

REF. NO.: IAI Request for Proposal (RFP) for ACET – STUDY MATERIAL

Section	Details	Query/Suggestions	Response
APPENDIX 3	Syllabus	1. Do we need to prepare the table of contents/sub-sections for each topic specified in the syllabus? Or detailed table of content (TOC) for each subject will be provided by the IAI?	Brief Outline of the syllabus is provided in the RFP, however a detailed (TOC) needs to be prepared.
		2. Do we get the inputs on the depth of the topic to cover in each section of the study material by the peers from the IAI?	We have already mentioned the weightage required for each topic for the development of material.
		3. All sections pertaining to mathematics or statistics or English or Data Interpretation or Logic will be covered in one module or book per topic?	One Book per topic.
		4. Number of words for each section expected? Example, Sets, Relations and Functions should be covered within 1500 to 2500 words.	It does not depend on the number of words or pages. It shall depend on the quality of content and you may commensurate as per the weightage. However, you may indicate the number of pages per topic.
		5. What is the number of pages restricted to each subject?	It does not depend on the number of words or pages. It shall depend on the quality of content and you may commensurate as per the weightage. However, you may indicate the number of pages per topic.
		6. Is there any template or proforma for supporting documents?	No
		7. Will the client need colour prints or black and white prints for the study material as it is evident the section "financial bid format" that the study material 7. Will have to be printed.	The e-copy should be in color format along with sample of one hard copy.
		8. Who will take the responsibility of sending the material to the students (logistics management)?	IAI will take the sole responsibility of sending the material to the students.
		9. How will the content disseminated? One is hard copy. Will the soft copy be made on their LMS, SD card etc.	We will require one hard copy and the e-copy should be on the Hard Disk
		10. What type of content are they looking for? PDF of study material, PPTs or any other output, please specify.	E-Books

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		11. Do they want a single book on the entire syllabus or different books for different subjects?	One Book per topic.
		12. What is/are the tentative page count(s) of the books?	It does not depend on the number of words or pages. It shall depend on the quality of content and you may commensurate as per the weightage. However, you may indicate the number of pages per topic.
		13. What is the page size of the book?	A4 size
		14. What is the quality and GSM of the paper to be used?	Not Applicable
		15. Will the content be printed in single, 2 or 4-colour?	Not Applicable
		16. What are specifications for the cover page - paper type, GSM etc?	Not Applicable
		17. Will the cover be printed in single, 2 or 4-colour?	Not Applicable
		18. Do the books need to be shrink-wrapped?	Not Applicable
		19. What are the number of annual copies one can expect? Also, what would be the minimum order size for each book?	The contract will be of outright purchase and not per license based. The copyright of the Material will be solely with IAI.
		20. What documentary evidence do they need for the staff (SME)?	Organizations should have adequate numbers of experienced professional staff to support the program of work either on their permanent rolls or available on a contractual basis. A list of the professional members of the team with their qualifications, work experience should be attached.
		21. The financial bid wants one to submit rates per topic? Does this mean sections under subjects or subjects (like Algebra is a section in Maths; Equation is a topic in Algebra). Do you need rate for Maths book, or for Algebra or for Equation?	The rates should be per book.