



Society for Creation of Opportunity through
Proficiency in English

A Government of Gujarat Initiative

REQUEST FOR QUALIFICATION (RFQ)

**Development of English learning Content, Exam,
Application and Training for Improvement**

for SCOPE

RFQ Notice No:
SCOPE/RFQ/1/2017

Society for Creation of Opportunity through Proficiency in
English

29 January, 2017

Disclaimer

The information contained in this document (the “**RFQ**”) or subsequently provided to Applicant(s), whether verbally or in documentary or any other form, by or on behalf of the Authority (SCOPE) or any of its employees or advisors, is provided to Applicant(s) on the terms and conditions set out in this RFQ and such other terms and conditions subject to which such information is provided.

This RFQ is not an agreement and is neither an offer nor invitation by the Authority to the prospective bidders/applicants or any other person. The purpose of this RFQ is to provide interested parties with information that may be useful to them in the formulation of their application for qualification pursuant to this RFQ (the “**Application**”). This RFQ includes statements, which reflect various assumptions and assessments arrived at by the Authority in relation to the Project. Such assumptions, assessments and statements do not purport to contain all the information that each Applicant may require. This RFQ may not be appropriate for all persons, and it is not possible for the Authority, its employees or advisors to consider the investment objectives, financial situation and particular needs of each party who reads or uses this RFQ. The assumptions, assessments, statements and information contained in this RFQ may not be complete, accurate, adequate or correct. Each Applicant 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 RFQ and obtain independent advice from appropriate sources.

Information provided in this RFQ to the Applicant(s) is on a wide range of matters, some of which may depend upon interpretation of law. The information given is not intended to be an exhaustive account of statutory requirements and should not be regarded as a complete or authoritative statement of law. The Authority accepts no responsibility for the accuracy or otherwise for any interpretation or opinion on law expressed herein.

The Authority (SCOPE), its employees and advisors make no representation or warranty and shall have no liability to any person, including any Applicant 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 RFQ or otherwise, including the accuracy, adequacy, correctness, completeness or reliability of the RFQ and any assessment, assumption, statement or information contained therein or deemed to form part of this RFQ or arising in any way with pre-qualification of Applicants for participation in the Bidding Process.

The Authority also accepts no liability of any nature whether resulting from negligence or otherwise howsoever caused arising from reliance of any Applicant upon the statements contained in this RFQ.

The Authority may, in its absolute discretion but without being under any obligation to do so, update, amend or supplement the information, assessment or assumptions contained in this RFQ.

The issue of this RFQ does not imply that the Authority is bound to select and shortlist pre-qualified Applications for Bid Stage or to appoint the selected Bidder or Concessionaire, as the case may be, for the Project and the Authority reserves the right to reject all or any of the Applications or Bids without assigning any reasons whatsoever.

The Applicant shall bear all its costs associated with or relating to the preparation and submission of its Application including but not limited to preparation, copying, postage, delivery fees, expenses associated with any demonstrations or presentations which may be required by the Authority or any other costs incurred in connection with or relating to its Application. All such costs and expenses will remain with the Applicant and the Authority shall not be liable in any manner whatsoever for the same or for any other costs or other expenses incurred by an Applicant in preparation or submission of the Application, regardless of the conduct or outcome of the Bidding Process.

Invitation for Qualification

1. INTRODUCTION

1.1 Background

SCOPE (Society for Creation of Opportunity through Proficiency in English), established in 2007 by the Government of Gujarat to build English language proficiency in the youth of Gujarat and thereby create employment opportunities for them, has been the most successful PPP model in the state. It has an established network of 300+ centres through Five Zonal Training Partners (ZTPs) for the purpose of providing English language training to the candidates. More than 700 colleges and universities are also SCOPE centres. SCOPE programme is centred on three challenges of education - Access, Equity and Quality. As of now, Cambridge English Language Assessment, part of the University of Cambridge, UK is the Assessment and Certification partner of SCOPE.

SCOPE has its registered office located at Society for Creation of Opportunities through Proficiency in English (SCOPE)"Prajna Puram" KCG Campus,Opp.PRL, Faculty Block, First Floor,Nr. L D Engineering College, Navrangpura, Ahmedabad 380015

Ph : 079 26300593

Fax : 079 26300956

Email : ceo.scope@gmail.com

1.1.1 Brief particulars of the Project are as follows:

SCOPE intends to develop Basic and Advanced English language content as SCOPE syllabus. It would involve language experts, faculties, teachers, domain experts and students. It is Indian equivalent to A1, A2, B1, B2 levels of Cambridge and mapping to CEFR standards as far as possible. The syllabus would cater to the need of different strata of students.

