



COUNCIL OF HIGHER SECONDARY EDUCATION, ODISHA
Prajnapitha, Samantapur, Bhubaneswar-13
Website: <https://chseodisha.nic.in/>

Notice Inviting RFP

No. ACD/08/2025/ 2493

Date 03.6.2026

Subject: Selection of CPSU for development of e-content for teaching and learning in classes XI & XII under CHSE, Odisha

COUNCIL OF HIGHER SECONDARY EDUCATION, Odisha, invites sealed proposals from eligible CPSUs for development of E-content for Class XI and XII of CHSE, Odisha.

The RFP document will be available on the CHSE website at: <https://chseodisha.nic.in>

CPSUs meeting the eligibility criteria as prescribed in the RFP may access and download the complete RFP for submission of bids.

Pre-bid meeting with prebid queries shall be held on 8.6.2026 at 11.00AM.

Any clarification / amendment, in bid document, as per decision taken in the pre-bid meeting shall be published/notified in the CHSE website <https://chseodisha.nic.in> on 12.6.26

Last date of submission of bids fulfilling all formalities is 22.6.2026 at 5.00PM.

The authority reserves the right to reject any or all the bids/ cancel the bidding process without assigning any reason thereof.

SECRETARY, CHSE(O)

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BIDDER DATA SHEET

Sl.No	Particulars	Details
1	Name of the Client	COUNCIL OF HIGHER SECONDARY EDUCATION, ODISHA
2	Method of Selection & Proposal Validity	QCBS / 180 days
3	Date of Issue of RFP	04.06.2026
4	Availability of RFP document	CHSE website: https://chseodisha.nic.in/
5	Prebid meeting with Prebid queries (Prebid queries may also be submitted to CHSE through email id chseodisha@gmail.com)	8.6.2026 at 11.00AM
6	Clarifications/amendments to Pre bid Queries	12.6.2026
7	Last Date for receipt of RFP	By 5 PM of 22.06.2026 NB: No Postal delay will be considered
8	Date of opening of Technical Proposal	At 11 AM of 23.6.2026
9	Date of Presentation by eligible bidder	(To be Communicated to the Eligible bidders)
10	Date of opening of Financial Proposal	(To be communicated to the technically qualified bidder/s later.)
11	Expected date of Agreement for contract	Maximum 07 days from issue of work order from CHSE
12	Bid Processing Fee (non-refundable)	Rs.20000/- (Rupees Twenty Thousand) only in shape of Demand Draft in favour of Finance Officer, Council Of Higher Secondary Education, Odisha drawn in any scheduled commercial bank payable at Bhubaneswar.
13	EMD (Refundable without Interest)	Rs.30,00,000 /- (Rupees Thirty Lakh) Only in shape of Demand Draft/Bank Guarantee (BG) in favour of Finance Officer, Council Of Higher Secondary Education, Odisha drawn in any scheduled commercial bank payable at Bhubaneswar. (Bank Guarantee format -Annexure III)
14	Contact Person	Designation: Secretary, Council of Higher Secondary Education, Odisha, Email ID: chseodisha@gmail.com Phone- 0674-2300905
15	Address & mode of submission Proposal	Secretary, Council of Higher Secondary Education, Prajnapitha, Samantapur, Bhubaneswar-751013 Mode of Submission: Speed Post/Registered Post / Courier service, to the address as specified above during office hour only. Submission of bid through anyother mode and late bid will be rejected.
16	Place of Opening of Proposal;	OFFICE OF THE SECRETARY, COUNCIL OF HIGHER SECONDARY EDUCATION , PRAJNAPITHA, SAMANTAPUR, BHUBANESWAR-13

DISCLAIMER & CONFIDENTIALITY

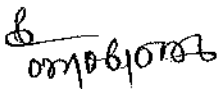
This RFP Document has been prepared by Council of Higher Secondary Education, Odisha (CHSE) solely for the purpose of providing information to potential bidders. It is provided on a confidential basis and is not to be distributed or reproduced in whole or in part without the prior written consent of the Client (CHSE).

The information contained in this RFP document (the "RFP") or subsequently provided to Bidder(s), whether verbally or in documentary or any other form by or on behalf of Client or any of their employees or advisors, is provided to Bidder(s) on the terms and conditions set out in this RFP and such other terms and conditions subject to which such information is provided.

This RFP is not an agreement and is neither an offer nor invitation by "CLIENT" to prospective Bidder/s. The purpose of this RFP is to provide interested bidders with information that may be useful to them in preparing their proposal i.e. Eligibility/Technical Proposal, Documents and Financial Proposal (the "Bid") pursuant to this RFP. This RFP includes statements, which reflect various assumptions and assessments arrived at by "CLIENT" or their advisors in relation to the Project. Such assumptions, assessments and statements do not purport to contain all the information that each Bidder may require. It is intended to be used as a guide only and does not constitute advice, including without limitation, investment, or any other type of advice. This RFP may not be appropriate for all persons, and it is not possible for "CLIENT", its employees, or advisors to consider the investment objectives, financial situation and particular needs of each party who reads or uses this RFP. The assumptions, assessments, statements, and information contained in this RFP may not be complete, accurate, adequate, or correct. Each Bidder should, therefore, conduct its own investigations and analysis and should check the accuracy, adequacy, correctness, reliability and completeness of the assumptions, assessments, statements, and information contained in this RFP including annexure /attachments/ amendments and obtain independent advice from appropriate sources. "CLIENT" and its advisors assume that any person who reads or uses this document can evaluate the merits and risks of any investment or other decision with respect to a financial/property transaction, operation, its suitability and its financial, taxation, accounting, and legal implications without any reliance on this document.

Information provided in this RFP to the Bidder(s) is on a wide range of matters, some of which depend upon interpretation. The information given is not an exhaustive account of statutory requirements and should not be regarded as a complete or authoritative statement of law.

This document may contain information prepared by third parties. Figures, calculations, and other information contained in this document that has been provided to "CLIENT" by third parties have not been independently verified by "CLIENT". Any projections or analyses represent best estimates only and may be based on assumptions, which, while reasonable, may not be correct. Past performance of any property or market information, if any, described in this document is not a reliable indication of future performance of such property. Bidders should not rely on any information contained in this document as a statement or representation of fact and must make their own enquiries to verify and satisfy themselves of all aspects of such information, including without limitation, any income, fee/rentals, dimensions, areas, zoning and permits. While the information in this document has been prepared in good faith and with due care, no representations or warranties are made (express or implied) as to the accuracy, currency, completeness, suitability or otherwise of such information. "CLIENT", its advisors, officers, employees, subcontractors, and agents shall not be liable (except to the extent that



liability under statute or by operation of law cannot be excluded) to any person for any loss, liability, damage or expense arising directly or indirectly from or connected in any way with any use of or reliance on such information.

"CLIENT" accepts no responsibility for the accuracy or otherwise for any interpretation or opinion on law expressed herein. "CLIENT", its employees and advisors make no representation or warranty and shall have no liability to any person, including any Bidder or Bidder under any law, statute, rules or regulations or tort, principles of restitution or unjust enrichment or otherwise for any loss, damages, cost or expense which may arise from or be incurred or suffered on account of anything contained in this RFP or otherwise, including the accuracy, adequacy, correctness, completeness or reliability of the RFP and any assessment, assumption, statement or information contained therein or deemed to form part of this RFP or arising in any way during the Bidding Process.

"CLIENT" also accepts no liability of any nature whether resulting from negligence or otherwise, howsoever caused arising from reliance of any Bidder upon the statements contained in this RFP.

"CLIENT" may in its absolute discretion at any time, but without being under any obligation to do so, update, amend or supplement the information, assessment, or assumptions contained in this RFP. "CLIENT" may also withdraw or cancel the RFP at any time without assigning any reasons thereof. "CLIENT" reserves the right, without any obligation or liability, to accept or reject any or all applications, at any stage of the selection process, to cancel or modify the process or any part thereof, or to vary any or all the terms and conditions at any time, without assigning any reason whatsoever. The issue of this RFP does not imply that "CLIENT" is bound to select service provider or to appoint the successful service provider. "CLIENT" reserves the right to reject all or any of the Bidder/s or Bids without assigning any reason whatsoever. The Bidder shall bear all its costs associated with or relating to the preparation and submission of its Bid including but not limited to preparation, copying, postage, delivery fees, expenses associated with any demonstrations or presentations which may be required by "CLIENT", or any other costs incurred in connection with or relating to its Bid. All such costs and expenses will remain with the Bidder and "CLIENT" shall not be liable in any manner whatsoever for the same or for any other costs or other expenses incurred by a Bidder in preparation or submission of the Bid, regardless of the conduct or outcome of the Bidding process.

SECTION - 1

LETTER OF INVITATION

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COUNCIL OF HIGHER SECONDARY EDUCATION, ODISHA
Prajnapitha, Samantapur, Bhubaneswar-13
Website: <https://chseodisha.nic.in/>



LETTER OF INVITATION

No. ACD/08/2025/ 2493

Date 03.6.2026

1. **Nature of the Assignment:** Council of Higher Secondary Education, (CHSE) Odisha Under School & Mass Education Department, Government of Odisha wants to engage a CPSU for development of e-content to be used by teachers and students for teaching and learning in classes XI & XII. More details on the proposed assignment are provided at **Section-3: Scope of Work** of this RFP Document.
2. A bidder will be selected under **QCBS** Method as prescribed in the RFP Document in accordance with the procedures prescribed herewith in *Office Memorandum No. 37323/F, Dated: 30/11/2018* of Finance Department, Govt. of Odisha.
3. The proposal completes in all respect as specified in the RFP Document must be accompanied with a **Non-refundable** amount of **Rs. 20000/- (Twenty Thousand) only** towards **Bid Processing Fee** and a refundable amount towards EMD of **Rs.30,00,000 /- (Rupees Thirty Lakh) only** in form of **Demand Draft /Bank Guarantee(BG)** in favour of **Finance Officer, Council Of Higher Secondary Education**, drawn in any scheduled commercial bank payable at Bhubaneswar (in favour of Finance Officer, Council of Higher Secondary Education, Odisha drawn in any scheduled commercial bank and payable at Bhubaneswar, Odisha)failing which the bid will be rejected. (Bank Guarantee format -Annexure III)
4. The proposal must be delivered at the specified address as per the Bidder Data Sheet by **Speed post / Registered Post / Courier** only. CHSE shall not be responsible for postal delay or any consequence. Submission of proposal through any other mode will be rejected.
5. The last date and time for submission of proposal complete in all respect is on or before 5pm of Date **22.06.2026** and the date of opening of the technical proposal is at 11AM of Date **23.06.2026** at the specified address as mentioned in the Bidder Data Sheet. The bidder or their representatives of the bidders may attend the meeting with due authorization letter on behalf of the bidder.
6. This RFP includes following sections:
 - a. Letter of Invitation [**Section - 1**]
 - b. Information to the Bidder [**Section - 2**]
 - c. Scope of work [**Section - 3**]
 - d. Technical Proposal Submission Forms [**Section - 4**]
 - e. Financial Proposal Submission Forms [**Section -5**]
 - f. Annexure [**Section -6**]
7. While all information/data given in the RFP are accurate within the consideration of scope of the proposed assignment to the best of the Client's knowledge, the Client holds no responsibility for accuracy of information, and it is the responsibility of the bidder to check the validity of information/data included in this RFP. The Client reserves the right to accept or reject any or all proposals or cancel the entire selection process at any stage without assigning any reason thereof.

Secretary,CHSE(O)

SECTION - 2 INFORMATION TO THE BIDDER

BASIC PRE-QUALIFICATION ELIGIBILITY CRITERIA OF BIDDERS

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1. Pre-Qualification Criteria:

Keeping in view the complexity & volume of the work involved, following criteria are prescribed as prequalification criteria for the Bidder interested in undertaking the project. Technical Bids of only the successful pre qualifiers will be opened for evaluation.

