

**NATIONAL FILM DEVELOPMENT CORPORATION
A GOVERNMENT OF INDIA ENTERPRISE**

**REQUEST FOR PROPOSAL (RFP) FOR ENGAGEMENT OF
AN AGENCY FOR CONTENT DEVELOPMENT FOR SKILL DEVELOPMENT TRAINING
IN MEDIA & ENTERTAINMENT SECTOR FOR
NATIONAL FILM DEVELOPMENT CORPORATION– 2019**

**RFP NO. NFDC /2019-20/001
DATE: 27th May 2019**



DISCLAIMER

This request for RFP is an invitation by National Film Development Corporation (NFDC), a Public Sector Enterprise under the Government of India, but not an offer, to receive responses from eligible agencies who are interested in Content development for skill development training in Media & Entertainment Sector for National Film Development Corporation (NFDC).

No contractual obligation whatsoever shall arise from the RFP process unless and until a formal Work Order is being issued by NFDC to the selected agency.

This RFP is being issued with no financial commitment and NFDC reserves the right to withdraw the RFP and change or vary any part thereof or foreclose the same at any stage, without assigning any reason.



Request for Proposal (RFP) for Content Development for Skill development training in Media & Entertainment Sector for National Film Development Corporation (NFDC)

National Film Development Corporation (NFDC) invites Content Developers for developing content of content for skill development programs in Media & Entertainment sector, for comprehensive learning of trainees undergoing skilling programs offered by NFDC.

The RFP would also be available on NFDC website www.nfdcindia.com and Central Public Procurement Portal of the Government of India <https://eprocure.gov.in/eprocure/app>

Prospective Content Providers who meet the pre-qualification criteria may furnish their Request for Proposal (RFP) with all the necessary documents in a sealed cover along with the covering letter duly signed by an authorized signatory on or before **13th June 1100** hours to the following address:

Ms. Sonal Mathur
National Film Development Corporation,
4th Floor ,Soochna Bhavan,
CGO Complex,
Lodhi Road , New Delhi-110003

NFDC reserves the right to extend the last date indicated above for which the RFP is invited.



SCHEDULE FOR SUBMISSION OF RFP

Schedule of Event	Date
Tender Invitation	27 th May 2019
Pre-Bid Meeting	29 th May 2019 at 1100 Hrs.
Last date and Time for submission of completed RFP document	13 th June 2019 at 1100 hrs
Opening of Technical Bid, evaluation including presentation and shortlisting for Financial Bid	13 th June 2019 at 1500 hrs
Opening of financial Bid	13 th June 2019 at 1600 hrs

The completed application (response document), containing two hard copies (printed, signed and bound copies) and one soft copy (on a non-rewriteable CD/DVD/USB Flash Drive – An MS Word document (compatible with MS Word 2003 or above) or an Adobe Acrobat PDF (compatible with Adobe Acrobat Reader 3.0 or higher) should be submitted in two-bid system of Technical & Financial Bids in two separate sealed envelopes to be marked as **“Technical Proposal”** & **“Financial Proposal”** respectively.

Both the proposals are to be kept in a bigger sealed envelope super scribed with the title - **“Techno- Financial Bid for Content Development Agency for Skill Development Training in Media & Entertainment Sector - 2019”**, before the last date and time at the following address:

**National Film Development Corporation (NFDC),
4th Floor, Soochna Bhawan
CGO Complex , Lodhi Road
New Delhi -110001**

Late Applications: Any application received after the last date and time for submission for the same, i.e., 13th June 2019 at 1100 hours, shall not be accepted. Applications received after the last date and time shall be summarily rejected and returned unopened.



NOTICE INVITING REQUEST FOR PROPOSALS

**National Film Development Corporation (NFDC),
4th Floor, Soochna Bhawan , Lodhi Road, New Delhi - 110001**

Request for Proposal (RFP) are invited from experienced and reputed Content Development Agencies in New Delhi for development of content for skill development programs in the Media and Entertainment sector proposed to be run by NFDC in Bhopal , Madhya Pradesh.

