



Bihar School Examination Board, Patna

Notice No – 68/16

Notice Inviting Expression of Interest (EOI)

For- “Selection of Agency for Preparation of study report on current assessment of management processes, IT systems and infrastructure and examination system and suggesting improvements and reforms by benchmarking with best practices and assist in Bid Process Management for Bihar School Examination Board (BSEB)”

Bihar School Examination Board , Patna wishes to modernise its Organisational Structure. For this purpose, **Expression of Interest (EOI)** is being invited for “**Selection of Agency for Preparation of study report on current assessment of management processes, IT systems and infrastructure and examination system and suggesting improvements and reforms by benchmarking with best practices and assist in Bid Process Management for Bihar School Examination Board (BSEB)**” from reputed firm(s)/agency(s) having experience in any Central/State Government departments/PSU/ Reputed organizations/ State /Central examination boards in India.

(2) The T.O.R (Terms of Reference) containing further information about the, eligibility criteria, terms & conditions can be downloaded from :- www.biharboard.ac.in

Important Dates

1.	Date and Time of downloading EOI document from BSEB website	17/11/2016 from 10: 00 AM
2.	Date and Time of Pre-Bid meeting	22/11/2016 at 04.00 PM
3.	Last Date and Time of downloading EOI document from BSEB website	3/12/2016 till 03: 00 PM
4.	Last Date and Time of Submission of Proposals	5/12/2016 till 01:00 PM
5.	Date and Time of opening of Proposal	5/12/2016 at 01:30 PM
6.	Place for Submission of Proposal.	In the Office of " The Secretary, Bihar School Examination Board, Patna, Sinha Library Road, Patna-800017 "

Note - The Secretary, Bihar School Examination Board (BSEB) reserves the right to reject, reschedule or cancel this Expression of Interest (EOI) and Terms of Reference (TOR) on any stage.

Secretary

Bihar School Examination Board, Patna.

TERMS OF REFERENCE

FOR

“Selection of Agency for Preparation of study report on current assessment of management processes, IT systems and infrastructure and examination system and suggesting improvements and reforms by benchmarking with best practices and assist in Bid Process Management for Bihar School Examination Board (BSEB)”

BIHAR SCHOOL EXAMINATION BOARD

Notice No – 68/16

Assignment Title : “Selection of Agency for Preparation of study report on current assessment of management processes, IT systems and infrastructure and examination system and suggesting improvements and reforms by benchmarking with best practices and assist in Bid Process Management for Bihar School Examination Board (BSEB)”

1. **Introduction:**

The Bihar School Examination Board (BSEB) is Regional Examination Board for the conduct of secondary & senior secondary examinations in the State of Bihar. The Board is a society, registered under Bihar School Examination Board Act, 1952 & 2007(amended) and an autonomous body under the aegis of Ministry of Human Resource Development, Government of Bihar. It has mandate for conduct of public examination at secondary & senior secondary level for its affiliated schools in Bihar. The main objectives of the Board are to serve the educational Institutions more effectively and to be responsive to the educational needs of the students. The prime focus of the Board is on Innovations in teaching-learning methodologies by devising students friendly and students centered paradigms and **Reforms in examinations and evaluation practices**. As a step towards this drive, the Board intends to invite Expressions of Interest from reputed consulting organizations/agencies for following Scope of Work.

2. **Scope of work:**

The consultant is required to

- 1) Study existing management processes and practices, organization structure (including manpower) and strategy.
- 2) Conduct detailed assessment of current IT systems and Infrastructure and examination systems
- 3) benchmark current practices with best practices, identify gaps and prepare a report/roadmap highlighting key improvement areas and adequate requirements
- 4) Suggest suitable manpower structure, IT and computer based infrastructure, suggestion for best practices, amendment in existing structure etc.
- 5) Preparation of tender documents for procurement of above services/resources from qualified and capable implementation agencies, assist BSEB in Bid Management.

3. **Qualification Criteria:**

Project of this nature and importance necessarily requires agencies having strong knowledge of Management Consulting, Best practices, Bid Management, Technological aspects as well as strong foothold in India.

In view of the above, following are the qualifying criteria:

- a) The company/ firm should be registered in India.
- b) The consultancy firm should have working experience of providing similar type of consultancy services any 3 years in last 5 years (From publication of the EO) in Central/State Government departments/PSU/ Reputed organizations/ State /Central examination boards in India.
- c) The bidder should have average annual turnover of at least Rs. 10 Crores in the last three financial years (2012-13, 2013-14, 2014-15).