***Consortium of bidders/group is not allowed.**

Sl. No.	Minimum Eligibility Requirement	Documents Required
I	Bidder must be a CPSU registered under Companies Act, 1956 or 2013	Certificate of Incorporation / Registration Certificate (as applicable)
II	Bidder must be registered under GST Act and possess valid PAN	GST Registration Certificate & PAN
III	Bidder should have average annual turnover of not less than ₹20 Crore from similar business for the last three financial years till date	CA-certified turnover statement in prescribed format
IV	Bidder should have experience of having completed similar works (Executed educational labs/Educational Kit Project along with the deployment of Software/ Monitoring Tools/ Web Portal for Project monitoring) in the last three financial years to any Central/ State Government should be either of the following: - Two similar works, each with work order value not less than Rs 30 Cr in last three years till date OR One similar work each with work order value not less than Rs 60 Cr. in last 3 years till date	CA-certified turnover breakup
V	Bidder must have at least 50 employees on payroll, with minimum 20% core technical staff and 15 permanent employees including Program Manager and Team Leader	Latest EPF combined challan-cum-return
VI	Bidder must possess valid ISO 9001, CMMI Level 3 and above certification (valid beyond bid submission date)	Copy of valid CMMI level 3 and above certificate
VII	Bidder must comply with all applicable labour laws including PF, Minimum Wages Act, Workmen Compensation Act etc.	Self-declaration on company letterhead
VIII	Bidder should not be blacklisted or declared ineligible by any Government / PSU	Self-declaration signed by authorised signatory
IX	Bidder must have successfully executed a single work order covering at least 5,000 school for Educational Lab/Kits in the last three financial years to any Central/ State Government.	Work Orders / Completion Certificates
X	Bidder should have prior experience in working with CBSE – Skill education / NCERT/ MSDE / School Education Boards in last 3 years till date	Work Orders / Completion Certificates
XI	Bidder should have handled minimum 2 PMC projects during the last 5 years till date	Work Orders / Completion Certificates
XII	EMD Money: As specified in the RFP	Proof of payment
XIII	Bidder must have a minimum Training experience in 5000 teacher training for Educational Lab/Kits in a single Work Order in last three financial years till date	Proof of payments- Single Order minimum value ≥ 5000 Teachers in the last three financial years till date

2. Documents/Formats to be submitted along with TECHNICAL PROPOSAL:

The bidder must furnish the following documents duly signed in along with the Technical Proposal:

- Filled in Bid Submission Check List in Original (**Annexure-I**)
- Covering letter (**TECH- 1**) on bidder's letterhead requesting to participate in the selection process.
- Bid Processing Fees
- Earnest Money Deposit (EMD)
- Copy of Certificate of Incorporation/ Registration
- Copy of PAN
- Copy of Goods and Services Tax Registration Certificate (GSTIN)
- Audited Financial statement of last three (03) years.
- Copies of IT Return of last three Assessment years.
- General details of the bidder (**TECH - 2**)
- Financial details of the bidder (**TECH - 3**) along with all the supportive documents duly signed in applicable as per the instruction.
- Power of attorney (**TECH - 4**) in favour of the person signing the bid papers /agreement on behalf of the bidder (if applicable).
- List of completed assignments of similar nature (**Past Experience Details, TECH - 5**) along with copies of work orders/agreement & tax invoice against such work orders/agreement.
- Self-declaration regarding conflict of interest (**TECH - 6**)
- Duly filled in Technical Proposal Forms (**TECH - 7 to 10**). [Comments and Suggestions (**TECH - 7**), Description of Approach, Methodology & Work Plan (**TECH - 8**), CV of Key Professionals (**TECH - 9**) and Work Plan (**TECH - 10**)]
- Undertaking for not having been blacklisted by any Central / State Government / Anyother autonomous bodies/ International & National Organization in the recent past. (**TECH-11**)

All the pages of the proposal and enclosures/attachments are to be signed by the authorized representative of the bidder.

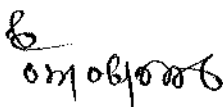
Important Note:

Bidders should submit the required supporting documents as mentioned above. Bids not conforming to the eligibility criteria and non-submission of required documents as listed above will lead to rejection of the bid. Submission of forged documents will also result in rejection of the bid.

Bidders are advised to study all instructions, forms, terms & conditions and other important information as mentioned in the RFP Document. The proposal must be complete in all respect, indexed and hard bound. Each page should be numbered and signed by the authorized representative.

3. Bid Processing Fee:

The bidder must furnish, as a part of technical proposal, required Non-Refundable bid processing fee amounting to Rs.20000/-(**Twenty Thousand**) Only in shape of DD from



any scheduled commercial bank in favor of "Finance Officer, Council of Higher Secondary Education, Odisha" payable at Bhubaneswar. **Proposals received without bid processing fee will be out rightly rejected.** (The bid processing fee is including GST. The bidder shall be liable to pay/ deposit the GST of bid processing fee, if any, at their end.)

4. Earnest Money Deposit (EMD):

The bidder must furnish, as part of the technical proposal, an Earnest Money Deposit amounting to **Rs.30,00,000/- (Thirty Lakh) Only in shape of DD/ Bank Guarantee (BG)** in favour of **Finance Officer, Council Of Higher Secondary Education**, drawn in any scheduled commercial bank payable at Bhubaneswar. **Proposals received without EMD will be out rightly rejected.** (Bank Guarantee format -Annexure III)

5. Validity of the Proposal:

Proposals shall remain valid for a period of **180 Days** from the date of opening of the financial proposal. The client reserves the rights to reject a proposal valid for a shorter period as non-responsive and will make the best efforts to finalize the selection process and award of the contract within the bid validity period. The bid validity period may be extended on mutual consent.

6. Pre -Proposal Meeting:

Bidders are allowed to participate in Pre-proposal meeting if needed, in the Conference Hall of the Council of Higher Secondary Education, Bhubaneswar.

7. Submission of Proposal:

Bidders must submit their proposals by **Registered Post / Speed Post / Courier only** to the specified address on or before the last date and time for submission of proposals as mentioned in Bidder Data Sheet. The Client will not be responsible for postal delay / any consequence in receiving of the proposal. The proposal must have to be submitted in two parts. Each part should be separately bound with no loose sheets. Each page of the two parts should be page numbered and in conformation to the eligibility qualifications and clearly indicated using an index page. **The Client will not consider any proposal that arrives after the deadline as prescribed in the Bidder Data Sheet.** Any proposal received after the deadline will be out rightly rejected by the Client.

The procedure for submission of the proposal is described below:

(i) Technical Proposal along with EMD and Bid processing fee

The envelope containing technical proposal shall be sealed and superscripted as **"Technical Proposal – "RFP for Engagement of CPSU for Development of E-Content"** and to be furnished inside one envelope. The duly filled-in technical proposal submission forms, soft copy in word form in pen drive along with all the supportive documents and information must be furnished as part of technical proposal.

(ii) Financial Proposal:

The envelope containing financial proposal shall be sealed and superscripted as **"Financial Proposal " RFP for Engagement of CPSU for Development of E-Content"**. The duly filled-in financial proposal submission forms should contain the detail price offer for the proposed assignment and to be furnished as per the prescribed format only.

The "**Technical Proposal**" and "**Financial Proposal**" must be submitted in two separate sealed envelopes (with respective marking in bold letters) along with the prescribed formats/information mentioned in the RFP Document. The first envelope must be marked as "**TECHNICAL PROPOSAL (RFP for Engagement of CPSU for Development of E-Content)**". The second envelope must be marked as "**FINANCIAL PROPOSAL (RFP for Engagement of CPSU for Development of E-Content)**" and it should contain Financial Proposal only. Both the above envelopes to be sealed and placed inside a third main envelope with proper labelling of following information in bold:

(Project Name: **Development of e-Content for CHSE(Odisha)**)

RFP NUMBER AND DATE:

NAME OF THE BIDDER:

DEADLINE FOR SUBMISSION OF BID:

NAME AND ADDRESS OF THE BIDDER:

Each bidder is entitled to submit one proposal. In case any bidder submits more than one proposal in response to this RFP then all the proposals submitted by the bidder will be rejected. Proposals should be submitted in a sealed envelope in the following address:

The Secretary, Council Of Higher Secondary Education, Odisha, C/2 Prajnapitha, Samantapur, Bhubaneswar-751013, Odisha, India

Any deviation from the prescribed procedures, information , formats and conditions shall result in out-right rejection of the proposal. All the pages of the proposal have to be sealed and signed by the authorized representative of the bidder. Bids with any conditional offer shall be out rightly rejected.

8. Opening of the proposal:

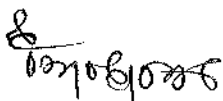
The **FIRST ENVELOPE** containing **TECHNICAL PROPOSAL** will be opened in the initial stage by the client in presence of the bidder's representatives at the location, date and time specified in the data sheet. The client will constitute an **Evaluation Committee (EC)** to evaluate the proposals submitted by bidders. Only the bidder or one representative with proper authorization letter from the participating bidder will be allowed to attend the bid opening meeting. The second envelope containing **FINANCIAL PROPOSAL** of the bidder who qualifies technical bid will be opened after completion of technical evaluation. The date and time for opening of the financial proposal will be intimated to the technically qualified bidders who qualify the technical bid well in advance.

Late Applications:

Any application received after the due date and time shall not be accepted by CHSE and shall be summarily rejected and returned unopened.

9. Evaluation of Proposals:

A Three stage evaluation process will be conducted as explained below for evaluation of the proposals:



Preliminary Evaluation (1st Stage)

Preliminary evaluation of the proposals will be done to determine whether the proposal comply to the prescribed eligibility condition and the requisite documents / information have been properly furnished by the bidder or not. Submission of following documents / information will be verified:

- i. Filled in Bid Submission Check List in Original (**Annexure-I**)
- ii. Covering letter (**TECH- 1**) on bidder's letterhead requesting to participate in the selection process.
- iii. Bid Processing Fees (Nonrefundable)
- iv. Copy of Certificate of Incorporation/ Registration
- v. Copy of PAN
- vi. Copy of Goods and Services Tax Registration Certificate (GSTIN)
- vii. Copy of Audited Financial statement of latest three financial years.
- viii. Copies of IT Return of latest three Assessment years
- ix. General details of the bidder (**TECH - 2**)
- x. Financial details of the bidder (**TECH - 3**) along with all the supportive documents duly signed in as applicable as per the instruction.
- xi. Power of Attorney (**TECH - 4**) in favour of the person signing the bid paper/ agreement on behalf of the bidder (if applicable).
- xii. List of completed assignments of similar nature (Past Experience Details, **TECH - 5**) along with copies of work orders/agreement & tax invoice against such work orders/agreement.
- xiii. Self-declaration regarding conflict of interest (**TECH - 6**)
- xiv. Duly filled in Technical Proposal Forms (**TECH - 7 to 10**). [Comments and Suggestions (**TECH - 7**), Description of Approach, Methodology & Work Plan (**TECH - 8**), CV of Key Professionals (**TECH - 9**) and Work Plan (**TECH - 10**)]
- xv. Undertaking for not having been black-listed by any Central / State Government / Anyother autonomous bodies/ International & National Organization in the recent past.(**TECH-11**)
- xvi. EMD (Refundable)
- xvii. All the pages of the proposal and enclosures/attachments are signed by the authorized representative of the bidder.

Bids not complying to any of the above requirement, will be out rightly rejected at the discretion of the CHSE(O).