A Pre-bid meeting will be held on 29th May 2019 at 1100 Hrs. at NFDC, New Delhi office, for clarification, if any, on the RFP document.

The last date for submission of completed proposal for the Bidder as prescribed, in a separate sealed cover super-scribed **“Technical- Financial Bid for Content Development Agency for the skill Development Training in Media & Entertainment Sector is 1100 Hrs., 13th June 2019.**

Technical Bid would be opened on **13th June 2019** at 1500 Hrs. in the presence of available applicants or their representatives. The proposals will be evaluated in accordance with the pre-qualification and evaluation criteria to shortlist bidders as prescribed in this RFP document for opening of **Financial Bids on 13th June 2019 at 1600 Hrs., at NFDC, 4th Floor , Soochna Bhawan , Lodhi Road , New Delhi - 110001**



ABBREVIATIONS & DEFINITIONS

“**RFP**” means Request for Proposal.

“**NFDC**” means National Film Development Corporation.

“**Applicant**” means a reputed Indian Content Development Agency having requisite experience of Preparing detailed content & courses book for Skill Development Programs in alignment with the National Skills qualification Framework for running training programs in Bhopal , Madhya Pradesh.

“**Application**” means the RFP submitted by an Applicant in the prescribed format.

“**CDA**” means the Content Development Agency in New Delhi

“**NOS**” means National Occupational Standards, NOS specify the standard performance an individual must achieve when carrying out a function in the workplace, together with knowledge and understanding they need to meet that standard consistently. Essentially NOS are benchmarks of good practice.

“**QP**” means Qualification Pack, (QP), is a set of NOS aligned to a job role. A QP is available for every job role in each industry sector. Thus, the National Skills **Qualification** Framework (NSQF) theoretically makes it possible to drive competency based training for every job role in industry.

“**MES**” means Modular Employable Skills, MES, seeks to provide vocational training to school leavers, existing workers, ITI graduates, etc. to improve their **employability** by optimally utilizing the infrastructure available in Govt, private institutions and the Industries

“**NCVET**” means National Council for Vocational Education & Training

“**NSDA**” means National Skill Development Agency

“**NSQF**” means National Skills Qualification Framework, (**NSQF**) is a competency-based framework that organizes all qualifications according to a series of levels of knowledge, skills and aptitude.

“ **NSQC**”The NSQC's functions amongst others include approving NOSs/QPs, approving accreditation norms, prescribing guidelines to address the needs of disadvantaged sections, reviewing inter-agency disputes and alignment of NSQF with international qualification frameworks.

“**Plagiarism**” is the unethical practice of using words or ideas (either planned or accidental) of another author/researcher or your own previous works without proper acknowledgment.



SUMMARY

This Request for Proposal (RFP) consists of five parts as indicated below :-

- Part I:** The first part consists of the general requirement. It includes procedure and last date and time for submission of offers, opening of bids and other details.
- Part II:** The second part of the RFP incorporates the aspects of technical details.
- Part III:** The third part defines the criteria for evaluation and acceptance of technical bid.
- Part IV:** The forth part of RFP consists of the financial aspects, payment terms.
- Part V:** The fifth part defines the criteria for evaluation of Financial proposal and method of calculation of Combined & Final evaluation.



PART I

GENERAL INSTRUCTION / CONDITIONS

1. ABOUT NFDC

The National Film Development Corporation Ltd. (NFDC), incorporated in the year 1975 is wholly-owned Public Sector Enterprise formed by the Government of India, under the aegis of the Ministry of Information & Broadcasting, with the primary objective of planning, promoting and organizing an integrated and efficient development of the Indian Film industry.

In addition to producing and co-producing feature films across the bilingual cinemas of India, script development, promotion of films in markets abroad, NFDC offers training facilities across the spectrum of filmmaking, development of new talent and conducts need-based workshops.

2. BACKGROUND & PURPOSE OF TRAINING

NFDC has been successfully conducting various training programmes in the field of Media & Entertainment in Chennai. We have successfully trained approx. 8,000 persons in skills such as Avid & FCP Digital Non-Linear editing, Audio Engineering, Digital Cinematography, Multimedia, Still Photography on behalf of the Tamil Nadu Skill Development Corporation. In addition to this NFDC also ensured placement of more than 70% of the trained & certified candidates.