Context

Local context (Indian metro context) is to be considered for the development of chapters, use of vocabulary, related content and illustrations.

Assessment of skills

The four skills are to be assessed as per the format suggested - Listening, Reading, Speaking and Writing.

Objectives

a) Development of Course book and Work book for all four skills at four levels as per CEFR (A1, A2, B1, B2) and practice book at preliminary level (Below A1).

b) Development of :

i) test items for three exams (random selection from question databank through a robust algorithm) - Listening and Reading, Writing and Speaking at all levels

ii) a set of practice tests/material at preliminary level (Below A1)

iii) computer assisted (wherever possible) and manual assessment (for speaking and writing tests)

c) Full fledged Exam Application (MIS) to manage the allocation, question paper sets, assessment and result

d) 40-60 hours of training (in the form of improvement classes) for those candidates who score low at Preliminary level so that they can be better prepared at higher levels.

1.1.2 The selected Bidder, who is either a company incorporated under the Companies Act, 1956 or the Companies Act, 2013 (as the case may be) or undertakes to incorporate as such prior to execution of the agreement shall be responsible for designing and developing syllabus at four levels (A1,A2, B1,B2), corresponding exam and Exam Management Application.

1.1.3 The scope of work will broadly include the design and development of Indian metro context English content, the exams corresponding to CEFR levels A1, A2, B1 and B2 and computer application to manage the exam, assessment and result.

1.1.4 Indicative capital cost of the Project (the “**Estimated Project Cost**”) will be revised and specified in the Bidding Documents of the Project. The assessment of actual costs, however, will have to be made by the Bidders.

1.1.5 The Authority shall receive Applications pursuant to this RFQ in accordance with the terms set forth herein as modified, altered, amended and clarified from time to time by the Authority, and all Applications shall be prepared and submitted in accordance with such terms on or before the specified date for submission of Applications.

1.2 Brief description of the Bidding Process

1.2.1 The Authority has adopted a two-stage process (collectively referred to as the “**Bidding Process**”) for selection of the bidder for award of the Project. The first stage (the “**Qualification Stage**”) of the process involves qualification (the “**Qualification**”) of interested parties/ consortia who make an Application in accordance with the provisions of this RFQ (the “**Applicant**”, which expression shall, unless repugnant to the context, include the Members). Prior to making an Application, the Applicant shall pay to the Authority a sum of Rs. 2500 (Rupees Two Thousand Five Hundred) as the cost of the RFQ process on or before the date specified. The Applicants who have downloaded the RFQ document from the Authority’s website www.scopegujarat.org/tenders.php should submit the DD at SCOPE office, on or before the date specified. At the end of this stage, the Authority expects to announce a short list of suitable pre-qualified Applicants who shall be eligible for participation in the second stage of the Bidding Process (the “**Bid Stage**”) comprising Request for Proposals (the “**Request for Proposals**” or “**RFP**”).

1.2.2 In the Qualification Stage, Applicants would be required to furnish all the information specified in this RFQ. Only those Applicants that are pre-qualified and short listed by the Authority shall be invited to submit their Bids for the Project. The Applicants are, therefore, advised to visit the site and familiarize themselves with the Content Development Project.

1.2.3 In the Bid Stage, the Bidders will be called upon to submit their financial offers (the “**Bids**”) in accordance with the RFP and other documents to be provided by the Authority (collectively the “**Bidding Documents**”). The Bid

shall be valid for a period of not less than 90 (Ninety) days from the date specified for submission of bids (the “**Bid Due Date**”).

- 1.2.4 In terms of the RFP, a Bidder will be required to deposit, along with its Bid, an EMD of an amount not exceeding 3% (three per cent) of the Estimated Project Cost and a bid security of an amount not exceeding 5% (five per cent) of the Estimated Project Cost (the “**Bid Security**”) specified in the Bidding Documents, refundable no later than 180 (one hundred and eighty) days from the Bid Due Date, except in the case of the selected Bidder whose Bid Security shall be retained till it has provided a Performance Security under the Agreement. The Bidders shall provide the Bid Security in the form of a bank guarantee acceptable to the Authority and the validity period of the bank guarantee shall not be less than 180 (one hundred and eighty) days from the Bid Due Date, exclusive of a claim period of 60 (sixty) days, and may be extended as may be mutually agreed between the Authority and the Bidder from time to time. The Bid shall be summarily rejected if it is not accompanied by the Bid Security.
- 1.2.5 Generally, the Lowest Bidder shall be the selected Bidder. The remaining Bidders shall be kept in reserve and may, in accordance with the process specified in the RFP, be invited to match the Bid submitted by the Lowest Bidder in case such Lowest Bidder withdraws or is not selected for any reason. In the event that none of the other Bidders match the Bid of the Lowest Bidder, the Authority may, in its discretion, invite fresh Bids from the remaining Bidders or annul the Bidding Process, as the case may be.
- 1.2.6 During the Bid Stage, Bidders are invited to examine the Project in greater detail, and to carry out, at their cost, such studies as may be required for submitting their respective Bids for award of the agreement including implementation of the Project.