Bidder qualified in 1st stage Evaluation shall be allowed for Technical Bid Evaluation (2nd Stage):

Technical Bid Evaluation (2nd Stage):

The following parameters will be evaluated in the technical proposal:

Sl.	Technical Parameters	Scoring Methodology	MAX MARKS	Supporting Documents
a)	Experience in execution of e-Content design, development, deployment & commissioning of Educational Labs for Educational Boards (State / Central) in last three financial years till date	<ul style="list-style-type: none">• Experience with 1-2 Projects - 5 Marks• Experience with 3-4 Projects - 8 Marks• Experience with ≥ 5 Projects - 10 Marks	10	Work Orders / Agreements Completion Certificates

b)	Experience of working with CBSE (Skill Education), NCERT / MSDE / School Education Boards in the last five financial years till date	<ul style="list-style-type: none"> • Experience with either CBSE-Skill Education / NCERT / MSDE / School Education Boards only - 5 Marks • Experience in all CBSE-Skill, NCERT and MSDE / School Education Boards - 10 Marks 	10	Work Orders / Completion Certificates
c)	Scale & Complexity of Educational Infrastructure Installations in single work order (Educational Labs / KITS)	<ul style="list-style-type: none"> • 1,000-5,000 installations - 5 Marks • 5,001-15,000 installations - 8 Marks • >15,000 installations - 10 Marks 	10	Completion / Client Certificates
d)	Average Turnover from similar business for last three financial years till date	<ul style="list-style-type: none"> • ₹20 Cr to <₹100 Cr - 5 Marks • ₹100 Cr to <₹500Cr - 10 Marks • ₹500 Cr to <₹1000Cr - 15 Marks 	15	Audited Financial Statement/ Letter from CA
e)	Work Order from educational Labs/ Educational Kits in the last Three (03) Financial Years till date	<ul style="list-style-type: none"> • Single Workorder upto 100 Cr= 5 Marks • Single Workorder more than 100 Cr = 10 Marks 	10	Work Orders / Agreements, Invoices / Completion Certificates
f)	Project Management Consultancy (PMC) Experience in last five (05) years till date	<ul style="list-style-type: none"> • up to 5 PMC Projects - 5 Marks • >5 PMC Projects - 10 Marks 	10	PMC Work Orders / Completion Certificates
g)	Presentation on understanding of scope, implementation, methodology and demonstration of samples of relevant content aligned to the skill subjects specified in the Scope of Work	<p>Evaluation on:</p> <ul style="list-style-type: none"> • Understanding of scope & objectives - 2 Marks • Roll-out & implementation strategy - 3 Marks • Team deployment, timelines & risk mitigation - 05 Marks • Samples Demo - 15 Marks 	25	Bidder Presentation with Sample showcase demonstrating the complete workflow, including instructional design, content development, quality assurance, and final output. The bidder shall showcase a minimum of one Learning Hour (LH) sample for the relevant skill subject(s) specified in the Scope of Work. A minimum of two samples across any two skill subjects shall be demonstrated.

Signature

h)	Teacher Training (IT/ ICT Labs/+Educational Labs/ Educational Kits) in the last Three (03) Financial Years till date	<ul style="list-style-type: none"> • Single workorder for 10000 teachers 5 Marks • Single Workorder of 10000 - 15000 teachers - 10 Marks 	10	Valid orders and training confirmation
		Total marks	100	

Bidders who secure above 80 marks from the total (100 marks) in the technical proposal will be called for financial evaluation.

Financial Bid Evaluation: (3rd Stage)

The financial proposals of only those bidders qualifying the technical evaluation (2nd stage) shall be opened at this stage in the presence of the bidder's representative who wishes to attend the meeting with proper authorization letter. The name of the bidder along with the quoted financial price (FIN-1) will be announced during the meeting.

10. Evaluation Process:

QCBS method will be followed during the overall selection process. The financial bids of technically qualified bidders will be opened on the prescribed date in the presence of bidder's representatives.

The lowest evaluated Financial Bid (Fm) shall be given the maximum financial score (Sf) of 100. The formula for determining the financial scores of all other bids shall be calculated as follows: $Sf = 100 \times Fm/F$, in which "Sf" is the financial score, "Fm" is the lowest price, and "F" the price of the bid under consideration. The weights given to the Technical (T) and Financial (P) Bids shall be:

T = 80, and

P = 20

Bids shall be ranked according to their combined scores, calculated using the technical score (St) and financial score (Sf) and the weights as follows:

$$S = St \times T\% + Sf \times P\%$$

The bidder, who has the highest combined score in the QCBS and shall be called for further process leading to the award of the contract. The bid price will include all taxes as applicable and shall be in Indian Rupees. Prices quoted in the bid must be firm and final and shall not be subject to any modifications on any account whatsoever. **In case of a tie, the bidder having higher technical score will be considered the preferred bidder.**

For the purpose of evaluation, the total evaluated cost shall be inclusive of all taxes & duties (Including GST) for which the Client will make payment to the consultant including overhead expenses.

11. Performance Security Deposit:

Within seven days of notifying the acceptance of a proposal for award of contract, the qualified bidder shall have to furnish a Performance security in shape of Bank Guarantee (BG) /DD amounting to **3% of the contract value** from a scheduled commercial bank situated in Bhubaneswar in favor of "**Finance Officer, Council of Higher Secondary Education, Odisha**", for a period of six months beyond the entire contract period (i.e. PBG must be valid from the date of effectiveness of the contract to a **period of 6 months beyond the contract period**) as its commitment to perform services under the contract. Failure to comply with the requirements shall constitute sufficient grounds for the forfeiture of the PBG. The PBG shall be released

immediately after Six months of expiry of contract provided there is no breach of contract on the part of the qualified bidder. No interest shall be paid on the PBG.

12. Contract Negotiation:

Contract negotiation, if required, will be held at a date, time and address as intimated to the selected bidder(s). The bidder will, as a pre-requisite for attendance at the negotiations, confirm availability of all the proposed staff for the assignment. Representative conducting negotiations on behalf of the bidder must have written authority to negotiate and conclude a contract. Negotiation will be performed covering technical and financial aspects, if any, and availability of proposed professionals etc.

13. Award of Contract:

After completion of the contract negotiation stage, the client will notify the successful bidder in writing by issuing an offer letter for signing the contract and promptly notifying all other bidders about the result of the selection process. The successful bidders will be asked to sign the contract after fulfilling all formalities within **seven** days of issuance of the offer letter. After signing of the contract, no variation or modification of the terms of the contract shall be made except by written amendment signed by both the parties. The contract will be valid for **12 months** from the date of signing of the contract agreement and can be extended on mutual consent.

14. Conflict of Interest:

Conflict of interest exists in the event of:

- (i) Conflicting assignments, typically monitoring and evaluation/environmental assessment of the same project by the eligible bidder;
- (ii) Consultants, agencies, or institutions (individuals or organizations) who have a business or family relation with the Client directly or indirectly; and
- (iii) Practices prohibited under the anti-corruption policy of the Government of India and Government of Odisha. The bidders are to be careful so as not to give rise to a situation where there will be any conflict of interest with the Client as this would amount to their disqualification and breach of contract.

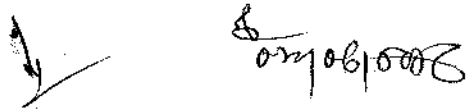
15. Disclosure:

a. Bidders have an obligation to disclose any actual or potential conflict of interest. Failure to do so may lead to disqualification of the bidder or termination of its contract.

- Bidders must disclose if they are or have been the subject of any proceedings (such as blacklisting) or other arrangements relating to bankruptcy, insolvency or the financial standing of the Bidder, including but not limited to appointment of any officer such as a receiver in relation to the Bidder's personal or business matters or an arrangement with creditors, or of any other similar proceedings.

b. Bidders must disclose if they have been convicted of, or are the subject of any proceedings relating to:

- a criminal offence or other serious offence punishable under the law of the land, or



where they have been found by any regulator or professional body to have committed professional misconduct.

- corruption including the offer or receipt of an inducement of any kind in relation to obtaining any contract.
- failure to fulfill any obligations in any jurisdiction relating to the payment of taxes or social security contributions.

16. Anti-corruption Measure:

Any effort by Bidder(s) to influence the Client in the evaluation and ranking of financial proposals, and recommendation for award of contract, will result in the rejection of the proposal.

A recommendation for award of Contract shall be rejected if it is determined that the recommended bidder has directly, or through an agent, engaged in corrupt, fraudulent, collusive, or coercive practices in competing for the contract in question. In such cases, the Client shall blacklist the bidder either indefinitely or for a stated period of time, disqualifying it from participating in any related bidding process for the said period.

17. Language of Proposals:

The proposal and all related correspondence exchanged between the bidder and the Client shall be written in the **English** language. Supporting documents and printed literature that are part of the proposal may be in another language provided they are accompanied by an accurate translation of the relevant passages in English with self-certification for accuracy, in which case, for the purposes of interpretation of the Proposal, the translated version shall govern.

18. Cost of bidding:

The Bidder shall bear all costs associated with the preparation and submission of its proposal. The Client shall not be responsible or liable for those costs, regardless of the conduct or outcome of the bidding process. Bidder/s is/are not allowed to submit more than one proposal under the selection process. Alternate bids are also not allowed.

19. Legal Jurisdiction:

All legal disputes are subject to the jurisdiction of civil court of Bhubaneswar only within Odisha.

20. Governing Law and Penalty Clause:

The schedule given for delivery is to be strictly adhered to in view of the strict time schedule. Any unjustified and unacceptable delay in delivery shall render the bidder liable for liquidated damages and thereafter the Client holds the option for cancellation of the contract for pending activities and complete the same from any other agency. The Client may deduct such sum from any money from their hands due or become due to bidder. The payment or deduction of such sums shall not relieve the bidder from his obligations and liabilities under the contract.

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The rights and obligations of the Client and the bidder under this contract will be governed by the prevailing laws of Government of India / Government of Odisha. Failure on bidder's part to furnish the deliverables as per the agreed timeline will enforce a penalty @ **0.5% per week or part of that subject to maximum of 5% of the total contract value**. The amount will be deducted from the subsequent payment. However, if the delay is not solely attributable to the bidder, then the bidder must communicate the reason of such delay in advance to the CHSE. The decision of the authority placing the contract, whether the delay in development has taken place on account of reasons attributed to the bidder shall be final.

21. Confidentiality:

Information relating to evaluation of proposals and recommendations concerning awards shall not be disclosed to the bidders who submitted the proposals or to other persons not officially concerned with the process, until the publication of the award of contract. The undue use by any Consultant of confidential information related to the process may result in rejection of its proposal and may be subject to the provisions of the Client's antifraud and corruption policy. During the execution of the assignment except with prior written consent of the Client, the consultant or its personnel shall not at any time communicate to any person or entity any confidential information acquired during the contract.

The bidder shall maintain strict confidentiality of all information and data accessed, created, or handled during the execution of the project. The bidder shall not disclose, publish, share, or transfer any such information or data to any third party without prior written approval of the CHSE(O), except where disclosure is required under applicable law.

21.1 Data Ownership

All data, information, content, user records, learning analytics, system logs, and any other data generated, processed, transmitted, or stored during the execution of the project shall be the exclusive property of the CHSE, Department of S & ME, Government of Odisha. The selected bidder shall have no ownership, usage, or intellectual property rights over such data, except to the extent required for execution of the contract.

21.2 Legal Compliance


The bidder shall comply with the Digital Personal Data Protection (DPDP) Act, 2023, the Information Technology Act, 2000, and all applicable rules, guidelines, advisories, and cyber security regulations issued by the Government of India.

21.3 Data Security Measures

The bidder shall implement **appropriate technical and organisational security measures** to protect data and systems, including but not limited to:

- Role-based access control and strong authentication mechanisms
- Encryption of data at rest and in transit using industry-standard protocols
- Audit logging, monitoring, and periodic security reviews.
- Secure backup and recovery mechanisms

Such measures shall be commensurate with the sensitivity and criticality of the data handled.



21.4 Data Localization & Hosting

All application data, databases, content repositories, and backups generated under the project shall be hosted and stored within the territorial boundaries of Odisha/India, in Government-approved or compliant data centres, unless otherwise permitted in writing by the CHSE.

21.5 Data Breach Reporting & Liability

In the event of any data breach, cyber-security incident, or suspected compromise, the bidder shall, notify the CHSE(O) within 24 hours of becoming aware of such incident, take immediate corrective and preventive actions at its own cost.

22. Amendment of the RFP Document:

At any time before submission of proposals, the client may amend the RFP by issuing an addendum or corrigendum through CHSE website <https://chseodisha.nic.in/>. Any such addendum or corrigendum will be binding on all the bidders. To give bidders reasonable time consequent upon an addendum/ corrigendum in preparing their proposals, the Client may at its discretion, extend the deadline for the submission of the proposals.

23. Client's right to accept any proposal, and to reject any or all proposal(s)

The Client reserves the right to accept or reject any proposal, and to annul or amend the bidding / selection / evaluation process and reject all proposals at any time prior to award of contract, without assigning any reason there of and thereby incurring any liability to the bidders.