Having its offices in New Delhi, Mumbai, Kolkata, Chennai and Thiruvananthapuram, NFDC is a truly pan-India organization that has been effectively working towards the development of the Film and Television Sector through production, distribution, promotion, and training & development activities.

In the process of scaling up the activities in the field of vocational education for Media & entertainment courses NFDC has signed agreement with the State Skill Development Mission to run the Skill Development Centres. The courses here are identified as per market trends and demand in the sector for skilled employable youth.

With this context NFDC plans to draft High Quality Course Content and other teaching and learning material which would be circulated among its candidates in Bhopal , Madhya Pradesh & other parts of India as an important learning tool.

These training manuals will be utilised to provide a foundation for standardised education & Training based Qualification packs & National Occupational standards with respect to each course prepared by Ministry of Skill Development & Entrepreneurship through National Skill Development Corporation , Sector Skill Council or Modular Employable Skills.

3. SCOPE OF WORK:

The content development could involve creative work, such as book writing, graphics, & technical work for respective trades/job roles for (Final delivery of the one printed copy) trainees manual and trainers Kit for the purpose of conducting training programs in the field



of skill development in alignment with the National Skills Qualification Framework (NSQF) as laid out by the Ministry of Skill Development & Entrepreneurship (MSDE) .

The Details of Scope of Work are mentioned below:

A. Development of Course Content , training & learning material including Multi-Media teaching Aids in compliance with Qualification Pack, National Occupational Standards & Modular Employable Skills (MES) for 5 Trades (Job Roles).

- i. Digital photographer, MES level (9th Class above)
- ii. Assistant Cameraman NSQF LEVEL 4
- iii. Animator, NSQF LEVEL 4
- iv. Graphic designer, NSQF LEVEL 4
- v. Editing/editor, NSQF LEVEL 4

The course content developed should of High Quality explained in simplified language with pictorial representations, illustrations, infographics and exercises. The entire content must be aligned to National Skills Qualification Framework, as defined in the qualification pack.

- B. The Course Content & learning material would be utilised for training candidates who are 10th Pass or dropouts.
- C. The Course Content and other training & learning material must be detailed keeping in view the current market trends and best practices of the Media & Entertainment industry.
- D. The Content developer must also engage academicians and industry practitioners for advising and validation of content & other learning tools
- E. The Content Developer would also prepare Trainers Kit comprising of Trainer Manual, Training Delivery Plan, Training Presentations for the complete course .
- F. All the content shall be developed in English and will be translated into Hindi language.
- G. In case any Trainee Manual is required in any Indian Regional Language will be at an extra cost, which shall be quoted separately.
- H. Content Developer will be responsible for production of the above-mentioned material only .
- I. The entire content would be owned by NFDC and IPR for the same may be registered by Content Developer.



4. Deliverables

S.no.	Deliverables	Timelines from the date of award of contract
1	Detailed Presentation of work plan, Inception report by execution team on development of course curriculum & content in English with structure of the plan	Week 1
2.	Preparing Draft Curriculum & Course Content and other training & Learning AIDS in English for 5 Job Roles	Week 4
3.	Preparing the final course content and other training and learning material in English after due approval of the academicians and industry practitioners engaged.	Week 8
4.	Approval of the Final Course Content in English pilot training workshop by NFDC	Week 9
5.	Delivery of Multimedia training AIDS in English after changes if any	Week 10
6.	Final Approval of course Content By NFDC in English & Hindi (Trainees Manual, Training Delivery plan & Trainers Manual)	Week 12
7.	Submission of one Digital copy and one printed version to NFDC for all 05 Job roles after obtaining complete copyrights and Multimedia AIDS, Training delivery plan and Trainers Manual. (IN HINDI & ENGLISH)	Week 13
8.	NSDA approval through NSQC of all 05 Job Roles Multimedia AIDS, Training delivery plan and Trainers Manual. (IN HINDI & ENGLISH)	As per the NSQC date assigned.

