



BOXING FEDERATION OF INDIA
REQUEST FOR PROPOSAL (RFP)
FOR CONTENT MANAGEMENT AGENCY FOR E-KHELO PATHSHALA (BOXING)

Boxing Federation of India invites offline bids for following work:

Brief Description of work	Total tender Value	Bidding Document Cost. (Rs.) (Non Refundable)
CONTENT MANAGEMENT AGENCY FOR E-KHELO PATHSHALA (BOXING)	25.00 lacs	5000.00

Payment:

Tender Fee of Rs. 5000.00 and Earnest Money of Rs. 125000.00 in form of DD only in favor of "Boxing Federation of India" payable at New Delhi must be sent to the Boxing Federation of India, 323, Udyog Vihar-IV, Gurugram-122015, Haryana on or before Bid Submission Date & Time as mentioned in Critical Date Sheet.

Critical Date Sheet:

Date of Issue	24-02-2021
Last date & time of submission of proposal	04-03-2021
Cut of Date of Seeking Clarification	01.03.2021
Pre Bid Meeting	02.03.2021
Place of submission of proposal/bids	Boxing Federation of India, 323, Udyog Vihar-IV, Gurugram-122015, Haryana

1. Boxing Federation Of India

- a) Boxing Federation of India (BFI) is the National Federation for the sport of Boxing in India. It was established in 2016 and recognized by the Government of India (Ministry of Youth Affairs & Sports, Department of Sports), the International Boxing Association (AIBA) and affiliated to Indian Olympic Association. Since its very inception, the BFI has made rapid strides for development of the sport of boxing focusing on the core development of the sport at grass root level. By strategic planning and professional management, the BFI has been able to make a mark in the international arena.
- b) The present RFP relates to engagement of content management agency for E-KheloPathshala

2. Present RFP is for engagement of content management agency for e-khelopathshala

- a) The detailed scope of work for the present RFP may please be seen in Annexure-A.

3. Bidding process:

- a) Companies or Consortiums, who has been empanelled with SAI as per RFE for empanelment of content management agency Ref. No.KI/EMP/CMA/052/2020-21 dated 04-11-2020 only will be eligible to bid.
- b) The bidder should not have been blacklisted by any agency during the last three years.
- c) The bidder should have all necessary clearances, if any required, from respective government agencies.
- d) The bidder should have all required statutory documents in respect of registration of company/organization with the government agencies, income tax, service tax and GST registration and clearances and that the bidder should not have been defaulter on any account.
- e) Double bid system – Technical Bid and financial Bid system will be adopted. On the date of opening, the Technical Bid will be opened. After evaluation of the Technical Bids, the financial Bid of only shortlisted bidders will be opened.
- f) Decision of BFI in respect of the above matter will be final. There will be no appeal against the decision of the BFI.
- g) The Technical Bid shall not contain any price information, that need to be mentioned in the financial Bid.
- h) The bidders will make three envelopes – (1) Technical Bid, (2) financial Bid and (3) the envelope containing the Bank Drafts for Tender Processing Fee and Bid Security. All these three envelopes will be properly closed and sealed with proper marking for identification of the bids and then these three envelopes will be put in another cover superscribing “**RFP for Content Management agency for E-KheloPathshala**” to be deposited at the Office of BFI, Gurgaon by the scheduled date and time.
- i) After decision is taken and communicated to the successful bidder, they will submit letter of acceptance and start executing the order.

4. Tender Processing Fee, Bid Security

- a) Tender processing fee is a non-refundable fee of Rs.5,000/- (Rupees Five Thousands Only) to be deposited in the form of a bank draft payable to “Boxing Federation of India” at New Delhi.
- b) Bid Security amount (EMD) is Rs. 1,25,000 /-(Rupees One lac twenty five Thousand only) to be deposited in the form of a bank draft payable to “Boxing Federation of India” at New Delhi. The Bid Security amount of the unsuccessful bidders will be refunded after award of work and acceptance of the work by the successful

bidder(s). This amount will not earn any interest. For successful bidder, it will be released on completion of supply to the satisfaction of BFI.

- c) BFI reserves the right to reject any/all the bids without assigning any reason thereof and in that eventuality the Bid Security amount will be refunded to the bidders within four weeks.
- d) In the eventuality of the successful bidder not accepting the contract within the stipulated date, the Bid Security amount deposited by him will be forfeited.
- e) No bid will be accepted through email.