- d) An agency will be selected in accordance with Bihar Finance Rules, 2005. The Information on eligibility must be furnished in the prescribed tabular format which is given in annexure-1. Eligible organizations will be asked to submit additional documents and also submit detailed proposals.
4. This “Expression of Interest” (EOI) is invited in order to shortlist eligible Interested Parties-cum-bidders. Subsequently, **Request for Proposal (RFP)** will be circulated to those shortlisted bidders who will be shortlisted after submission of EoI. Such shortlisted Bidders will have to submit their proposal in response to the RFP.
5. The Secretary, Bihar School Examination Board (BSEB) reserves the right to reject, reschedule or cancel this Expression of Interest (EOI) and Terms of Reference (TOR) on any stage.
6. **List of documents that applicant organisation needs to submit along with application:**
- a) Application, clearly specifying the project for which the organisation is applying.
 - b) Copy of the registration certificate of the organisation
 - c) Copy of the audited financial statements for last three years (2012-13, 2013-14, 2014-15)
 - d) Affidavit that the organisation is not currently black listed by any government department or agency.
 - e) List of all projects/studies completed in the last 3 years. Please attach work order and work completion certificate.
 - f) An undertaking as per the enclosed format (Annexure 2).

Interested organisations may obtain any further information from the office during normal office hours i.e. 10 AM to 5 PM on working days. The EOI may be delivered in **written form in the prescribed form (see Annexure – 1 & 2) along with a soft copy in a CD/DVD** addressed to “*The Secretary, Bihar School Examination Board, Patna*” on the address given as per schedule in the advertisement in a sealed envelope clearly indicating “**Selection of Agency for Preparation of study report on current assessment of management processes, IT systems and infrastructure and examination system and suggesting improvements and reforms by benchmarking with best practices and assist in Bid Process Management for Bihar School Examination Board (BSEB)**”. The agencies should ensure to submit all relevant documents demonstrating the eligibility criteria. Agencies blacklisted and EOIs received after the deadline and EOIs with incomplete details will not be considered.

7. The Secretary, Bihar School Examination Board (BSEB) reserves the right to reject, reschedule or cancel this Expression of Interest (EOI) and Terms of Reference (TOR) on any stage.

Any queries/suggestions may be addressed to: The Secretary, Bihar School Examination Board, Patna & send through Email: secybseb@gmail.com

Annexure –1**Format for Organizational Profile**

Sl. No	Particular	Details			
1	Name of the Organization				
2	Nature of Legal status in India	3	Main area of expertise:		
4	Date of incorporation/registration	5	Date of commencement of work:		
6	Address of Head Office				
7	Contact person details				
8	Email id	9	Landline number	10	Mobile No
11	Website url:	12	PAN card no.		
13	Any other relevant information				
14	Relevant Studies/Assessments - Details to be furnished here for marking purpose. Minimum 3 studies completed in the last 5 years				
Sl.n	Name of project	Kinds of intervention done under the Project	Name of funding agency	Value of project (Rs)	Period of project (from- to)
a.					
b.					
c.					
15	Annual Turnover in the last three years. (please attach a certificate attested by a Chartered Accountant)			Years	Annual Turnover/Value(In Crores)
				2014-15	
				2013-14	
				2012-13	
16	Number of years' experience, at least 3 years in existence Past Experience of work of similar nature.	No of Years			
		No. of Project in Central/State Government departments/PSU/ Reputed organizations/ State /Central examination boards in India			
		Number of studies completed			
17	Total Manpower strength of the agency with professional team to handle tasks and responsibility				
18	Capability Fully established office with adequate staffing, computer and communication services and in-house resources.				
19	Address local state offices with phone & E-mail id and contact details.				

Short listing will be made on above Information only. Attach supporting documents with this format.

Annexure - 2

Declaration

Date:.....

To whom so ever it may be concern

I _____S/o/D/o _____,_____ (Designation) and authorized signatory of _____ (Name and address of organisation) declare that _____ (Name and address of organisation) do not face any sanction or any pending disciplinary action from any authority. Further, it is also certified that our firm has not been blacklisted by any government or any other donor/partner organization in past.

In case of any further changes which affect of this declaration at a later date; we would inform the mission accordingly.

I also certify that all the information given in this application is true to the best of my knowledge and nothing has been concealed therein. In case any information is found untrue at any stage the registration for empanelment may be cancelled.

Authorized Signatory
(with seal)