NOTE: Priority of Job roles to be delivered first can be decided and discussed during the First meeting. The Content Developer would give us a weekly update on the progress of the work. The entire project for 5 Job Roles needs to be completed within 13 weeks from the date of award of contract. NSQF Alignment and obtaining the NSQC certificate from NSDA is mandatory but would depend upon the date assigned by NSDA. Also NFDC would support the CDA in liasoning but the CDA would be completely responsible for all the documentation, submission & obtaining of the final clearance from NSDA.



5. AMENDMENT OF RFP DOCUMENT:

At any time prior to the deadline for submission of applications, NFDC either on its own or on request of the applicants, may amend the RFP Document by issuing a corrigendum. To give the applicants reasonable time to take a corrigendum into account in preparing their applications, NFDC may, at its sole discretion, extend the deadline for the submission of applications.

6. CLARIFICATIONS TO RFP/ PRE-BID CONFERENCE:

The bidders may seek clarifications in writing regarding the RFP document within four days of issue of RFP. NFDC shall respond in writing to any such request for the clarifications. There shall be a pre-bid meeting on 29th May 2019 at 1100 Hrs. at NFDC, New Delhi office.

7. VALIDITY OF RFP RESPONSE:

The RFP response submitted by the applicants shall CDA in valid for a period of 3 months after the date of RFP response opening prescribed in this document. A RFP response valid for shorter period may be rejected as non-responsive. NFDC may solicit applicants' consent to an extension of RFP response validity.

8. TENDER FEE:

- a. Rs. 10,000/- (Rupees Ten Thousand only) Non-Refundable Tender Fee in the form of CDA Draft in favour of "National Film Development Corporation", payable at New Delhi.
- b. Tender Documents submitted without the requisite tender fee shall not be considered for evaluation and will be rejected out rightly.

9. EARNEST MONEY DEPOSIT (EMD):

An EMD of Rs. 1,00,000/- (Rupees One Lac Only) in the form of a Demand Draft payable at New Delhi drawn in favor of "National Film Development Corporation", payable at New Delhi valid till 3 (three) months must be submitted along with the Proposal.

In case the same is not furnished by the Bidder at the time of the submission of the bid, the tender is liable to be summarily rejected and no further correspondence in this regard shall be entertained. The EMD will be returned to unsuccessful bidders without interest after signing of contract with successful bidder.

10. SUBMISSION OF TECHNICAL & FINANCIAL BIDS:

The Bidder will be required to submit the technical bid and the financial bid in two separate and sealed envelopes. The technical proposal sealed envelope shall be marked "**Technical Proposal**" and include a detailed presentation on CDA's plan to address all the items listed in the Scope of Work as point 2 of Part I of this RFP. Financial Proposal sealed envelope shall be marked "**Financial Proposal**" and include the financial quotation for each item listed at **Annexure I**. Both the proposals should be put up in a bigger sealed envelope and marked as "**Techno- Financial Bid for Content Development Agency for Skill Development Training in Media & Entertainment Sector - 2019**",

11. Financial Proposal should be submitted as per the format prescribed at **Annexure – I**. Leaving out any item will result in disqualification. The amount quoted by a bidder should be inclusive of all taxes and duties. The total amount quoted should cover all the requirements as per this tender document.



12. The CDA shall not change/alter the quality/content of the proposal under any circumstances, once the same has been finally approved by NFDC after the final selection of the CDA. No increase in price on any score shall be entertained.

13. A presentation needs be provided by the CDA. This is intended to assess the capabilities and skills of the CDA and to provide NFDC with the best possible options at a reasonable cost.

SELECTION PROCESS:

14. The bid may be submitted in sealed envelopes through speed Post/ Courier/ Hand delivery till 1100 Hrs, 13th June 2019 at the following address:

National Film Development Corporation,
4th Floor, Soochna Bhawan,
Near CGO Complex , Lodhi Road,
New Delhi - 110003

15. The Technical bid will be opened first and evaluated in accordance with the pre-qualification and evaluation criteria to shortlist bidders as prescribed in the RFP document by the tender evaluation committee as approved by the competent authority. After verification of documents, the qualified bidders will be called for presentation for duration of 10 minutes each to present their proposals. The presentation submitted by the Content Development Agency will be evaluated by the tender committee.