5. Technical Bid Format

- a) Name of the Company/Consortium:
- b) Date of incorporation of the Company etc:
- c) Registration Number of (a) above:
- d) PAN Number of (a) above:
- e) GST Registration No:
- f) Date since when providing services as in Annexure-A of RFP:
- g) Turnover and portion of turnover on supply of equipment in Annexure-A:

Year	Total Turnover of the Company/ Consortium (In INR)	Amount of business handled in resp ect of the equipment in Annexure-A (In INR)
2019-20		
2018-19		
2017-18		
2016-17		

In support of claims in (b) to (g) above documentary proof must be attached along with certificates from the organizations to whom the equipments were supplied must be attached. In respect of turnovers, the audited balance sheet or certificate from the Chartered Accountant/Auditor should be attached. Copies of registration certificate, PAN, tax registration, GST registration and other related document need to be attached.

- h) Detailed technical specifications of all items of equipment mentioned in para 1.2.3 of Annexure – A.

6. Financial Bid Format:

- a) The bidder shall indicate detailed pricing as mentioned in the Scope of Work/BOQ in Annexure-A & B.

7. Terms of Payment:

- a) The amount of payment will be released after within 15-30 days of successful supply, inspection and installation of all equipments and on production of all bills subject to the satisfaction of the BFI.

8. Dispute resolution

- a) Before award of work, there will be no dispute and the decision of BFI will be final.
- b) After award of work, all disputes will be resolved amicably by mutual consultation.
- c) In case, still disputes remain, it will be decided by Arbitration and in such eventuality the Arbitrator will be appointed by the BFI.
- d) The Arbitration Proceedings will be carried on as per the provisions of Indian Arbitration Act and will be governed by laws of India.
- e) In case of litigation, it will be subject to the jurisdiction of the Courts of Delhi.

9. Savings

- a) BFI reserves the right to vary the terms and conditions, scope of work, BOQs mentioned above at any time for operational reasons without assigning any reason.
- b) If after award of work BFI is convinced that the contractor is not fulfilling the contractual terms or is not supplying equipment as per specification or as per satisfaction of BFI or if adequate progress of work is not there, the BFI reserves the right to terminate the contract without any further notice and assign the work or the rest of the work to another bidder/vendor at the cost of the contractor.

10. The successful bidder would have to deposit an amount of R 250000.00 (10% of the cost of work as decided by tender inviting authority) of Annual contract of value towards Performance Guarantee through Demand Draft/pay order/FDR/BankGuarantee from a commercial bank in favour of "Boxing Federation of India" payable at New Delhi which would remain during the contract period and no interest shall be payable on the said amount. The said amount shall be refunded after two months from the date of completion of the work. The Bank Guarantee if furnished for this amount

11. Non-receipt of Performance Security and Contract by the Tender Inviting Authority

Failure of the successful Bidder in providing Performance Security and / or returning contract copy duly signed in terms of ITB clause 19 above shall make the Bidder liable for forfeiture of its bid security and, also, for further action/s by BFI against it– Termination of default and other administrative actions as deemed fit by BFI.

P. C. Pratihari

Director Administration

Boxing Federation of India

Date: 24th February, 2021

Annexure-A

SCOPE OF WORK FOR CONTENT MANAGEMENT AGENCY

Objectives & Scope of Work

Project Specific Scope of Work

All work products designed and developed under this agreement is to be developed to be plugged into the LMS platform of Khelo-India's choice. The content must adhere to technical requirements of the LMS platform to ensure compatibility. The specification for the content developed should be as follows:

1. Design content flow based on best practices of Iterative Instructional design
2. The content developed should be in accordance with both Khelo-India and the respective Sports bodies for which the content is being developed
3. Develop content based on the following hierarchy, with due accordance given to the technical constraints
 - a. Level 1: Passive eLearning With No Interactivities
 - b. Level 2: Limited Interactivities
 - c. Level 3: More Complex Interactivities
 - d. Level 4: Highly Simulated Environment
4. Employ Drip feeding techniques to ensure high engagement levels during the learning lifecycle
5. Use interventions for knowledge check for short term knowledge retention
6. Adhere and customize designs based on Khelo-India's guidelines, templates and style guide
7. Develop assessment criteria at various points in the learning lifecycle as follows but not limited to
 - a. Pre-Assessment
 - b. Formative assessment
 - c. Summative assessment
 - d. Confirmative assessment
 - e. Criteria based assessment
8. Plan holistic assessment criteria for courses and programs based on sports bodies' learning goal
9. Evolve assessment criteria should be combination of weightage assignment, questions types and activity types.
10. Ensure content works across platforms and devices without technical glitches
11. Create and execute a project plan with agile content development strategy
12. Content wherever voice over is required will have neutral India accent with no use of text to speech or artificial intelligence aided services

13. Periodic updates on milestones agreed upon by Khelo-India, Respective sports bodies, and the content management agency
14. Subject matter experts will be provided however additional services of subject matter experts (SME) for this purpose may be hired at own cost (without any reimbursement), to facilitate its work and co-ordination
15. Arrangement for live video shooting, wherever so required, along with all preproduction, production and post production activities relating to it, at own cost.
16. Illustrative format of modules to be developed online along with mins is being shared as per details below

Format	Minimum
Green Screen	No less than 30 seconds
Video	No less than 30 seconds, and one with a SCORM wrapper
PPT+ Voice over	No Less than 30 Seconds

Text Doc	A SCORM Compliant text content of no less than 4 navigation able pages
Assessments (Mix of all assessment types)	With at least one assessment at different stages of the course and one assessment of different types of assessments

Scope of the content management agency

1. Platform access credentials at trainer level access will be provided by the LMS consultant designated by Khelo-India
2. The content management agency is required to develop structure, decide dependencies and script the content to conform to learning goal agreed upon by sports bodies and Khelo-India
3. The project will require content designers, developers, instructional designers including content writers
4. The project will require the content management agency to procure content authoring tool that will be used to create content
5. Content will be developed using agile methodology to accommodate for changes during the iterative feedback cycle
6. Once content is reviewed and finalized the production team will develop the content into the respective media – Animated Video (photographic, illustrated, demos), including those with interactive features such as quiz and overlays, PDFs, PPTs, HTML5 files.
7. Module will be the most granular unit of the program. A resource shall not be more than 5 to 8 minutes of learning time.

8. Resources can be MP4 videos, PDFs, PPTs, In-platform assessments.
9. Content will need to be compliant with SCORM 1.2 format to track content progress, bookmark, interaction with LMS specifications as per the requirements of the platform, as may be applicable during the period of the contract.
10. Resources can be published and linked together to form a course
11. Since resources can be shared interchangeably between modules/courses they must comply with shareable content object (SCO) rules.
12. There is provision to include audio within the platform in text-based screens. Audio within videos will need to be integrated and synched within the video

Types of Content/Resource

The content developer will be required to:

- Upload MP4 video in SCORM 1.2 Compliant format
- Embed Web URL as reference pages
- Upload PDF Documents
- Upload audio files in MP3, WAV format
- Create a free flow web module content
- Create assessments

Types of Quizzes

- Create Drag and Drop Questions
- Create Hands On
- Create class diagram content
- Create Assessments

Resource Meta Tagging

The creator will need to

- Provide a Title to the resource
- A Description to the resource
- Enter the Learning Objective
- Select the Complexity level
- Enter the Duration of the resource
- Select the appropriate meta Tag(s) to enable effective search
- Enter the Competencies that could be acquired learning the resource
- Enter the Keyword(s)
- Select the Reviewer to send the resource for review

Actions on Resource (the most granular learning unit in the platform)

- Create resources
- Send the resource to the reviewer, for review

- Publish the approved resource
- Publish the ready to publish resource provided
- Mark the resource mandatory for Learners

Learning module creation

- Create a Learning module
- Add multiple resources to a Learning Module
- Send the Learning Module to the reviewer, for review
- Publish the approved Learning Module
- Mark the Learning Module mandatory for Learners

Course creation

- Create a Course design in consultation with the LMS consultant at Khelo-India
- Add multiple Learning Modules to a Course
- Add multiple Resources to a Course
- Add multiple Assessment to a Course
- Send the Course to the reviewer, for review
- Publish the approved courses
- Mark the course mandatory for Learners

File Formats

The Authoring tool that supports following files formats:

- Videos in MP4formats with SCORM wrapper
- PDF files
- external Web URLs
- Quiz &Assessments

Videos

- Minimum video resolution has to be 4K (16:9) that should be supplied along with scaled down video at 1080P
- Videos should be encoded in MP4
- Total bit rate of the video should be < 500kbps

PDF

- The maximum size of a file can be 1 GB (1024 MB)
- You can create your content in Word and PowerPoint and then export the file to PDF and upload.

Assessments/Knowledge Check Quizzes

- Each course can have a pre-test
- Each learning module should have an assignment or a quiz

- Each course should end with an assessment

Manpower Requirement

The bidder should have the below manpower on rolls of their organisation to be deployed on the project. In-case the any of these profiles are outsourced by the organisation a declaration should be given on the bidder letter head that the person shall be solely deployed for the project.

Sl. No.	Profile Name	Profile Description
1	Project Manager	<ul style="list-style-type: none"> • Should have 8-10 Years of experience in e-content development • Should be a graduate/postgraduate in any discipline • Should be well versed with content development life cycle • Should have at least 3-4 Years of experience in project management of e-content development projects
2	Instructional Design and Instructional Writing	<ul style="list-style-type: none"> • Previous working experience in instructional design for 3-4 years • In-depth knowledge of learning theories and instructional design models • Lesson and curriculum planning skills • Basic HTML and Flash programming knowledge • Visual design skills (Dreamweaver, Photoshop, Illustrator) • Ability to write effective copy, instructional text, audio and video scripts • MA degree in instructional design, educational technology or similar relevant field
3	Animator	<ul style="list-style-type: none"> • Should have 5-6 Years of experience in creatively and aesthetically designing design of e-content • Should have a degree or a diploma in animation or related field.

Technical Evaluation Process

S. No.	Parameters	Maximum Marks	Break-up of Score
1	Past experience of delivering projects of a similar nature	20	The firm/ bidder will be evaluated based on execution of projects of similar scale: Cumulative value of projects in similar work area (in private and Government organization) in last 3 years is: Less than 25 Lakhs: 0 Marks 25 Lakhs – 50 Crore: 10Marks More than 75 Crore: 20Marks (Complete /partial completion certificate with all relevant details must be provided, clearly specifying the nature of work. Work relating to development of content)
2	Experience in specific sport	10	5 marks for each project in specific sport.
3	Video PoC	10	A 2 min video demonstrating any learning video nugget of a sport program along with detailed animation and graphics to be submitted in a CD drive along with bid

*For 1 and 2, respective work orders along with completion certificate (or payment proof) to be submitted.

Financial Bid Evaluation Process

Quality and Cost Based Selection (QCBS) method will be followed during the overall selection process. Based on the evaluation of technical proposal, the technically qualified Bidders shall be ranked highest to lowest Technical Score (ST) in accordance to the marks obtained during the technical evaluation stage.

There shall be 70% weightage to technical score and 30% weightage to financial score. For the purpose of calculation unit costs will be assumed for calculation.

The individual bidder's financial score (SF) will be evaluated as per the formula given below:

- $SF = [F_{min} / F_b] * 100$ (rounded off to 2 decimal places) where,

- SF = Normalized financial score of the bidder under consideration.
- Fmin= Minimum financial quote among the technically qualified bidders
- Fb = Financial quote of the bidder under consideration
- Combined Score (S) = $ST * 0.7 + SF * 0.3$
- Where ST = Technical score secured by the bidder.
- Where SF = Financial score secured by the bidder

The bidder securing the highest evaluated Combined Score (S) will be awarded the contract observing due procedure.

Financial Bid

The financial bid should be submitted in the Format-1. Incomplete response to the RFP shall not be accepted.

Financial bid for creation of following content may be submitted:

- Approx. No. of Videos to be created : 60
- Green Screen Video : 10 minutes approx. in each video
- Video without green screen : 30 minutes approx.. in each video
- PPT + Voice Over : 20 minutes approx. in each video
- Total Duration of each video : 45 to 60 minutes approx. each

Format:

Format	Duration	Qty	Estimated Price	Applicable taxes	Total Price
Green Screen					
Video (nugget sized)					
PPT+ Voice over					
Text Doc					