

# **Knowledge Consortium of Gujarat, Ahmedabad**

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## Tender Document

### Creation of Video Based MCQ for The Gujarat Gyan Guru Quiz (G3Q)

Knowledge Consortium of Gujarat  
Opp. PRL, Nr. L. D. College of Engineering  
Navrangpura, Ahmedabad – 380009  
Email: [info-kcg@gujarat.gov.in](mailto:info-kcg@gujarat.gov.in)

July- 2022

## **Introduction**

Gujarat Gyan Guru Quiz (G3Q) inauguration program was organized on 7<sup>th</sup> July 2022 at Science City, Ahmedabad, Gujarat in co-ordination with the Ministry of Education, Government of Gujarat. G3Q endeavours to provide a platform to students and citizens alike through participation on the quiz for projects, programmes, schemes and achievements. Approximately 25 lakhs participants are expected for the Gujarat Gyan Guru Quiz (G3Q).

[Note: The purpose of this document is to select an agency to create Video Based MCQ for the Gujarat Gyan Guru Quiz (G3Q).]

The Agency need to submit the quotation in two different sealed covers which shall be titled as instructed below:

### **Cover:**

**“DOCUMENTS COVER FOR Creation of Video Based MCQ for The Gujarat Gyan Guru Quiz (G3Q)”**

This cover shall comprise of rates as per scheduled / attached format, duly signed and stamped on each page to be submitted with the self-attested/ signed and stamped supporting documents.

[NOTE:- Agency not fulfilling the criteria will not be held eligible to participate in the further process of Price/Financial Bid]

The cover shall be super scribing it to "The CEO, Knowledge Consortium of Gujarat, at 'Pragna Puram Campus', Near L D College of Engineering, Opp. P.R.L., Ahmedabad - 380 009 through courier/R.P.A.D./Speed Post/in Personal on or before 9<sup>th</sup> July, 2022 up to 17:00 hrs.

This outer envelope shall bear the submission address, and the title as instructed above, and be clearly marked “Do Not Open, Except In Presence of the Official Appointed”. KCG shall not be responsible for misplacement, losing or premature opening if the outer envelope is not sealed and/or marked as stipulated. This circumstance may be case for rejection of proposal. If the Financial Proposal is not submitted in a separate sealed envelope duly marked as indicated above, this will constitute grounds for declaring the Proposal non-responsive.

Any proposal received by the Client after the deadline for submission shall be returned unopened.

At any stage of the process, the decision of the KCG official will be held final. KCG official is authorized to make changes in the process or cancel the process at any point of time during the entire process.

Subject to Ahmedabad Jurisdiction only.

For, Knowledge Consortium of Gujarat,

Ahmedabad

# **Terms of Reference**

## ***1. SELECTION CRITERIA FOR BIDDERS***

### **A. Evaluation**

The tender document along with the annexures duly signed and stamped on each page to be submitted with the self-attested/ signed and stamped supporting documents.

### **B. FINANCIAL BID**

Bidder shall fill up entire price bid along with final amount as part of price bid.

Authority reserves the right to make the appointment of the Successful bidder subject to such further terms and conditions as it considers appropriate in relation to the Tender process and/or the provision of the Services. Authority shall not be obliged to give any reason(s) for the selection and/or rejection of any Proposal or any part thereof.

Authority reserves the right, at any time and in its absolute discretion, accept or reject Proposals (or to permit any bidder to resubmit its Proposal, such that Proposal fails to meet any or all of the Criteria and/or the Requirements), to pursue negotiations with any number of bidders, to withdraw from negotiations with any bidder at any time and to suspend, discontinue, modify and/or terminate the Tender process at any time.

### **C. Deciding award of contract:**

Quality and competence of service shall be considered, as the paramount requirement.

## ***2. SCOPE OF WORK***

### **A. Quantity:**

- Changes (Increase or Decrease) in the Quantity requirements can arise at any point of time.