16. The proposal would first be examined by the committee to ensure whether all items as envisaged in this RFP at the desired numbers have been covered. Any shortcoming on this aspect will result in disqualification of a bid.

Only such CDA who qualifies technically by scoring minimum 70 marks and whose offer fully meets the requirements as envisaged in the RFP in terms of all items would be invited for financial bid opening. The technical and financial evaluation will be assigned weightage of 70 & 30 respectively.

17. All the rates must be quoted in figures as well as in words, without any cutting or overwriting. In case of any discrepancy in the rates quoted in figures and words, the rates quoted in words shall be considered as final and authentic. The bids will be opened in front of the bidders who are present.

18. Evaluation of technical and financial bids will be done as defined in parts II, III, IV & V of this RFP document. Work will be awarded to the eligible bidder as per the process defined in parts II, III, IV & V, subject to approval of the competent authority of NFDC. Negotiations may be held with qualified and selected bidder. Under no circumstances, the financial negotiations shall result in an increase in the price originally quoted by the bidder. NFDC is at liberty to reduce any item on pro rata basis.

19. ISSUANCE OF WORK ORDER:

A Work Order will be issued by NFDC to the selected CDA. The CDA shall not claim any extension in contract as a matter of right.

20. PERFORMANCE GUARANTEE:



The selected bidder will be required to submit a Performance Guarantee to the tune of 10% of the total value of the contract in the form of Bank Guarantee valid for six months beyond the expiry of the contract within any working day prior to issuance of the Work Order. Failure to provide such guarantee will result in disqualification and the contract will be awarded to the next eligible bidder and the bid security shall be forfeited.

21. LIQUIDATED DAMAGES:

In the event of the successful bidder default in maintaining the agreed time frame/ scheduled set of activities as laid down in the Work Order, NFDC shall have the right to cancel the Work Order at any time and make alternative arrangement at the discretion of NFDC, in which case the extra expenditure involved, will be recovered from the successful bidder. In the alternative, successful bidder shall be liable to pay liquidated damages @ 1 % per day subject to a maximum of 10% as an agreed pre estimate of the damage suffered.

22. PAYMENT TERMS & CONDITIONS:

- i. The contract signed with the successful CDA will be a fixed price contract. Any expenses by the CDA must be included in this contract limit and not separated out for budgeting or invoicing.
- ii. In consideration of the CDA satisfactorily completing all of its obligations under this contract , the CDA shall be paid a firm price based on deliverables. No increase in total price would be considered unless resulting from any major modification with respect design, interpretations of specifications at the behest of a written request by authorised person of NFDC.
- iii. Payments shall be made in Indian Rupees/ INR through RTGS/ NEFT only.
- iv. It is proposed to enter into a deliverable based payment with the selected CDA which are as under

S.N.	Deliverables	% of Total Payment
1	Detailed Presentation of work plan, Inception report by execution team on development of course curriculum & content in English with structure of the plan	5%
2.	Preparing Draft Curriculum & Course Content and other training & Learning AIDS in English for 5 Job Roles	5%
3.	Preparing the final course content and other training and learning material in English after due approval of the academicians and industry practitioners engaged by CDA.	30% (50% of this 30% to be released after submission of 2 Courses)
4.	Approval of the Final Course Content in English pilot training workshop by NFDC	5%
5.	Delivery of Multimedia training AIDS in English after	5%



	changes if any	
6.	Final Approval of course Content By NFDC in English & Hindi (Trainees Manual, Training Delivery plan & Trainers Manual)	10%
7.	Submission of one Digital copy and one printed version to NFDC for all 5 Job roles after obtaining complete copyrights and Multimedia AIDS, Training delivery plan and Trainers Manual. (IN HINDI & ENGLISH)	20%
8.	NSDA approval through NSQC of all 05 Job Roles , Multimedia AIDS, Training delivery plan and Trainers Manual. (IN HINDI & ENGLISH)	20%