In this RFQ, the term “**Lowest Bidder**” shall mean the Bidder who will be offering the bid at the lowest price.

The bid parameters for the RFP stage are subject to change based on detailed financial assessment, project structuring and pre-RFQ interactions.

- 1.2.7 Further and other details of the process to be followed at the Bid Stage and the terms thereof will be spelt out in the Bidding Documents.
- 1.2.8 Any queries or request for additional information concerning this RFQ shall be submitted in writing or by fax and/or e-mail to the officer designated as below. The envelopes/ communications shall clearly bear the following identification/ title: “**Queries/ Request for Additional Information: RFQ for Content Development Project of SCOPE**”.

Joint CEO, SCOPE

Jointceo.scope@gmail.com

Fax 079-26300956

- 1.2.9 Submission of the application is to be done at SCOPE office in a sealed envelope and at the following address :

Joint CEO

SCOPE

KCG Campus, Opp. PRL

Near L D Engg. College, Navrangpura

Ahmedabad-380015

079-26300593

1.3 Schedule of Bidding Process

SCOPE shall endeavor to adhere to the following schedule:

	Event Description	Date
	Qualification Stage	
1.	Last date for receiving queries	25 th February, 2017
2.	Pre-bid meeting	6 th March, 2017
3.	Application Due Date	5 th April, 2017
4.	Announcement of qualified Bidders	Within 30 days of Application Due Date

	Bid Stage	Estimated Date
1.	Last date for receiving queries	[To be specified]
2.	Pre-Bid meeting – 1	[To be specified]
3.	Bid Due Date	[To be specified]
4.	Opening of Bids	On Bid Due Date
5.	Letter of Award (LOA)	Within 30 (thirty) days of Bid Due Date
6.	Validity of Bids	120 (one hundred twenty) days of Bid Due Date
7.	Signing of Agreement	Within 30 (thirty) days of award of LOA

2. INSTRUCTIONS TO APPLICANTS/BIDDERS

A. GENERAL

2.1 Scope of Application

2.1.1 The Authority wishes to receive Applications for Qualification in order to shortlist experienced and capable Applicants for the Bid Stage.

2.1.2 Shortlisted Applicants may subsequently be invited to submit the Bids for the Project.

2.2 Eligibility of Applicants

2.2.1 For determining the eligibility of Applicants for their qualification hereunder, the following shall apply:

- (a) The Applicant for pre-qualification may be a single entity to implement the Project. However, no applicant applying individually can be member of another Applicant. The term Applicant used herein would apply to a single entity or bidder.

- (b) An Applicant may be a natural person, private entity, a university, a publication or government-owned entity. Consortium of bidders is not allowed.
- (c) An Applicant shall not have ‘a conflict of interest’ that affects the Bidding Process.
- (d) An Applicant shall be liable for disqualification if any legal, financial or technical adviser of the SCOPE in relation to the Project is engaged by the Applicant, its Member or any Associate thereof, as the case may be, in any manner for matters related to or incidental to the Project.

2.2.2 To be eligible for pre-qualification and shortlisting, an Applicant shall fulfill the following conditions of eligibility:

(A) **Technical Capacity:** For demonstrating technical capacity and experience (the “**Technical Capacity**”), the Applicant shall, have:

- (i) Developed at least one level of content (as per CEFR).
- (ii) Developed at least one standardised Exam at any level of CEFR.
- (iii) The standardization of tests was done with field trials in India.
- (iv) An adequate test item bank has been prepared on the basis of such field trials in Indian context.
- (v) Developed MIS application for exam management, scheduling and monitoring.

(B) **Financial Capacity:** The Applicant shall have an average minimum turnover of (the “**Financial Capacity**”) Rs. 50,000,00 (Rupees Fifty Lakh only) for the last three financial years (2013-14, 14-15, 15-16).

2.2.3 The Applicants shall enclose with its Application, to be submitted as per the format at Appendix-I, complete with its Annexes, the following:

- ~~(i) certificate(s)~~ (i) certificate(s) from its statutory auditors specifying the turnover of the Applicant, as at the close of each last three financial years.
- (ii) IT returns of the last three financial years.