### **B. Work:**

The Scope of work involves –

1. Providing approximately 250 to 300 Questions on Policy's / Projects / Initiatives / Achievements and the schemes of Central & State government for the Quiz (Multiple Choice Questions).
2. Questions must be related to Central & State Government Schemes / Projects / Initiatives / Policies / Achievements only.

3. On basis of above topics, selected bidder needs to search a video content and create 5 to 6 Multiple Choice Questions (MCQs) in Gujarati & English languages out of that video.
4. Selected bidder has to create short high-quality video clip by using best video clip editing only through license software.
5. Questions must be Multiple Choice Questions (MCQs) type.
6. Questions & Answers must be accurate, qualitative, concrete, credible and genuine.
7. Options of the question must be relevant.
8. Selected bidder must ensure that not to violate any copyright law related to video.

#### **C. Before Create question**

- Company must verify information and double-check every part of the question.
- Do not take any controversial/problematic Questions & Answers.

#### **D. Deliverable:**

- Out of 5 to 6 questions, company has to submit only 1 or 2 questions for single video.
- The master copy of questions should be provided on CD & also in the E-mail.

### ***3. CONTRACTOR'S OBLIGATION***

- The Agency shall be fully responsible for creating & reviewing the MCQs. They should have the relevance with the scope of work. The contractor shall be responsible for execution, Complete Management, Coordination too.
- The contractor shall take all the aspects into consideration and not be restricted to:
  - Execution and management as per scope Procurement of requisite materials and manpower.
  - Quality control
  - Security and risk coverage

### ***4. AUTHORITY'S OBLIGATION***

- Authority shall appoint, an authorized person as 'Coordinator – AUTHORITY to coordinate with the Contractor in all matters related to project for the successful execution of the work and to be responsible for all necessary exchange of information required.

## **5. PAYMENT TERMS**

1. If KCG Found any mistake/ incorrect question or answer/ controversial topic in question, then KCG reverse the right to cancel the contract and no payment will be made.
2. No advance payment will be made.
3. Payment for questions shall be made as per selected questions by committee and the payment made by the accounts Department in Indian Rupees.
4. The total amount shall exclude GST (as applicable) or any other Government taxes.
5. No payment will be made for any kind of incomplete implementation of work.

## **6. Performance Bank Guarantee(ePBG):**

- The successful L-1 vendor will have to submit performance Bank Guarantee(ePBG) @ 5 % of Total L-1 Price for duration of four (04) months within 72 Hrs. of receiving the work order.

## **7. Penalty Clause:**

Any consequences by the bidder/agency such as delay in service, non-completion of work on time etc. will be intimated once through notice and thereafter 5% of penalty from the total amount payable and if such situation arise for 3 times then, the agency/bidder will be blacklisted and the contract shall be held revoked. In this situation, L2 agency/bidder will be given the contract. The blacklisted agency/bidder will never be held eligible to participate in future tender of any institutions/office under the purview of Commissionerate of Higher Education.

## **8. General Terms and Conditions:**

- a. The decision of KCG authority will be considered as final and binding to bidders.
- b. Subject to Ahmedabad Jurisdiction Only.

**Annexure: I**  
**Details of the Bidder**

<b>SN</b>	<b>Particular</b>	<b>Details to be filled by Bidder</b>
1	Name of Agency	
2	Full Address	
3	Mobile Number	
4	Email id	
5	GST Registration Number	

Signature of the Bidder with Seal

## Annexure: II

### Financial Bid Format

To,  
Knowledge Consortium of Gujarat,  
Pragna Puram, Opp. PRL, Navrangpura, Ahmedabad

Sir,

I/We hereby bid for providing the service as per the Terms of Reference given under this Tender Document of KCG, Ahmedabad within the time specified and in accordance with the specifications and instructions and Conditions as well as General Terms and Conditions. The rates are quoted in the prescribed format given below:

SN	Particular	Total Questions	Rate per Question (Excluding tax)
1	Video Based MCQ Creation in Gujarati & English Language	Approximately 250 to 300	

**Note:**

1. Price excludes all Government Taxes.
2. TDS will be deducted as per prevailing Government norms from above amount.

Signature of the Bidder with Seal