23. PRE-INTEGRITY PACT CLAUSE:

An "Integrity Pact" would be signed between NFDC & the successful CDA. This is a binding agreement between NFDC and the CDA for specific contracts in which the customer promises that it will not accept bribes during the procurement and services process and bidder promise that they will not offer bribes. Under this Pact, the Bidders for specific services or contracts agree with the customer to carry out the procurement and services in a specified manner. Elements of the Pact are as follows:

- a. A pact (contract) between the (Principal/ Office) and successful contractor for this specific activity (the successful Bidder);
- b. An undertaking by the Principal/Office that its officials will not CDA and or accept any bribes, gifts etc., with appropriate disciplinary or criminal sanctions in case of violation;
- c. A statement by successful Bidder that it has not paid, and will not pay, any bribes;
- d. An undertaking by successful Bidder to disclose all payments made in connection with the contract in question to anybody (including agents and other middlemen as well as family members, etc. of officials); the disclosure would be made either at the time of signing of contract or upon CDA and of the Principal, especially when a suspicion of a violation by that successful bidder/contractor emerges;
- e. The explicit acceptance by successful Bidder that the no-bribery commitment and the disclosure obligation as well as the attendant sanctions CDA in force for the winning Bidder until the contract has been fully executed.
- f. Undertaking on behalf of a successful Bidding company/ contractor will be made "in the name for and on behalf of the company's Chief Executive Officer".
- g. The following set of sanctions shall be enforced for any violation by a Bidder of its commitments or undertaking:
 - (i) Denial or loss of contracts;
 - (ii) Forfeiture of the bid security and performance bond;
 - (iii) Liability for damages to the principal/office and the competing Bidders; and
 - (iv) Debarment of the violator by the Principal/Office for an appropriate period of time.
- h. Bidders are also advised to have a company code of conduct (clearly rejecting the use of bribes and other unethical behaviours and compliance program for the implementation of the code of conduct throughout the company.

24. PLAGIARISM



The CDA's will be responsible for taking precautionary measures against any plagiarism, or copy righted material;

PART II

TECHNICAL BID PROPOSAL

A. The Technical proposal should clearly demonstrate the CDA's understanding of the requirements of the Project and should include the following information :-

- i. A registered firm / Organisation (under applicable act) with appropriate credentials having experience of at least three years in providing services (in relevant area) to Central Government /State Government Department Institute /Research or Academic Institution including Public Sector Companies/Undertaking /Autonomous Bodies)/ Multinational Companies / Private Institutions. The organisation must have the capability to develop such course content, Training and learning material including multi-media aids.
- ii. Annual turnover for the last three consecutive financial years from the related business of Content Development and development of NOS in alignment with NSQF. In case turnover from related business is not reflected separately in the Balance Sheet, a certificate in respect of the turnover of Content Development duly certified by a Chartered Accountant should be enclosed, as per the format given in **Annexure II**.
- iii. The agency must have prior experience of developing content in the field of skill development in alignment with the National Skills Qualification Framework and the skill India Mission as a whole in India in the last three years.
- iv. An undertaking that the CDA has neither been blacklisted nor faced legal action by any Central Govt / State Govt / PSU's by whatsoever means and/or defaulter of any repayment of loan/deposits etc from any financial institutions/agency/ies, as per the format given in Annexure IV.

B. All the information shall be submitted in hard copy along with a soft copy on CD. In case of a discrepancy in hard copy and CD, the provisions made in hard copy shall prevail.

C. The CDA must submit copy of Income Tax Return for last 03 Assessment Years.

D. The CDA must submit duly certified copy of PAN Card and GST Registration Certificate (Reg-06).



E. Certificate of Incorporation, Memorandum of Association, Article of Association / Partnership Deed, as per the applicable case, should be submitted by the CDA.

The bidder who scores a minimum of 70 marks out of the above criteria as specified in Part III of the RFP and who submits the proposal in full compliance with the requirements of the RFP will be eligible for opening of financial bid. Failure to specify details with regard to any item or leaving it blank will result in disqualification.