2.2.4 Any entity which has been barred by the Central/ State Government, or any entity controlled by it, from participating in any project (BOT or otherwise), and the bar subsists as on the date of Application, would not be eligible to submit an Application.

2.3 Number of Applications and costs thereof

No Applicant shall submit more than one Application for the Project. An Applicant applying individually shall not be entitled to submit another application either individually or as a Member of any other group/bidder, as the case may be.

The Applicants shall be responsible for all of the costs associated with the preparation of their Applications and their participation in the Bid Process. The Authority will not be responsible or in any way liable for such costs, regardless of the conduct or outcome of the Bidding Process.

2.4 Acknowledgement by Applicant

2.4.1 It shall be deemed that by submitting the Application, the Applicant has:

- (a) made a complete and careful examination of the provisions of the RFQ;
- (b) received all relevant information requested from the Authority;
- (c) agreed to be bound by the undertakings provided by it under and in terms hereof.

2.4.2 The Authority shall not be liable for any omission, mistake or error in respect of any of the above or on account of any matter or thing arising out of or concerning or relating to the RFQ or the Bidding Process, including any error or mistake therein or in any information or data given by the Authority.

2.5 Right to accept or reject any or all Applications/ Bids

Notwithstanding anything contained in this RFQ, the Authority reserves the right to accept or reject any Application and to annul the Bidding Process and reject all Applications/ Bids, at any time without any liability or any obligation for such acceptance, rejection or annulment, and without assigning any reasons therefor. In the event that the Authority rejects or annuls all the Bids, it may, in its discretion, invite all eligible Bidders to submit fresh Bids hereunder.

APPENDICES

APPENDIX-I

Letter Comprising the Application for Qualification

Dated:

To,
CEO
SCOPE
KCG Campus, Opp. PRL
Near L. D. Engg. College
Navrangpura
Ahmedabad - 380015

Sub: Application for qualification for Content Development Project of
SCOPE

Dear Sir,

With reference to your RFQ document dated, I/we, having examined the RFQ document and understood its contents, hereby submit my/our Application for Qualification for the aforesaid project. The Application is unconditional.

2. I/We acknowledge that the Authority will be relying on the information provided in the Application and the documents accompanying such Application for qualification of the Applicants for the aforesaid project, and we certify that all information provided in the Application is true and correct; nothing has been omitted which renders such information misleading; and all documents accompanying such Application are true copies of their respective originals.
3. This statement is made for the express purpose of qualifying as a Bidder for the development, construction, operation and maintenance of the aforesaid Project.

4. I/We shall make available to the Authority any additional information it may find necessary or require to supplement or authenticate the Qualification statement.
5. I/We acknowledge the right of the Authority to reject our Application without assigning any reason or otherwise and hereby waive, to the fullest extent permitted by applicable law, our right to challenge the same on any account whatsoever.
6. I/We declare that:
 - (a) I/We have examined and have no reservations to the RFQ document, including any Addendum issued by the Authority;
 - (b) I/We do not have any conflict of interest
7. I/We have not directly or indirectly or through an agent engaged or indulged in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice, in respect of any tender or request for proposal issued by or any agreement entered into with the Authority or any other public sector enterprise or any government, Central or State;
8. I/ We understand that you may cancel the Bidding Process at any time and that you are neither bound to accept any Application that you may receive nor to invite the Applicants to Bid for the Project, without incurring any liability to the Applicants.
9. I/ We certify that in terms of the RFQ, my/our Networth is Rs.
..... (Rupees in words).

In witness thereof, I/ we submit this application under and in accordance with the terms of the RFQ document.

Yours faithfully,

Date:

(Signature, name and designation of the Authorised Signatory)

Place:

Name and seal of the Applicant/ Lead Member

ANNEX-II

Details of Applicant

1.
 - (a) Name:
 - (b) Country of incorporation:
 - (c) Address of the corporate headquarters and its branch office(s), if any, in India:
 - (d) Date of incorporation and/ or commencement of business:

2. Brief description of the Company including details of its main lines of business and proposed role and responsibilities in this Project:

3. Details of individual(s) who will serve as the point of contact/ communication for the Authority:
 - (a) Name:
 - (b) Designation:
 - (c) Company:
 - (d) Address:
 - (e) Telephone Number:
 - (f) E-Mail Address:
 - (g) Fax Number:

4. Particulars of the Authorised Signatory of the Applicant:
 - (a) Name:
 - (b) Designation:
 - (c) Address:
 - (d) Phone Number:
 - (e) Fax Number:

5. Describe the accomplished projects of similar nature.