24. Copyright, Patents and Other Proprietary Rights:

CHSE, Odisha shall be entitled to all intellectual property and other proprietary rights including patents, copyrights and trademarks, with regard to documents and other materials which bear a direct relation to or are prepared or collected in consequence or in the course of the execution of this contract. At the Client's request, the agency shall take all necessary steps to submit them to the Client in compliance with the requirements of the contract.

24. Replacement of Key Personnel:

The key professionals to be deployed under this contract must be dedicated in nature. However, the Client reserves the right to request the Consultant to replace the assigned personnel if they are not performing to a level of satisfaction. After written notification, the Consultant will provide CV of appropriate candidates within Seven (7) days for review and approval. The Consultant must replace the personnel within seven (7) working days from the date of approval of replacement. If one or more key personnel become unavailable / leave the project for any reason midway under the contract, the Consultant must notify the Client at least fourteen (14) days in advance and obtain the approval prior to making any substitution. In notifying the Client, the Consultant shall provide an explanation of circumstances necessitating the proposed replacement and submit justification and qualification of replaced personnel in sufficient detail to permit evaluation of the impact on the engagement. Acceptance of a replaced person by the Client shall not relieve the

consultant from responsibility for failure to meet the requirements of the contract. Change in key professionals beyond the allowable limit of the contract leads to implication of liquidated damage of 10% of the contract value.

25. Force Majeure:

For purpose of this clause, 'Force Majeure' means an event beyond the control of the agency and not involving the agency's fault or negligence and not foreseeable. Such events may include, but are not restricted, wars or revolutions, fires, floods, riots, civil commotion, earthquake, epidemics or other natural disasters and restriction imposed by the Government or other bodies, which are beyond the control of the agency, which prevents or delays the execution of the order by the agency. If a force Majeure situation arises, the agency shall promptly notify Client in writing of such condition, the cause thereof and the change that is necessitated due to the condition. Until and unless otherwise directed by the Client in writing, the Agency shall continue to perform its obligations under the contract as far as is reasonably practical and shall seek all reasonable alternative means for performance not prevented by the Force Majeure event. The agency shall advise Client in writing, the beginning, and the end of the above causes of delay, within seven days of the occurrence and cessation of the Force Majeure condition. In the event of a delay lasting for more than one month, if arising out of causes of Force Majeure, Client reserves the right to cancel the contract without any obligation to compensate the agency in any manner for whatsoever the reason may be.

26. Settlement of Dispute:

The Client and the agency shall make every effort to resolve amicably, by direct negotiation, if any disagreement or dispute arising between them in connection with the contract. Disputes not so resolved amicably within 30 days of receipt of notice of such as a dispute shall be resolved by a sole arbitrator nominated by the **CHSE, S&ME Department, Government of Odisha**. The arbitration proceeding shall be held in **Bhubaneswar within Odisha**.

27. Disqualification of Proposal:

The proposal is liable to be disqualified in the following cases as listed below:

- Proposal submitted without Bid Processing Fee & EMD as applicable.
- Proposal not submitted in accordance with the procedure and formats as prescribed in the RFP.
- During validity of the proposal, or its extended period, if any, the bidder increases his quoted prices.
- Proposal is received in incomplete form.
- Proposal is received after due date and time for submission of bid.
- Proposal is not accompanied by all the requisite documents / information.
- A commercial bid submitted with assumptions or conditions.
- Bids with any conditional technical and financial offer
- Proposal is not properly sealed or signed.
- Proposal is not conforming to the requirement of the scope of the work of the assignment.
- Bidder tries to influence the proposal evaluation process by

unlawful/corrupt/fraudulent means at any point of time during the bid process.

- If, any of the bid documents (including but not limited to the hard and soft/electronic copies of the same, presentations during evaluation, clarifications provided by the bidder), excluding the commercial bid, submitted by the bidder is found to contain any information on price, pricing policy, pricing mechanism or any information indicative of the commercial aspects of the bid.
- Bidders or any person acting on its behalf indulges in corrupt and fraudulent practices.
- Any other condition / situation which holds the paramount interest of the Client during the overall section process.

SECTION - 3
SCOPE OF WORK

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8/20/03

Background

Department of School and Mass Education is the nodal department for managing Elementary Education, Secondary Education and Higher Secondary Education. The department manages over 62,000 schools including Higher Secondary Education in the state and responsible for the education of about 68 lakh students.

To enhance the quality of Higher Secondary Education in the State, Government of Odisha has launched a unique initiative by making classroom teaching adapt to the technological changes by not restricting it to only chalk & talk rather in the form of **Blended Learning**.

NEP 2020 also makes certain recommendations on the development of e-content and on capacity building of teachers on the use of the developed electronics content. It recommends creation of a digital repository including Learning Games & Simulations, Augmented Reality, Virtual Reality etc. It also suggests that teachers must undergo rigorous training in learner-centric pedagogy and on how to become high-quality online content creators themselves using online teaching platforms and tools.

Council of Higher Secondary Education (CHSE), Odisha aims to create a comprehensive digital content scientifically designed in different subjects covering the complete curriculum of Higher Secondary Classes falling under the purview of the CHSE. The e-content will support the blended mode of teaching-learning and will be stored at CHSE as well as in website for access of the stakeholders.

Objectives of the assignment

Requests for proposals (RFPs) are invited from CPSUs working in educational e-Content development to develop a robust & comprehensive repository of e-content aligned to the state curriculum for supporting the state of Odisha in pursuing its digital education initiative for Class XI and XII

The objective of this initiative is outlined below:

1. To create a repository of e-content that can be used by teachers and students in blended teaching and learning environment using Learning Management System (LMS)
 - a. **For Classes XI-XII (Vocational):** Development of e-Content for 10 vocational courses (Trade Subjects).
 - b. **For Classes XI-XII (Employability Skills):** Development of e-Content for courses – Communication skills, Digital Literacy, and Foundational Literacy
 - c. **For Classes XI-XII (Distance Learning):** Development of e-Content for HUMANITIES namely, History, Economics, Political Science and Sociology
2. To create a digital platform for Learning - LMS

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Scope of Work

The bidder in consultation with the CHSE, Odisha shall develop e-Content assets aligned to the syllabus of CHSE for students and teachers based on the state's need. The bidder shall provide a well-indexed repository of content that covers the complete curriculum with clear tagging of chapters and learning outcomes. The assets will be a combination of any of the forms defined below:

Video	MP4, MOV, AVI, WMV, OGG (Preferably in 16:9 aspect ratio in HD quality 1080p,720p,360p across all viewing devices)- Two formats will be assessed and made final deliverable aligned to the LMS
Audio	MP3 (Indianized AI voice – English, Hindi and Odia as applicable)
Images & Graphics	PNG, JPEG, JPG, SVG, GIF (As applicable to the asset development)
Interactives & Simulations	Java, HTML, Storyline (as applicable), Captivate
Text	Word, Presentation, PDF, XLS
Assessments	On-line integrated (XLS/ Word), CVS
ePub	ePub – Where Books are available in pdf format
SCROM-1.2	LMS integration of course may be SCROM for Storyline output

The bidder shall be expected to produce digital content materials such as:

- a. Content Concept videos / modular courses using relevant Animation/ image-based explanation.
- b. Simulations/ Virtual labs – as per concept (as applicable)
- c. Digital assessments/ interactivities
- d. Assessments for the course (as applicable)

The bidder shall develop new digital Content for the state based on the state's need ensuring alignment of the material with the curriculum and context of the state. The bidder shall design and develop the LMS and upload e-content materials for the use of stakeholders.

Content Framework

The successful bidder shall create a Content and Curriculum Framework based on the NEP 2020 and CHSE requirements that is engaging to the Learners and the teachers. The framework will serve as the overarching guiding document of this undertaking. The framework will also ensure correct scientific concepts and systematic thinking appropriate to the grade level and aid in the e - Content development process, an understanding of the output expected from the exercise for both CHSE & the bidder. This framework shall outline all aspects of the e-Content development exercise. These aspects include but are not limited to:

- i. **Learning Outcome (LO) Alignment:** Alignment with the state's LO framework across all subjects & grades to create content synchronization.
- ii. **Syllabi & Textbook Alignment:** Alignment with the textbooks across all the subjects shall be maintained, to ensure the sense of continuity between learning experiences across the offline learning through the classroom teaching & digital learning through the e-Content repository.
- iii. **Pedagogy:** Pedagogy used while delivering the given content material such as enquiry-based learning, experiential learning as in - activity-based learning, reflection-based learning through digital assets- modular and interconnected Lecture method.
- iv. **Design & Branding:** Details of the Design & Branding such as colors, fonts & formatting shall be defined for the consistency and uniformity and is in synchronization with the CHSE over all branding (Logo/ Website) while ensuring the visual appeal and readability of each content.
- v. **Type & Format:** Details of the asset like- format of each content piece used such as, experiential learning – activities, simulation/ virtual lab, quiz, video etc. shall be maintained.
- vi. **e- Content-**
 - a. For Classes XI-XII (Vocational courses): Base language of development of modules is English and adopted to Odiya and Hindi
 - b. For Classes XI-XII (Distance Learning): Base language of development of modules is English and adopted to Hindi.
 - c. For Classes XI-XII (Employability Skills): Base language of development of modules is English.
- vii. **Content Production Style:** Details of the different asset types shall be identified.
 - a. Different kinds of video- (Animated/ Simulation/ virtual or likewise)
 - b. Different kind of text format document should be created for Assessments, Summaries and additional reading material.
- viii. **Design and Colour:**
 - a. Each video asset will have CHSE branding as part of development.

The successful bidder shall create this comprehensive framework with exhaustive details for content piece to be developed for Class XI and XII the subjects as listed under three different projects and for the listed subject under each table.

A. Course List – CHSE Vocational Subject

1. Languages – English, Odiya, and Hindi
2. Number of learning Hours – 600 across the Learning Assets and Languages

S No.	Course Name
1.	Media & Entertainment Media & Entertainment, Roto, Artist, Texturing Artist, Story Board Artist, Character Designing
2.	Computer Operator and Programming Assistant (COAP)
3.	Solar Panel Installation Technician
4.	Plumber General
5.	Agriculture: Small Poultry Farmer
6.	Agriculture: Dairy Farmer
7.	Dress Making
8.	Field Technician – AC
9.	Drone Pilot
10.	Smartphone Technician cum App Tester

B. Course List – CHSE Distance Education

1. Languages - English and Hindi
2. Number of learning Hours – 60 across the Learning Assets and Languages

S. No.	Subject Name
1.	History
2.	Economics
3.	Sociology
4.	Pol. Science

C. Course List – Employability skills

1. Languages – English
2. Number of learning Hours – 120 across the Learning Assets and Languages

S No.	Module
1	Communication Skills
2	Foundational Literacy
3	Digital Literacy

Content Development

The objective of this exercise is to create a comprehensive repository of digital content to provide quality education in digital mode to all Higher Secondary students across the state. The state aims to promote digital learning by providing high-quality content to all stake holders of the state to aid the teaching-learning processes through a dedicated website of CHSE.

The e-Content development shall ensure that the following general considerations are made while creation of e-content

General considerations to comply with:

- i. The e-Content is Learning Outcome driven and aligned to the Topic
- ii. The e-Content is engaging, interactive, and motivating for students to enhance the academic efficiency.
- iii. The e-Content is appropriately designed for the relevant ages and for the respective classes with clear diagrams & examples from real life phenomena to learn different concepts.
- iv. The e-Content is paced appropriately to ensure that an average learner is benefited and maximises the usage. The content should not be very slow or very fast paced.
- v. The e-Content is visually engaging, factually correct and not monotonous in its style
- vi. The e-Content has optimal interaction points (simple interactions such as pause & play are expected here) to ensure students are engaging with the content and their role does not reduce to become a passive consumer.
- vii. The e-Content created is in line with sound academic practices and pedagogical practices and the academic community.
- viii. The e-Content created follows a variety of formats such as experiential learning styled activities etc. so that the students feel encouraged to access the complete repository.

- ix. The e-Content created is shareable in easy-to-share formats of images, videos & documents across any platform available at the disposal of the stakeholders.
- x. E-Content Website can be easily accessible in all Android / iOS phones and Desktop.