PART III

EVALUATION OF TECHNICAL BID PROPOSAL

The Evaluation Committee would evaluate the Technical proposal on the basis of the information submitted and using the evaluation criteria and point system specified in these terms & conditions.

EVALUATION OF TECHNICAL BID

The technical bid will carry a total of 100 marks that will be sub-divided in respect of each of the specified parameters as detailed below:

S.No	Evaluation Criteria	Marking Structure	Division of score (Written Proposal) + Presentation & Discussion
1.	Average Annual turnover for the last three consecutive financial years from the business of Content Writing & Skill Development Work with a minimum of 1 Crore Document required : CA Certificate Details to be furnished : Annexure (II)	5 Marks – Rs.10 Lakhs to Rs.20 Lakhs 10 Marks – Rs. 20 Lakhs to Rs. 40 Lakhs 15 Marks – more than Rs. 40 Lakhs	15
2	Profile of Project Management team and names & qualifications of professionals engaged in writing the content List to be enclosed with years of Experience		15
3	Organisational and Technical Experience in Vocational Skills Content Development, NSQF Alignment of Qualifications and/or Content with NSDA (NCVET)	5 Marks - 1 Yr to 3Yrs 10 Marks - more than 3Yrs	10
4		5 Marks – Upto 3 SSC	



	Prior Experience to have worked with Sector Skill Councils Details to be furnished : Format IV (1.2) & (1.3)	10 Marks – More than 3 SSC's	10
5	Experience of Digital Content/ Videos done for vocational purposes Details to be furnished : Format IV (1.4)	5 Marks – Upto 3 SSC 10 Marks – More than 3	10
6	Experience in translation of books in various languages. Details to be furnished : Format IV (1.5)	5 Marks – Hindi Language 10 Marks –More than 2 Regional Languages	10
7	Track Record of Timelines for Execution Submission of recognitions, awards & Appreciation letters		5
8	Detailed Presentation on Methodology for execution		25
	Total Marks		100

Note: In case the CDA fails to submit documentary proof in respect of the above, the CDA will not be allotted proportionate marks in respect of the unavailable documentary proof for those particular item/criteria.

DECLARATION

I/we hereby certify that the terms and conditions, specification etc. given with the tender notice have been read carefully and acceptable to me/us and that the information furnished above is full and correct and true to the best of my/our knowledge. I/we understand that in case of any deviation in the above statement at any state, the firm/agency/individual shall be blacklisted and will not have any dealing with the in future.

(Signature of the Authorized Signatory)

Date:
Place:

Name:
Designation:
Seal:



PART IV

FINANCIAL BID PROPOSAL

1. Financial bids of only those bidders will be opened who have secured a minimum of 70 marks in the Technical Evaluation and presentation. The Financial bids must be firm and fixed and should be valid for at least three months from the date of submission of offer.

2. The financial quote submitted by the Bidder shall be the upper limit of the expenditure. It shall be up to the Bidder to anticipate and work out the various costing under the given sub-heads. The descriptive items listed in scope of work are only indicative, and it shall be the duty of the CDA to visualize and anticipate the extra requirements, if any, such as incidental cost of travel, hospitality, of either the content developer or any costs pertaining to the advisor etc. The Bidder shall quote the corresponding cost accordingly, as laid down in **Annexure I**. Any subsequent increase or escalation of costs shall have to be borne by the Bidder alone unless the same has been requested and authorized by NFDC in writing. No extra items will be added without the written approval of the Competent Authority of NFDC.

All expenditure pertaining to subsequent meetings for Content Development viz. Air fare, transportation, Accommodation & Incidental costs, etc. are to be borne by the CDA. No Additional Cost shall be entertained apart from the cost quoted by the CDA in the financial bid.

3. The CDA will have to ensure that the cost details are submitted only in the format finalized by the NFDC given in **Annexure I**, failing which the financial tenders submitted by it are liable not to be considered without assigning any reasons thereof.

4. The Financial bids will be opened by the NFDC Tender Evaluation Committee in respect of only those bidders who have scored a minimum of 70 marks in technical evaluation and presentation. The Committee so constituted for this purpose will decide the successful bidder as per the evaluation procedure listed in of this RFP.



