee:** The successful bidders shall submit performance security deposit in the form of Demand draft / FDR of Nationalized/scheduled commercial bank in the favour of "Secretary, CBSE, Delhi" of an amount equivalent to 10% of contract value valid for 60 days beyond the completion of all contractual obligations of supplier. The performance security be deposited within 15 working days from the date of issue of Work Order of the Contract or prior to signing of the Contract whichever is earlier, failing which the work order stands cancelled and EMD shall be forfeited.

10. The Agency/Organisation will be required to do research and prepare the total content of the quiz based on the prodigious heritage and culture of our country. 25% questions will be based on the cultural practices and heritage of north eastern states of India. A team of the Board's officials will ratify the Quiz contents as and when required. The content of Quiz rounds at each location will have to be different. The visual elements/ questions have to be one of the main highlights of the content.

11. The quiz is to be conducted in four phases:-

Phase I – City Chapter Rounds – 30 rounds.

Phase II – Regional Round – conducted at 10 regions of CBSE.

Phase III – Semi Finals – conducted at Delhi – 20 teams, 02 from each region.

Phase IV – Conducted at Delhi – 04 Teams.

Qualifying/ Eligibility Requirements for Bidding
(To be supported by documentary evidences)

1. The Agency should possess at least 03 years experience in the field of developing inter school quiz competition at All India Level.
2. Turnover of not less than Rs. 15 Lakhs during the last 03 Financial Years.
3. The Agency should have the experience of working for Central/State Government/ PSU/ Autonomous Bodies under Central or State Governments. It should have executed at least 02 such projects on quiz programme for school students.
4. The Agency should have adequate staff strength to meet the technical requirement for the entire proposal and experts having experience and professional qualification. The agency should furnish the complete details of the experts along with an undertaking from the core team of their availability throughout the project period.
5. The Agency should have branch office in Delhi/ NCR with infrastructure and manpower/ creative personnel.
6. The Agency must submit an affidavit that they have not been blacklisted or suspended by any of Govt./Semi Govt./Autonomous/PSUs etc and have not been held guilty by any court of law for any offence involving fraud, dishonesty and moral turpitude.
7. The Agency must furnish a self attested copy of the PAN NO. & TIN No and GST Registration No of the firm.
8. The Agency/ Bidders must enclose a List of organizations to which such work has been performed by the firm.
9. All the pages of the Tender document along with all relevant attached documents must be signed/ attested by the tenderer.

GENERAL TERMS AND CONDITIONS

1. **Advance Payment:** No advance payment shall be made for the job of conducting the said quiz.
2. **Applicability of Income Tax:** In pursuance of the provisions of Section 194C of Income Tax Act, it is obligatory upon the Bank to deduct tax at the applicable rate on the amount payable under contract to any person providing service to the Bank. If the applicable tax is not payable by the Agency/ Organisation, they may produce the required certificate of exemption from the ITO of the respective circle. The Bank shall also deduct any other taxes from the bill as may be applicable at the time of making payment.
3. **Acceptance of Terms and Conditions:** The Agency/ Organisation should **specifically mention** that all the terms and conditions described above are acceptable to them. The Board reserves the right to accept/reject any/all the tenders.
4. **Incomplete Tenders:** The tenders, which do not contain all the information called for, are **liable to be rejected**.
5. **Price Escalation Clause:** All the prices quoted by the bidder shall be in Indian Rupees and shall be final and binding on them and **not subject to any price escalation** at any later date.
6. **Trade/Cash Discounts:** All trade or cash discounts offered by the Agency/ Organisation should be clearly indicated in the tender offer itself. Such discounts offered at a later date shall not be considered for evaluation of tender.
7. **Contract Termination/Splitting/Rejection Clause:** CBSE reserves the right to terminate the contract, split orders, accept or reject any quotation, alter any or all of the terms and conditions any time if the execution of work is unsatisfactory or the time schedule is not strictly adhered to. The decision of the Board in respect of evaluation of bids and/or award of contract shall be final.
8. **Authorised Officer:** The Secretary, CBSE shall be the authorized officer with regard to the contract. The decision of the authorized officer shall be final and binding on the Agency/ Organisation.
9. **Jurisdiction of Courts in case of dispute:** All matters and disputes arising from, relating to or concerning the contract shall be subject to the jurisdiction of the Delhi only.
10. **Exclusion of Tender Offers:** Any attempt to negotiate directly or indirectly on the part of Tenderer with any official of the Board to influence the acceptance of Tenders by any means shall render his/ her tender liable for exclusion from consideration and may lead to blacklisting of the Agency/ Organisation by the Bank.
11. **Period of Engagement:** The agency will be engaged for a period of three years for conduct of this quiz.
12. The Earnest Money of the unsuccessful bidder shall be refunded without any interest. The Earnest Money of the successful bidder shall be returned on receipt of performance security deposit, which is subject to refund without interest after execution of the work order. The performance security shall be as per contract value in the light of GFR Rule 170. However, if the Tenderer fails to accept the work order, EMD shall be forfeited.
13. The Firms/Tenderers registered with NSIC/DGS&D or concerned ministry or department shall be exempt from depositing EMD. However, the performance security shall be obtained from every successful bidder irrespective of their registration status etc. The **Micro, Small and Medium Enterprises and the Public Sector Enterprises** are exempted from the requisite fee and EMD amount (if any).

14. If a Force Majeure situation arises, the firm/ agency will promptly notify this office in writing of such condition and the cause thereof. Unless otherwise directed by this office in writing, the firm/ agency shall continue to perform its obligations under the Tender/ Contract as far as is reasonably practical, and shall seek all reasonable alternative means for performance not prevented by the Force Majeure event. For purposes of this clause, "Force Majeure" means an event beyond the control of the Supplier and not involving the Supplier's fault or negligence and not foreseeable. Such events may include, but are not restricted to, acts of the Purchaser in its sovereign capacity, wars or revolutions, fires, floods, epidemics, quarantine restrictions, and freight embargoes.
15. In case of non-performance/ non-satisfactory performance of the aforesaid assignment, a penalty of 5% to 10% of the awarded work value shall be imposed or any further penalty as per the discretion of the Secretary, CBSE.
16. No advance payment shall be made. 40% of payment will be done after completion of City Chapter Rounds against the Running Bills. Next 20% of payment will be made after completion of Regional Rounds. Remaining 40% payment will be made after completion of Semi Finals & Final rounds.
17. Bidders should take into account any corrigendum published on the Tender document before submitting their bids.
18. The Board reserves the right to accept or reject any or all the tenders without assigning any reason.

All the terms & conditions stated under Clause No. 1 to 18 are accepted to me/us.

Date: _____

Signature of Tenderer _____

Seal/Stamp/Address _____

Phone No. : _____

SCOPE/ NATURE OF WORK

The Quiz Agency will perform the following work:-

1. The Agency will prepare the Content and develop Question Bank for 45 quizzes.
2. The Agency will execute the quiz at different venues across India.
3. The Agency will prepare the format of the Quizzes to be conducted along with the software for conducting the same.
4. The Agency will arrange for Travel/ Accommodation of night in different cities for conducting 30 City Chapters and 10 Regional Chapters.
5. The Agency will provide an anchor who will host all the quizzes.
6. The Agency will ensure fair and transparent evaluation and declaration of the result of all the quizzes.
7. The Agency will provide Technical Assistance such as carrying buzzers to all the venues schools.

Quotation Part 1 : Technical Bid

- a) Name of the Agency/ Organisation :
- b) Agency/ Organisation details as follows –
Addresses of all Offices/Branches of the Agency:
Contact nos. of all Offices/Branches of the Agency:
Website:
List of employees at all the branches/ offices:
- c) Highlights of work conducted (with an emphasis on working on inter-school quizzes):
- d) Clients/ Brands the Agency has worked for in the last 3 years (with contact details of the concerned persons in the respective organizations) :
- e) Experience of working for Central/ State Govt/PSU/Autonomous Bodies under Central or State Govt (Attach proof).
- f) Quizzes/ shows conducted (with the maximum number of shows conducted at a time for a particular client, as per point no. 03 on page 6)
- g) Name of one Main Quiz Master who is Nationally renowned and able to assess the National Final rounds and four other Quiz Masters for conducting local rounds (mandatory):
- h) The above mentioned experience details should be given at school/ inter-school level, zonal/ regional level and state level for a corporate / organisation at all India level:
- i) The experience in detail of all the five Quiz Masters (for last five years):
- j) The experience of Quiz Master of having conducted Quiz shows on TV channel – Regional language/ Hindi/ English:
- k) The complete quiz format and structure starting from Location level to National Final :
- l) Expected time frame to conduct Heritage India Quiz with all required logistical details:
- m) Proposed round nos. and round details for each segment including zonal finals and national final:
- n) Furnish certified and audited latest Balance Sheet of the Quiz Agency for last 03 Financial Years :

Financial Year	Turn-over (In Rs. lakhs)
2014-15	
2015-16	
2016-17	

- o) A Power Point presentation to be given covering the background of the organisation, team, research, achievements, etc. (15 mins)
- p) Experience in conducting Quiz Services i.e. at multiple locations/ cities:

CBSE reserves the right to verify the information provided against all the above details by the tendering agency.

Signature and Seal of the Bidder

Certificate of Acceptance

“Certified that we have read and understood all the terms and conditions in the Tender Document and that our Agency/ Organisation, namely,do hereby unconditionally accept all the Term and Conditions mentioned on Page No. 7-8 from point 1 to 18 of the Tender Document.”

Signature & Seal of Authorised Signatory of Agency/Organisation

Date:

Place:

PROFORMA - B

Quotation Part 2 – Financial Bid

Financial terms and conditions for conducting *Heritage India Quiz 2017*:

Price for developing contents for the Quiz (Per Question)	Cost for Anchoring (including Travel/ Accommodation Charges for City Chapter and Regional Rounds)	Cost for preparation and declaration of Quiz Result and Cost for providing Technical Assistant	Total Cost of carrying the Project (Over all)
	City Chapter Rounds -		
	Regional Rounds -		
	Semi Finals -		
	Final -		

* No Travel/ Accommodaton Charges are admissible for Semi Final and Final Rounds since the same will be conducted in Delhi.