The CHSE, Odisha aims to provide an excellent e-Content to maximum students and as such the bidder shall be expected to ensure the following technical considerations while creating content.

- i. The content created should be assessable in a wide variety of devices such as computers, laptops, projectors etc.
- ii. The successful bidder should also manage the high traffic of the website.

Technical considerations to comply with:

- i. The bidder shall ensure usage of the following multimedia formats to ensure widespread compatibility.

Text	PDF, ODT, DOCX, Epub
Images & Graphics	PNG, JPEG, JPG, SVG, GIF (Note: in case of PNG, JPEG, JPG the image should have resolution greater than 5 Megapixels; Image size should be less than 20 MB)
Audio	MP3
Video	MP4, MOV (Preferably in 16:9 aspect ratio in HD quality across all viewing devices- depending upon LMS compatibility)
Text Files	Word (DoC/ XLS, CSV, ODX, TxT)
Interactives	Java, HTML; Storyline
SCROM (1.2)	International LMS porting file format for e-Content.

- ii. The e-Content should be assessable in a standalone format with the use of any advances LMS system.
- iii. The e-Content should be usable in devices with minimal hardware specifications i.e. phones/tablets/computers/laptops with less than 2GB RAM.
- iv. The e-Content should be modular so that the CHSE can customise it as per different use-cases.
- v. The bidder shall ensure that there is no copyright infringement on assets used in the development of any content piece and shall be held liable for any such issues.

The e-Content developed by the successful bidder should act as a pioneering effort with great quality that will enable the CHSE to enhance the quality education to students of Class XI and XII across the state. It should serve as a contribution of the state to the educational ecosystem. To ensure that the quality of the content remains high, the state proposes a consistent the tri-partite structure for each asset type.

- **Introduction:** This part shall contain the introduction of the topic, learning

outcome and chapter that shall be covered in the content piece. This part shall also provide information about the application of the concept in different situations in day-to-day life of the learners.

- **Explanation:** This part shall enable the students and teachers to integrate the e-Content for self-learning and classroom teaching with and pedagogically sound explanation of the concept that is being delivered through the Asset piece. It will use real-life examples with the context of the learner to reinforce the concept to the learners. It shall include misconceptions / Common Errors linked to Learning Outcomes being clarified to ensure robust understanding of learners to relate wherever possible.
- **Summary & Assessment:** This part shall enable the students to summarise the chapter and attempt assessments of the topic(s) taught. With this piece teachers will be enabled to test learner's understanding of the concepts in a robust manner through activities and questions that assess the mastery of the learner of the concept explained. This will be Formative test type
- **Additional Material:** This will include **ePubs** (wherever books are made available) open-source resources PDF or reading material that can be enabled with LMS and can be used by students and teachers., **Participant Handbook, Facilitator Guide, Assessment Guide (for employability skill courses)**
- Each content piece will also compulsorily contain assessment that tests each/ Learning Outcome(LO) for students comprehensively. The answers should be mentioned with the valid explanation.

The content pieces shall be created for each of the learning outcomes defined across all chapters in the curriculum and shall have to embody the following characteristics to ensure that they provide an excellent learning experience for the students and facilitate student learning and teacher delivery process.

Content Characteristics to comply with:

- i. Assets shall only have the iconography & branding of the state and shall not include any elements of a private or non-governmental institution.
- ii. Assets should have excellent production quality with high resolution video footage (as applicable to the concept) and noise-free audio footage being used across the library.
- iii. Assets should be academically rigorous & pedagogically scientific in explaining its concepts to the students.
- iv. Assets should be made available in English, Hindi and Odia as per the described project scope. In case of language subjects being included, the language shall be in respective language.
- v. The explanations should be clear, concise & scientifically accepted in the larger discourse of education and should not offer any contradictions to the explanations offered in the textbooks.
- vi. Assets should not harm any cultural, social, or religious sentiment of any group and strive to remain as inclusive in its discourse as possible. The e-Content created will attempt to reduce propagation of any stereotypes and superstitious beliefs.

E-Content Development Distribution Matrix

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A. For Classes XI-XII (Vocational):

- Development of **10 vocational skill courses**, as identified and approved by CHSE, provided below.
- Each vocational course shall be designed to support **skill acquisition, employability, and practical understanding**, and shall include:
 - Modular instructional videos (theory + application)
 - Skill-based simulations and interactivities
 - Integration of real-world examples, demonstrations, and workplace contexts

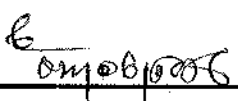
S No.	Course Name
1.	Media & Entertainment Media & Entertainment, Roto, Artist, Texturing Artist, Story Board Artist, Character Designing
2.	Computer Operator and Programming Assistant (COAP)
3.	Solar Panel Installation Technician
4.	Plumber General
5.	Agriculture: Small Poultry Farmer
6.	Agriculture: Dairy Farmer
7.	Dress Making
8.	Field Technician - AC
9.	Drone Pilot
10.	Smartphone Technician cum App Tester

Content Classification:

The chapter/ module shall be delivered using multiple asset type to ensure balanced pedagogy, learner engagement, and assessment rigor.

The suggested one hour (60 minutes) of learning content should be classified and calculated as follows:

Content Component	Interactive Hours (IH)	Concept Hours (CH)	Assessment Hours (AH)	Simulation / Virtual Lab Hours (VLH)	Augmented Reality (AR) Content	Summary
Percentage Allocation (per 1 Hour of Content)	20%	22%	18%	40%	5%	3%
Equivalent Minutes per 1 Hour Content (60 Minutes)	12 Minutes	13.2 Minutes	6 Minutes	24 Minutes	3 Minutes	1.8 Minutes
Measurement Unit for Effort Calculation	Single option - 1 minute Two options - 2 minutes Three options - 3.5 minutes	Audio narration duration	Single option - 1 minute Two options - 2 minutes Three options - 3.5 minutes	Step-Based Measurement - Explained Below	Step-Based Measurement Explained Below	Audio narration based

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Step-Based Measurement

Each Simulation/ Virtual Lab shall consist of **defined steps**.

Steps	Engagement Time
3-4 steps	4 minutes
5-6 steps	5 minutes
7-8 steps	6.5 minutes

Each AR is defined as: **Layout / Scene-Based Measurement**

Layout / Scene Type	Time Equivalence
Single AR Scene	2 minutes
Multi-object AR Scene	3 minutes
Guided AR Simulation	4-5 minutes

AR/Virtual Lab duration shall be calculated based on the number of instructional and interaction steps.

Clarifications for Asset Type

- 1. Interactive Hours (IH)**
Time-based interactive learning with audio narration click-to-reveal, drag-and-drop activities.
- 2. Concept Hours (CH)**
Core conceptual content delivered through structured audio-visual explanation.
- 3. Assessment Hours (AH)**
Formative and summative assessments.
 - o **1 assessment question = 45 seconds to 1 minute** learner effort and guided by types of question- Single option, two options, multiple option and keyboard-based typing questions
- 4. Simulation / Virtual Lab Hours (VLH)**
Hands-on simulations, virtual experiments, role-based scenarios.
 - o **1 layout = approx. 3 minutes of learner interaction time.**
- 5. AR Content**
Augmented Reality-based micro-learning interactions aligned to concepts or labs.
- 6. Audio:** All Audio is Indian voice - AI based with exceptional 10% human voice on need basis.
 - o All Voice samples for English, Odiya and Hindi will be approved before implementation by the Client
 - o The pace and the accent will be approved by the Client
- 7. Additional Reading Material:** In the form of Word/ PDF/ PPT / video from the open sources as available.

B. For Classes XI-XII (Distance Learning):

The e-content shall be fully aligned with the **CHSE prescribed syllabus** for Class XI and XII, as notified on the official CHSE website (<https://chseodisha.nic.in/>), and structured for **distance and self-paced learning**.

Each subject shall include:

- **A short and long instructional video modules per subject, mapped chapter / topic-**

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wise.

- **Self-assessment question banks / assessment.**
- Clear tagging of **Learning Outcomes, Units, and Chapters** for each content asset

S. No.	Subject Name
1.	History
2.	Economics
3.	Sociology
4.	Political Science

Content Component	Interactive Hours (IH)	Concept Hours (CH)	Assessment Hours (AH)	Summary
Percentage Allocation (per 1 Hour of Content)	25%	50%	20%	5%
Equivalent Minutes per 1 Hour Content (60 Minutes)	15 Minutes	30 Minutes	12 Minutes	3minutes
Measurement Unit for Effort Calculation	Single option - 1 minute Two options - 2 minutes Three options - 3.5 minutes	Audio narration duration	Single option - 1 minute Two options - 2 minutes Three options - 3.5 minutes	

Clarifications

1. Interactive Hours (IH)

Time-based interactive learning with audio narration click-to-reveal, drag-and-drop activities.

2. Concept Hours (CH)

Core conceptual content delivered through structured audio-visual explanation.

3. Assessment Hours (AH)

Formative and summative assessments.

Formative : Single option - 1 minute

Two options - 2 minutes, Three options - 3.5 minutes

a. Summative : In form of Pdf.

4. Audio: All Audio is Indian voice – AI based with exceptional 10% human voice on need basis.

a. All Voice samples for English, Odiya, Hindi will be approved before implementation by the Client

b. The pace and the accent will be approved by the Client

C. For Classes XI-XII (Employability):

The employability skills content shall be developed using a **competency-based and application-oriented approach**, suitable for learners transitioning to higher education, employment, or vocational pathways.

Each course shall include:

- Conceptual explainer videos, demonstrations, and scenario-based modules
- Mapping of content to **employability competencies / NSQF Level 1-3**

S No.	Module
1	Communication Skills
2	Foundational Literacy
3	Digital Literacy

Content Component	Interactive Hours (IH)	Concept Hours (CH)-PH/ FG	Assessment Hours (AH)+ AG
Percentage Allocation (per 1 Hour of Content)	25%	50%	25%
Equivalent Minutes per 1 Hour Content (60 Minutes)	15 Minutes	30 Minutes	15 Minutes
Measurement Unit for Effort Calculation	Single option - 1 minute Two options - 2 minutes Three options - 3.5 minutes	Audio narration duration	Single option - 1 minute Two options - 2 minutes Three options - 3.5 minutes

Clarifications

1. Interactive Hours (IH)

Time-based interactive learning with audio narration click-to-reveal, drag-and-drop activities.

2. Concept Hours (CH)

- Core conceptual content delivered through structured audio-visual explanation.
- FG: Faculty guide for detailed topics to be used in the classroom sessions
- PH: Participants guide for the detailed usage by the learner during the classroom sessions

3. Assessment Hours (AH)

Formative and summative assessments.

- 1 assessment question = 45 seconds to 1 minute** learner effort and guided by types of question- Single option, two options, multiple option and keyboard-based typing questions
- AG: Assessment Guide with marking schema and Assessment based on the subjects

4. Audio: All Audio is Indian voice – AI based with exceptional 10% human voice on need basis.

- All Voice samples for English will be approved before implementation
- The pace and the accent will be approved by the client

D. Learning Management System

A full Learning management platform is to be developed for CHSE, in consultation with CHSE team. The Learning Management System (LMS) should meet the following specifications and requirements:

General Features:

- User-friendly interface with responsive design.
- Role-based access control (Admin, Faculty, Student).
- Dashboard (MIS) for learners and faculty with notifications, updates, and progress tracking.

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(d) Modular structure to host multiple courses with clear categorization.

Course & Content Management:

- (a) Upload and manage E-Learning content (SCORM 1.2 compliant).
- (b) Integrated video, audio, PDF, and HTML5 content rendered and Captivate/ Storyline.

Maintenance & Support:

- (a) Admin guide and training manual for LMS usage.
- (b) Initial 3-months support for bug fixes, enhancements, and training support.
- (c) Helpline email support system integrated.

Role-Based Access & Workflows in LMS

Role	Specifications / Features	Workflow
Students	<ul style="list-style-type: none"> - Access to courses, materials, assignments, forums - Real-time progress tracking - Notifications & alerts - Multilingual interface (English, Hindi) 	Log in → Access courses → Participate in discussions → Submit assignments → Track grades
Teachers	<ul style="list-style-type: none"> - Course Management - Track learning outcomes - Manage forums, chats & learning paths - Upload e-texts & video tutorials 	Design courses → Map outcomes → Create assessments → Evaluate student work → Generate reports
Administrators	<ul style="list-style-type: none"> - System configuration - Enrolments 	Manage users → Define policies → Manage integrations → Monitor system health

Stages of workflow development for Asset development are as follows:

The e-content development process shall be executed in clearly defined stages to ensure academic quality, pedagogical effectiveness, and technical accuracy. This staged approach will enable both **CHSE and the selected bidder** to review progress at multiple checkpoints, incorporate feedback, and course-correct wherever required to ensure high-quality final deliverables.

Workflow to be followed for development of digital assets

Sr. No.	Stage of E-Content Development
1	Instructional Storyboarding
2	Script & Interaction Design

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3	e-Content Development (Draft)
4	Feedback implementation
5	Final e-Content & Approval
6	Localisation (Odiya and Hindi) as applicable

Stage 1: Instructional Storyboarding

The successful bidder shall develop a **detailed instructional storyboard** for each e-Content unit/module. The storyboard shall define the complete learning journey and instructional flow of the e-Content.

The storyboard shall include, but not be limited to:

- Learning objectives and expected outcomes
- Pedagogical approach (concept explanation, demonstration, simulation, etc.)
- Content sequencing and screen-wise flow
- Types of examples, illustrations, experiments, or demonstrations
- Planned learner interactions (click-to-reveal, drag-and-drop, MCQs, decision points, etc.)
- Assessment strategy (formative checks, quizzes, reflections)
- Indicative multimedia elements (visuals, animations, audio, text)
- This stage shall be applicable to all forms of e-Content including **self-paced e-learning modules, animated videos, content videos, simulations, and interactive digital resources.**
- The bidder shall submit the storyboard to the **Client** for review. Feedback provided by the client shall be incorporated before proceeding to the next stage. One representative from the bidder may be considered for the same.

It shall be the responsibility of the bidder to coordinate with CHSE and arrange review meetings as required.

Stage 2: Script & Interaction Design

Upon approval of the storyboard, the bidder shall proceed with **detailed scripting and interaction design** for each e-Content unit.

This stage shall include:

- Screen-wise narration / voice-over scripts.
- On-screen text (OST) and instructional prompts.
- Detailed description of animations, visuals, and transitions.
- Learner interaction logic and feedback responses.
- Assessment questions with correct answers and feedback.

- Accessibility considerations (language clarity, pacing, captions, etc.)
- The script shall clearly articulate the **sequence of learning events**, instructional cues for narrators, and all learner engagement points.
- The completed script shall be submitted to the **CHSE** for formal review
- The bidder shall incorporate all feedback and obtain **written approval** for each script before initiating content production.
- Coordination with subject experts and review meetings shall be the responsibility of the bidder.

Stage 3: E-Content Development (Draft / Alpha)

After script approval, the bidder shall initiate **actual e-content development** using approved scripts and storyboards.

This stage shall involve:

- Development of visuals, animations, audio narration, and interactions.
- Assembly of content in the prescribed digital format (SCORM / LMS-compatible, where applicable)
- Integration of assessments, feedback mechanisms, and navigation controls.
- Alignment with approved instructional design and pedagogical standards.
- The output at this stage shall be a **fully functional draft version** of the e-content, ready for learner delivery in terms of structure and completeness, though subject to refinement.
- The draft e-content shall be shared with the **CHSE** for review.

All academic, pedagogical, and functional feedback provided shall be incorporated before moving to the final stage.

Stage 4: Feedback Implementation

The bidder shall submit the **revised content with the Feedback implemented as a record and** for final review and approval.

The committee shall conduct a comprehensive evaluation focusing on:

- Academic accuracy and curriculum alignment with the feedback received and implemented
- Pedagogical effectiveness and learner engagement and if any exceptions to mark it duly with the review team

Stage 5: Final E-Content & Approval

The bidder shall submit the **final e-content deliverables** to the **Client** for final review and approval against the feedback and inputs for the said development asset – (Video, Assessment). The committee shall conduct a comprehensive evaluation focusing and sign-

off the assets in the base language for the points listed below and for the development of localization as applicable.

- Academic accuracy and curriculum alignment.
- Pedagogical effectiveness and learner engagement.
- Quality of visuals, audio, animations, and interactions.
- Technical compliance and usability.

Stage 6: Final E-Content & Localisation:

The bidder shall submit the **localised as separate deliverables** to the **CHSE** for final review and approval.

These localised Assets will be adopted and transformed after the Base English content has been approved as in Stage-5.

The bidder shall address all observations, if any, raised during the final review.

The vendor shall receive an Approval Certificate based on the final submissions of the Content.

The bidder is expected to create these content assets in phased manner under each project A, B, and C. The Delivery Schedule Section of this RFP is the target for the bidder during the project implementation process. Adherence to this will ensure successful and timely payment.

The payment for the bidder's services shall be contingent on satisfactory completion of the targets outlined in the said section.

Common Repository & Content Standards (Applicable to all Projects as per RFP)

I. The content repository shall include:

- **Final published versions** of all digital content.
- **A systematic indexing and tagging mechanism** enabling search by:
 - Subject
 - Class / Course Type
 - Chapter / Unit
 - Learning Outcomes
- Upload of final content to:
 - CHSE repository or LMS

II. Deployment Mechanism

- e-Content shall be:
 - Hosted on a dedicated LMS
- The bidder shall provide **post-delivery implementation support for six (6) months**, during which:
 - Bugs, performance issues, and functional defects shall be resolved at no

additional cost

- The bidder shall deploy **one dedicated technical resource either online or offline** to support the CHSE Nodal Officer throughout the project execution period as hand-holding support

III. Post-Development Maintenance & Support

The bidder shall provide **post-implementation maintenance and support for a period of one (1) year** from the date of go-live, including:

- Bug fixing and performance optimisation
- Minor enhancements within the scope
- Ongoing technical support to ensure uninterrupted access and usability of the platform

Delivery Schedule and Timeline for e-Content Development

The successful bidder shall execute the project in **defined phases between July - 2026 and 15th October - 2026**, starting from the **date of signing of the contract**. The delivery shall be **course-wise**, with each course undergoing review and approval by the **Special Committee constituted by CHSE** prior to phase completion.

Phase-wise Delivery Timeline (July - 2026 and 15th October - 2026) +/- 30 Days

Phase	Timeline	Course-wise Outputs Expected
Phase -1	July - 2026	<ul style="list-style-type: none">• Finalisation of TOC and e-Content framework for:<ul style="list-style-type: none">– Vocational Courses (10 subjects)• Course-wise content plans, learning outcomes, assessment framework<ul style="list-style-type: none">• 25% Finalisation of TOC and e-Content framework for<ul style="list-style-type: none">– Distance Education Courses (History, Political Science, Sociology, Economics)– Employability Skills Courses (Communication, Digital Skills, Foundational Literacy)
Phase -2	July 2026 – August 2026	<ul style="list-style-type: none">• Complete development of Employability Skills Courses (3 courses)• Learner-ready videos, and assessments delivered• Committee review and written approvals obtained
Phase -3	August 2026 – September 2026	<ul style="list-style-type: none">• Complete development of Distance Education Courses (4 subjects)• Storyboards, scripts, draft e-content, and assessments submitted and approved• Upload of approved content to staging repository• LMS Design and Prototype Approval
Phase -4	September 2026	<ul style="list-style-type: none">• 50% completion of Vocational Courses (5 out of 10 subjects)• Approved e-content uploaded to repository

Phase -5	September 2026 - October 2026	<ul style="list-style-type: none"> • 100% completion of all Vocational Courses (remaining 5 subjects) • Final repository delivery, indexing, tagging, and deployment • Submission of all raw files, final files, security certificates, and documentation • LMS complete development and deployment to CHSE
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Deliverables and Payment Schedule

Project A - Vocational Courses (Class XI-XII)

(10 Courses | 600 Learning Hours | Languages: English + Odiya + Hindi)

Payment Milestones - Project A

Milestone No.	Milestone Stage	% of Project A Value
Phase A0	Initiation & Mobilisation	15%
Phase 1	Storyboarding	20%
Phase 2	Alpha Animation	25%
Phase 3	Gold Animation (Post Feedback)	15%
Phase 4	Localisation	15%
Phase 5	Implementation & Hosting	5%
Total		95%

Project B - Distance Education (Arts Subjects)

(4 Subjects | 60 Learning Hours | Languages: English + Hindi)

Payment Milestones - Project C

Milestone No.	Milestone Stage	% of Project C Value
Phase A0	Initiation & Mobilisation	15%
Phase 1	Storyboarding	20%
Phase 2	Alpha Animation	25%
Phase 3	Gold Animation (Post Feedback)	15%
Phase 4	Localisation	15%
Phase 5	Implementation & Hosting	5%
Total		95%

Project C - Employability Skills

(3 Modules | 120 Learning Hours | Language: English)

Payment Milestones - Project B

Milestone No.	Milestone Stage	% of Project B Value
Phase A0	Initiation & Mobilisation	15%
Phase 1	Storyboarding	20%
Phase 2	Alpha Animation	25%
Phase 3	Gold Animation (Post Feedback)	15%
Phase 4	Localisation	15%
Phase 5	Implementation & Hosting	5%
Total		95%

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Project D – Learning Management System

Milestone No.	Milestone Stage	% of Project C Value
Phase A0	Initiation & Mobilisation	15%
Phase 1	LMS Design	30%
Phase 2	LMS Handover and Installation	50%
Total		95%

Quality Guarantee Retention (QGR)

- The remaining 5% of the total contract value shall be retained as **Quality Guarantee Retention (QGR)**.
- QGR shall be released **in on completion of one (1) year**, subject to:
 - Successful post-deployment maintenance
 - System uptime
 - Timely resolution of bugs, enhancements, and support requests

Roles and Responsibilities

In line with the project objectives, CHSE intends to develop a **high-quality, curriculum-aligned digital content ecosystem** to support **distance education, employability skills development, and vocational learning** for students and teachers of the State.

To ensure effective execution and accountability, the roles and responsibilities of the **Bidder** and **CHSE** are clearly defined below.

A. Roles and Responsibilities of the Bidder

The successful bidder shall be fully responsible for **end-to-end e-content development, deployment, and support**, including but not limited to the following:

1. Prepare and maintain **all documentation** required at each stage of e-content development, including content frameworks, storyboards, scripts, drafts, and final delivery documents.
2. Develop and submit **reports, frameworks, presentations, and progress documentation** as required by CHSE at any stage of the project.
3. Design **instructional storyboards** for all content units across:
 - Vocational courses
and obtain formal approval from the **CHSE**, incorporating all suggested academic and pedagogical revisions.
 - Employability Skills courses
 - Distance Education subjects
4. Undertake **complete content production** through its own academic, production, and technical teams, including:
 - Creation of animations, graphics
 - Conduct of video and audio recordings
 - Editing, post-production, and integration of multimedia assets
5. Submit **draft and final versions of e-content** for review and approval, incorporating feedback provided by CHSE.
6. Provide **regular progress updates** to CHSE, Bhubaneswar, including:
 - Status against delivery schedule

- Support or decisions required from CHSE
- 7. Organise and facilitate **phase-wise review meetings** with CHSE to present progress against approved timelines and obtain strategic guidance before proceeding to subsequent phases.
- 8. Ensure **professional conduct, confidentiality, and strict adherence** to the approved delivery schedule, quality benchmarks, and contractual obligations throughout the project duration.

B. Roles and Responsibilities of CHSE

CHSE shall play a **governance, academic oversight, and approval role**, including the following responsibilities:

1. Ensure timely review, vetting, and approval of e-content developed by the bidder.
2. Provide **clear academic, curricular, and pedagogical guidance** to the bidder at all stages of the content development lifecycle.
3. Review and provide timely feedback on:
 - Reports and documentation
 - Storyboards and scripts
 - Draft and final e-content deliverables
 to ensure alignment with CHSE objectives and standards.
4. Issue **formal approvals** for deliverables at each stage as defined in the RFP to enable smooth progression of the project.
5. Participate in **review meetings organised by the bidder** to assess progress, identify challenges, and facilitate timely resolution of issues.
6. Issue **Phase-wise Completion Certificates** upon satisfactory review of deliverables, which shall be mandatory for release of corresponding payments.

Team Requirements from the Bidder

Given the academic sensitivity and scale of this initiative, the bidder shall deploy a **qualified, experienced, and adequately staffed team** to ensure **academic rigour, pedagogical soundness, and high production quality**.

The bidder shall maintain the following **minimum team composition**:

A. Academic Team

1. Academic Team Leads shall have **prior experience in leading similar education or content development projects**.
2. Subject Experts shall:
 - Possess a **minimum of 5 years of teaching experience** at Higher Secondary / Higher Education level or equivalent
 - Hold at least a **Master's degree in the relevant subject**
 - Demonstrate strong academic credentials and curriculum familiarity
3. Academic experts shall be responsible for content accuracy, learning design, assessments, and alignment with CHSE syllabus.

B. Production Team

1. Production team members shall have a **minimum of 2 years of demonstrated experience** in digital content creation or media production.

2. Expertise shall include:

- Video and audio recording
- Editing and post-production
- Animation and graphic design
- Use of professional tools such as Adobe Creative Suite, Final CutPro, or equivalent

3. Team members shall possess strong **communication, documentation, and coordination skills** to work effectively with academic experts and CHSE stakeholders.

C. Technical Team

1. Technical team members shall have a **minimum of 2 years of experience** in software / web application development.

2. Educational qualification:

- Graduation in Computer Science / IT or related disciplines from a recognised institution

3. Technical expertise shall include:

- Web and application development
- Content repository management
- Use of programming languages such as Java, HTML, and related technologies
- Deployment, testing, and maintenance of digital platforms

D. Project Management & Team Structure

1. The project shall be led by a **Project Manager** with:

- 4-6 years of professional experience (preferably in government or large-scale projects)
- A postgraduate degree from a recognised institution

2. The Project Manager shall be responsible for:

- Overall project planning and execution
- Coordination across academic, production, and technical teams
- Liaison with CHSE officials, Expert Committees, and stakeholders
- Ensuring adherence to timelines, quality standards, and approvals

3. The bidder shall deploy the following **indicative team structure** (subject to justification-based modification):

Team	Proportion	Indicative Size
Academic Team	40%	25 Members
Production Team	40%	25 Members
Technical Team	20%	13 Members
Total	100%	63 Members

Indicative Contract Period

- The contract shall be valid for **one (1) year** from the date of signing.
- The contract may be **extended by an additional one (1) year** on a mutually agreed basis, subject to:
 - Satisfactory performance
 - Compliance with contractual obligations
 - Continued requirement of services by CHSE

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SECTION - 4
TECHNICAL PROPOSAL SUBMISSION FORMS

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TECH -1

COVERING LETTER

(ON BIDDER'S LETTER HEAD)

To

**THE SECRETARY, COUNCIL OF HIGHER SECONDARY EDUCATION
Prajnapitha, Samantapur, Bhubaneswar-751013**

[Location, Date

Subject: Developing of e-Content for class XI & XII. [TECHNICAL PROPOSAL]

Dear Sir,

I, the undersigned, offer to provide the services for the proposed assignment in respect to your Request for Proposal No._____, Dated:_____I hereby submit the proposal which includes this technical proposal sealed under a separate envelope. Our proposal will be valid for acceptance up to Days and I confirm that this proposal will remain binding upon us and may be accepted by you at any time before this expiry date.

All the information and statements made in this technical proposal are true and correct and I accept that any misinterpretation contained in it may lead to disqualification of our proposal. If negotiations are held during the period of validity of the proposal, I undertake to negotiate on the basis of the proposal submitted by us. Our proposal is binding upon us and subject to the modifications resulting from contract negotiations.

I have examined all the information as provided in your Request for Proposal (RFP) and offer to undertake the service described in accordance with the conditions and requirements of the selection process. I agree to bear all costs incurred by us in connection with the preparation and submission of this proposal and to bear any further pre-contract costs. In case, any provisions of this RFP/ ToR including of our technical & financial proposal is found to be deviated, then your department shall have rights to reject our proposal including forfeiture of the Earnest Money Deposit absolutely. I confirm that, I have the authority to submit the proposal and to clarify any details on its behalf.

I understand you are not bound to accept any proposal you

receivel remain, yours faithfully,

**Authorized Signatory
with Date and Seal:**

Name and Designation: Address of Bidder:.

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TECH -2

Bidder's Organization (General Details)

Sl. No.	Description	Full Details
1	Name of the Bidder	
2	Address for communication: Tel : Fax: Email id :	
3	Name of the authorized person signing & submitting the bid on behalf of the Bidder: Mobile No. : Email id :	
4	Registration / Incorporation Details Registration No: Date & Year. :	
5	Local office in Bhubaneswar If Yes, Please furnish contact details	Yes / No
6	Bid Processing Fee Details Amount: DD No.: Date: Name of the Bank:	
7	EMD Details Amount: DD No.: Date: Name of the Bank:	
8	PAN Number	
9	Goods and Services Tax Identification Number (GSTIN)	
10	Willing to carry out assignments as per the scope of work of the RFP	YES
11	Willing to accept all the terms and conditions as specified in the RFP	YES

Authorized Signatory [In full and initials]: _____

Name and Designation with Date and Seal: _____

 01/11/2016

TECH - 3

Bidder Organization (Financial Details)

Financial Information in INR				
Details	FY _____	FY _____	FY _____	Average
Consulting Turnover (in Lakh)				
<p>Supporting Documents:</p> <p>Audited certified financial statements for the last <3 Nos> FYs (to be decided accordingly) (Submission of copies of Income & Expenditure Statement and Balance Sheet for the respective financial years is mandatory along with this form)</p> <p><i>Filled in information in this format must have to be jointly certified and sealed by the CA and the authorized representative of the bidder and to be furnished in original along with the technical proposal failing which the proposal will be out rightly rejected. No scanned copy will be entertained.</i></p>				

Signature and Seal of the Company Auditor with Date in original

Authorized Signatory [In full initials with Date and Seal]: _____

Communication Address of the Bidder:

[NB: No Scanned Signature will be entertained]

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TECH - 4

FORMAT FOR POWER OF ATTORNEY

(On Bidder's Letter Head)

I, _____, the _____ (Designation) of
(Name of the Organisation) in witness whereof certify that **<Name of person>** is
authorized to execute the attorney on behalf of **<Name of Organisation>**,
<Designation of the person> of the company acting for and on behalf of the company
under the authority conferred by the **<Notification/ Authority order no.>** Dated **<date
of reference>** has signed this Power of attorney at **<place>** on this day of
<day><month>, <year>.

The signatures of **<Name of person>** in whose favour authority is being made
under the attorney given below are hereby certified.

Name of the Authorized Representative :

(Signature of the Authorized Representative with Date)

CERTIFIED:

Signature, Name & Designation of person executing attorney:

Address of the Bidder:

TECH- 5

(BIDDER'S PAST EXPERIENCE DETAILS)

Consultants Organization and Experience

A - Organization

[Provide here brief description of the background and organization of your firm/entity and each associate for this Assignment/job. The brief description should include ownership details, date and place of incorporation of the firm, objectives of the firm etc.]

B - Experience

- 1. Firm's Name:
- 2. Details of projects undertaken in the past:

S.No	Project Type	Project Value	Client Name

Note: Please provide documentary evidence from the client i.e. copy of work order, contract for each of above-mentioned assignment. The experience shall not be considered for evaluation if such requisite support documents are not provided with the proposal.

Authorized Signatory [In full and initials]: _____

Name and Designation with Date and Seal: _____

TECH - 6

**INFORMATION REGARDING ANY CONFLICTING ACTIVITIES
AND DECLARATION THERE OF**

Are there any activities carried out by your agency which are of conflicting nature as mentioned in Section 2: [Information to the Bidder] under Eligibility Criteria: Para (5). If yes, please furnish details of any such activities.

If no, please certify,

IN BIDDER'S LETTER HEAD

I, hereby declare that our agency as Individual is not indulged in any such activities which can be termed as the conflicting activities as mentioned in **Section 2: [Information to the Bidder] under Eligibility Criteria: Para (6).**

I, also acknowledge that in case of misrepresentation of any of the information, our proposal / contract shall be rejected / terminated by the Client which shall be binding on us.

Authorized Signatory [In full initials with Date and Seal]: _____

Communication Address of the Bidder:

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TECH-7

Comments and Suggestions on the Terms of Reference / Scope of Work and Counterpart Staff and Facilities to be provided by the Client

A: On the Terms of Reference / Scope of Work:

[The consultant needs to present and justify in this section, if any modifications to the Terms of Reference he is proposing to improve performance in carrying out the assignment (such as deleting some activity considering unnecessary, or adding another, or proposing a different phasing of the activities / study process modifications). Such suggestions should be concise and to the point, and incorporated in the technical proposal. Modification / suggestion will not be taken into consideration without adequate justification. Any change in manpower resources will not be taken into consideration]

B: On Input and Facilities to be provide by the Client:

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[Comment here on inputs and facilities to be provided by the Client with respect to the Scope of Work and Study Implementation]

Authorized Signatory [In full and initials]: _____

Name and Designation with Date and Seal: _____

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[Handwritten signature]

TECH -8

DESCRIPTION OF APPROACH, METHODOLOGY AND WORKPLAN TOUNDERTAKE THE ASSIGNMENT

[Technical approach, methodology and work plan are key components of the Technical Proposal. In this Section, bidder should explain his understanding of the scope and objectives of the assignment, approach to the services, methodology for carrying out the activities and obtaining the expected output, and the degree of detail of such output. Further, he should highlight the problems being addressed and their importance, and explain the technical approach to be adopted to address them. It is suggested to present the required information divided into following four sections]

A. Understanding of Scope, Objectives and Completeness of response

Please explain your understanding of the scope and objectives of the assignment based on the scope of work, the technical approach, and the proposed methodology adopted for implementation of the tasks and activities to deliver the expected output(s), and the degree of detail of such output. ***Please do not repeat/ copy the ToR here.***

B. Description of Approach and Methodology:

- a. Key guiding principles for the study,
- b. Proposed Framework.
- c. Information matrix
- d. Any other issues

C. Methodology to be adopted:

Explaining of the proposed methodologies to be adopted highlighting of the compatibility of the same with the proposed approach. This includes:

D. Staffing and Study Management Plan:

The bidder should propose and justify the structure and composition of the team and should enlist the main activities under the assignment in respect of the Key Professionals responsible for it. Further, it is necessary to enlist of the activities under the proposed assignment with sub-activities (week wise). (Graphical representation)

Authorized Signatory [In full and initials]: _____

Name and Designation with Date and Seal:

<<The bidder may be asked to submit the required information within a certain number of pages, with font specified>>

TECH - 9

Format of Curriculum Vitae (CV) for Proposed Key Professional

1. Proposed Position:

[For each position of key professional separate form Tech B-6 will be prepared]

2. **Name of Firm** :

3. **Name of Staff** :

4. **Date of Birth** :

5. **Years with Firm** :

6. **Nationality** :

7. **Education** :

[Indicate college / university and other specialized education of staff member, giving names of institutions, degrees obtained, and dates]

8. Membership in Professional Associations:

9. **Other Trainings** :

10. **Countries of Work Experience** :

11. **Languages** :

[For each language indicate proficiency: excellent, good, fair, or poor; in speaking, reading, and writing]

12. Employment Record:

[Starting with present position, list in reverse order every employment held by staff member since graduation, giving for each employment (see format here below): dates of employment, name of employing organization, positions held. For experience in **last ten years**, also give types of activities performed and Client references, where appropriate as per the prescribed format given below]

From [Year]	To [Year]
Procuring Entity Name:	
Position Held:	
Details of the Task Assigned [List all tasks to be performed under this Assignment/job]	

Work Undertaken that Best Illustrates Capability to Handle the Tasks Assigned

[Among the Assignment/jobs in which the staff has been involved, indicate the following information for those Assignment /jobs that best illustrate staff capability to handle the tasks listed under point 12.]

Name of the Project	
Year	
Location	
Name of the Client	
Project Feature	
Position Held	
Activities Performed	

Certification :

I, the undersigned, certify that to the best of my knowledge and belief that this CV correctly describes my qualifications and past experiences. I will undertake this assignment for the full project duration in terms of roles and responsibilities assigned in the technical proposal or any agreed extension of activities thereof. I understand that any misstatement herein leads to disqualification of CV.

Date:

Signature of Key Professional with Date

Authorized Signatory [In full and initials]: _____

Name and Designation with Date and Seal: _____

<<NB: CV write up may be restricted to a certain number of pages with quality information relevant to the key professional requirements. This will be easy in evaluating the resumes for short listing. The CVs needs to be jointly signed by the proposed professional and the authorized representative of the Bidder.>>

[Handwritten signature]

TECH - 10

PROPOSED WORKPLAN TO CARRY OUT THE ASSIGNMENT

Week →	1	2	3	4	5	6
Sequenc eof Study Activities /Sub Activities						

Indicate all main activities / sub activities of the proposed assignment including delivery of reports(Inception, and Final Reports) and other associate sub-activities

Authorized Signatory [*In full and initials*]: _____

Name and Designation with Date and Seal

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TECH - 11

(In Bidder's letter Head)

To,

**The Council of Higher Secondary Education
Prajmapitha, Samantapur, Bhubanewar-13**

Undertaking / Declaration

1. I, _____ Son/Daughter/Wife of Shri
Proprietor / Director/ Authorized Signatory of the bidder, mentioned above, am competent to sign this declaration
and execute this bid document;
2. I certified that I have not committed any offense –
(a) Under the Prevention of Corruption Act, 1988; or
(b) the Indian Penal Code or any other law for the time being in force, for causing any loss
of life or property or causing a threat to public health as part of execution of a public
procurement contract.
(c) I have not been debarred by any Central / State Government Organization/Bodies for the last 03
years.”
3. I/we have carefully read and understood all the terms and conditions of the BID document and undertake to abide by
them.
4. The information / documents furnished along with the above application are true and authentic to the best of my
knowledge and belief. I /We, am / are well aware of the fact that furnishing of any false information
/ fabricated document would lead to rejection of my BID at any stage besides liabilities towards prosecution
under appropriate law.
5. I/we also certify that our firm has not been blacklisted / debarred / banned by any State Govt. / UT / Central Govt.
/ Govt. organization / Govt. Institution / PSU / Govt. run autonomous body, Society / CHSE and or convicted by any
court of law due to (a) Service or quality supplied (b) submission of fake or forged documents (c) submission of
incorrect information/ suppression of vital information and facts / misrepresentation of quality certificates (d)
non-performance or non-supply (e) any other reasons.
6. This is also certified that neither myself nor my organization will be indulged in any corrupt practices sofar as this
bidding is concerned.

Authorized Signatory [In full and initials]

Name and Designation of Signatory with Date and Seal:

Address of the Bidder

SECTION- 5
FINANCIAL PROPOSAL SUBMISSION FORMS

✓

Employer

FIN - 1

COVERING LETTER

(In Bidder's Letter Head)

[Location, Date]

To

**The Council of Higher Secondary Education
Prajmapitha, Samantapur, Bhubanewar-13**

Subject: Development of E- Content for Higher Secondary classes [FINANCIAL PROPOSAL]

Sir

I, the undersigned, offer to provide the consulting services for Development of E-Content for Higher Secondary classes in accordance with your Request for Proposal No.____, Dated: _____. Our attached Financial Proposal is for the sum of Rs. _____ ***[Insert amount(s) in words and figures*]*** for development of E- Content for Higher Secondary classes . The above quoted amount is inclusive of the taxes applicable as per GST Act.

I do hereby undertake that, in the event of acceptance of our bid, the services shall be provided in respect to the terms and conditions as stipulated in the RFP document.

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 of **180 days**. I have carefully read and understood the terms and conditions of the RFP and do hereby undertake to provide the service accordingly.

I understand that you are not bound to accept any proposal you receive. I remain,

Yours faithfully,

Authorized Signatory *[In full and*

***initials]* Name and Designation of Signatory with Date and**

Seal:

Address of the Bidder :

**Amount must match with the one indicated in Fin-2.*

FIN - 2

SUMMARY OF FINANCIAL PROPOSAL

Project A: Classes XI-XII (Vocational)

Language: English

Localisation: Odia & Hindi

Sl. No.	Particulars / Activities	Unit	Qty*	Rate (₹)	Total Cost (₹)	Total Cost (incl. Tax) (₹)
1	e-Content Development (incl. Virtual Labs & AR)	Per Hour	—	—	—	—
2	Localisation (English → Odia)	Per Hour	—	—	—	—
3	Localisation (English → Hindi)	Per Hour	—	—	—	—
4	Other Expenses (if any)	Lumpsum	1	—	—	—

* Tentative estimation for evaluation only. Payment shall be made as per actuals.

Total (Project A) - In Words: _____

Total (Project A) - In Figures: ₹ _____

Project B: Classes XI-XII (Employability)

Language: English

Sl. No.	Particulars / Activities	Unit	Qty*	Rate (₹)	Total Cost (₹)	Total Cost (incl. Tax) (₹)
1	e-Content Development (All Components)	Per Hour	—	—	—	—
2	Other Expenses (if any)	Lumpsum	—	—	—	—

* Tentative estimation for evaluation only. Payment shall be made as per actuals.

Total (Project B) - In Words: _____

Total (Project B) - In Figures: ₹ _____

Project C: Classes XI-XII (Distance Learning)

Language: English

Localisation: Hindi

Sl. No.	Particulars / Activities	Unit	Qty*	Rate (₹)	Total Cost (₹)	Total Cost (incl. Tax) (₹)
1	e-Content Development (All Components)	Per Hour	—	—	—	—
2	Other Expenses (if any)	Lumpsum	—	—	—	—

6

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any)

* Tentative estimation for evaluation only. Payment shall be made as per actuals.

Total (Project C) - In Words: _____

Total (Project C) - In Figures: ₹ _____

Project D: LMS Development :

Sl. No.	LMS Component / Feature	Description	Unit	Qty	Rate (₹)	Total Cost (₹)
1	LMS Development	Design, Development & Implementation of LMS	Lumpsum	1	—	—

Financial Summary

Project	Total Amount (₹)
Project A - Distance Learning	₹ _____
Project B - Employability	₹ _____
Project C - Vocational	₹ _____
Project D - LMS	₹ _____
Grand Total	₹ _____

SECTION - 6
BID SUBMISSION CHECK LIST

✓

George

Annexure - I

Sl. No.	Description	Submitted (Yes/No)	Page No.
TECHNICAL PROPOSAL			
1	Filled in Bid Submission Check List (ANNEXURE-I)		
2	Covering Letter (TECH -1)		
3	Bid Processing Fee of Rs. _____/- in form to DD		
4	Earnest Money Deposit/EMD (Refundable) in form of DD		
5	Copy of Certificate of Incorporation / Registration of the Bidder		
6	Copy of PAN		
7	Copy of Goods and Services Tax Identification Number (GSTIN)		
8	Copies of IT Returns for the last <Nos> AYs (to be decided accordingly)		
9	General Details of the Bidder (TECH - 2)		
10	Financial details of the bidder (TECH - 3) along with all the supportive documents such as copies of Profit -Loss Statement and Balance Sheet for the concerned period		
11	Power of Attorney (TECH - 4) in favour of the person signing the bid on behalf of the bidder.		
12	List of completed assignments of similar nature (Past Experience Details) (TECH - 5) along with the copies of work orders for the respective assignments		
13	Self-Declaration on Potential Conflict of Interest (TECH - 6)		
14	Comments and Suggestions (TECH - 7)		
15	Description of Approach, Methodology & Work Plan (TECH - 8)		
16	CV of Key Professionals (TECH - 9)		
17	Work Plan (TECH - 10)		
18	Undertaking for not have been black-listed by any Central / State Govt./any Autonomous bodies during its business career. (TECH-11)		
FINANCIAL PROPOSAL (ORIGINAL + 1 COPY)			
1	Covering Letter (FIN-1)		
2	Summary of Financial Proposal (FIN-2)		

Undertaking:

- All the information have been submitted as per the prescribed format and procedure.
- Each part has been separately bound with no loose sheets and each page of all the two parts are page numbered along with Index Page.
- All pages of the proposal have been sealed and signed by the authorized representative.

Annexure - II

PERFORMANCE BANK GUARANTEE FORMAT

To,

**The , CHSE,
Bhubaneswar**

WHEREAS _____ (Name and address of the Consultant) (hereinafter called "the Consultant") has undertaken, in pursuance of RFP No _____ dated _____ to undertake the service _____ (description of services) (herein after called "the contract").

AND WHEREAS it has been stipulated by _____ (Name of the Client) in the said contract that the Consultant shall furnish you with a bank guarantee by a scheduled commercial bank recognized by you for the sum specified therein as security for compliance with its obligations in accordance with the contract;

AND WHEREAS we have agreed to give the supplier such a bank guarantee;

NOW THEREFORE we hereby affirm that we are guarantors and responsible to you, on behalf of the Consultant, up to a total of _____ (amount of the guarantee in words and figures), and we undertake to pay you, upon your first written demand declaring the consultant to be in default under the contract and without cavil or argument, any sum or sums within the limits of (amount of guarantee) as aforesaid, without your needing to prove or to show grounds or reasons for your demand or the sum specified there in.

We hereby waive the necessity of your demanding the said debt from the consultant before presenting us with the demand.

We further agree that no change or addition to or other modification of the terms of the contract to be performed there under or of any of the contract documents which may be made between you and the consultant shall in any way release us from any liability under this guarantee and we hereby waive notice of any such change, addition or modification.

This performance bank guarantee shall be valid until the ___ day of ___, <Year>

Our branch at Bhubaneswar (Name & Address of the Bank) is liable to pay the guaranteed amount depending on the filing of claim and any part thereof under this Bank Guarantee only and only if you serve upon us at our Bhubaneswar branch a written claim or demand and received by us at our Bhubaneswar branch on or before Dt. Otherwise bank shall be discharged of all liabilities under this guarantee thereafter.

..... (Signature of the authorized officer of the Bank)
.....Name and designation of the officer
..... Seal, name & address of the Bank & Branch

Model Bank Guarantee Format for furnishing EMD
[Ref. Para 21]

Whereas (hereinafter called the "tenderer") has submitted their offer dated for the supply of (hereinafter called the "tender") against the purchaser's tender enquiry No.

KNOW ALL MEN by these presents that WE..... having our registered office at..... are bound unto (hereinafter called the "Purchaser") in the sum of for which payment will and truly to be made to the said Purchaser, the Bank binds itself, its successors and assigns by these presents.

Sealed with the Common Seal of the said Bank this..... day of 20.....

THE CONDITIONS OF THIS OBLIGATION ARE:

- (1) If the tenderer withdraws or amends, impairs or derogates from the tender in any respect within the period of validity of this tender.
- (2) If the tenderer having been notified of the acceptance of his tender by the Purchaser during the period of its validity:-
 - a) If the tenderer fails to furnish the Performance Security for the due performance of the contract.
 - b) Fails or refuses to accept/execute the contract.

WE undertake to pay the Purchaser up to the above amount upon receipt of its first written demand, without the Purchaser having to substantiate its demand, provided that in its demand the Purchaser will note that the amount claimed by it is due to it owing to the occurrence of one or both the two conditions, specifying the occurred condition or conditions.

This guarantee will remain in force upto and including 45 days after the period of tender validity and any demand in respect thereof should reach the Bank not later than the above date.

Our..... branch at..... *(Name & Address of the* branch) is liable to pay the guaranteed amount depending on the filing of claim and any part thereof under this Bank Guarantee only and only if you serve upon us at our branch a written claim or demand and received by us at our branch on or before Dt.....otherwise bank shall be discharged of all liabilities under this guarantee thereafter.

.....
(Signature of the authorized officer of the Bank)

.....
.....

Name and designation of the officer

.....
Seal, name & address of the Bank and address of the Branch

* Preferably at the headquarters of the authority competent to sanction the expenditure for purchase of goods or at the concerned district headquarters or the State headquarters.

Handwritten signature