Part V

Evaluation of Financial Bid Proposal

In the second stage, the financial evaluation will be carried out as per this clause. The Financial Proposal will be assigned a financial score (FS).

For financial evaluation, the total cost indicated in the Financial Proposal for all of the services will be considered.

The NFDC will determine whether the Financial Proposals are complete, unqualified and unconditional. The cost indicated in the Financial Proposal shall be deemed as final and reflecting the total cost of services for each service. Omissions, if any, in costing any item, shall not entitle the CDA to be compensated and the liability to fulfil its obligations as per the scope of work within the total quoted price shall be that of the selected CDA. The lowest Financial Proposal (FP) will be given a financial score (FS) of 100 points.

The financial scores will be computed as follows:

$$FS = 100 \times FP/F$$

(FS= Financial Score)

(FP = Amount of Lowest Financial Proposal)

(F= Amount of Financial Proposal quoted by the PA)

Combined and Final Evaluation: Proposals will finally be ranked according to their combined Technical Score (TS) and Financial Score (FS) as follows:

$$S = TS \times Tw + FS \times Fw$$

Where S is the combined score and Tw and Fw are weights assigned to Technical Proposal and Financial Proposal that shall be 0.70 and 0.30 respectively.

The combined scores of the CDA will be added to arrive at the final combined score. The Selected CDA shall be the first ranked CDA (having the highest combined score) and will be considered for acceptance. The Second Ranked CDA shall be kept in reserve and may be invited for negotiations in case the first ranked CDA withdraws, or fails to comply with the requirements specified in the Tender documents.



ANNEXURE I

Consolidated Summary of Costing

	<i>Type of Content to be developed</i>	<i>Quote in Rupees for Development as per job roles</i>
(A)	(i) Trainee Manuals (Covering all modules of core & non-core NOS's) & aligned to Qualification pack.	
	(ii) Trainer Kit (Trainer Manual, Training Delivery Plan, Training Presentations for the complete course)	
	(iii) DVD (Digital Content)	
(B)	Translation costs to Hindi	
	Total	
	(+) GST	
	Grand Total	

Grand Total in words:

Note : The total costing including GST will be taken into consideration for the evaluation of the financial proposal.

(Signature of the Authorized Signatory)

Name:

Date:

Designation:

Place:

Seal:



ANNEXURE – II

ANNUAL TURNOVER FROM CONTENT DEVELOPMENT IN THE FIELD OF SKILL DEVELOPMENT

Financial Year	Turnover from related activity (Rs.)
2015-16	
2016-17	
2017-18	

Note :

1. The above statement should be signed by a practicing chartered accountant, by affixing his seal and on his letterhead.
2. The CDA shall also submit the self-attested copies of the audit reports and audited Balance Sheets (final/provisional) for the corresponding financial years.



ANNEXURE –III

To Whomsoever It May Concern

This is to certify that(Bidder Name) having its registered office at(Address) is neither blacklisted nor faced legal action by any Central Govt / State Govt / PSU's by whatsoever means and/or defaulter of any repayment of loan/deposits etc from any financial institutions./agency/ies

(Signature of the Authorized Signatory)

Name:

Date:

Designation:

Place:

Seal:



Part IV – Formats

1. Application Form for Submission of RFP

1.1 Applicant Details

Name of Organization	
Address	
Email	
Contact Person	
Contact Mobile/ Landline	
Website	
Company Registration Type and Registration Number	
Total Number of Employees	
Year of Incorporation	
Total Experience of Content Development	

1.2 Project Details (Details of Content Development Projects executed in the last three years)

S. No.	Name of Client	Details of Trainee Manuals and Trainer Manuals Developed

1.3 List of Sector Skill Councils with whom the applicant has worked on content development

S.No.	Name of Sector Skill Council	Nature of Content Development work done



1.4 Sample of Digital Content/ Videos developed till date

S. No.	Name of Digital Content/ Videos

1.5 Number of Books translated and languages in the last three years

Books	Languages

I hereby declare that the information furnished is true to the best of my knowledge

**Signature of Authorized Representative of the
Company**

(along with Company Stamp)

Designation:

