



# **Society for Promotion of Quality Education for Poor and Meritorious Students of Punjab"**

**Punjab School Education Board, E-Block, 5<sup>th</sup> Floor, Phase-8, SAS Nagar (Mohali)**  
**ਫੋਨ ਨੰ:- 0172-5213267, e-mail: pd.sqepmsp@gmail.com**

## **PUBLIC NOTICE** **SHORT TERM E-TENDER**

E-tenders are hereby invited from interested firms/parties by the Meritorious Society for online coaching of Commerce Stream in its ten Meritorious Schools located at Amritsar, Bathinda, Jalandhar, Ludhiana, Mohali, Patiala, Ghabdan (Sangrur), Hukumat Singh Wala (Ferozepur), Gurdaspur and Talwara Township (Hoshiarpur), w.e.f 15<sup>th</sup> November, 2018 onwards for a period upto July 2020.

Bids can be submitted only on tender document downloaded from [www.ssapunjab.org](http://www.ssapunjab.org) & <https://eproc.punjab.gov.in> by depositing cost of Rs. 5000/- Per Form (Non-refundable) in Account No. **917020046875140** - Axis Bank, IFSC Code : **UTIB0000041** and submitted online. No hard copies of any document will be accepted.

Tender processing dates are as under:-

- |   |   |  |
|---|---|--|
| (a) Sale of Tender Document   | - | 5 <sup>th</sup> November, 2018 w.e.f. 1000 hrs onwards.                      |
| (b) Pre-Bid Conference  | - | 09 <sup>th</sup> November, 2018 at 1100 hrs In Conference Room, DGSE office. |
| (c) Last Date for Submission/ Uploading of Tender on e-tender site. | - | 13 <sup>th</sup> , November, 2018 upto 1700 hrs.                             |
| (d) Opening of Technical Bid  | - | 15 <sup>th</sup> November 2018 at 1100 hrs.                                  |
| (e) Opening of Financial Bid  | - | 16 <sup>th</sup> November, 2018 at 1100 hrs.                                 |

All other terms and conditions are as per Bid Document. Any query/clarification during pre-bid conference must be submitted in writing. Verbal request will not be entertained.

sd/-  
**Project Director**



REQUEST FOR PROPOSAL  
FOR CONDUCT OF ONLINE  
COACHING FOR COMMERCE  
STREAM IN MERITORIOUS  
SCHOOLS IN STATE OF PUNJAB

SHORT TERM TENDER

(ONLY E-TENDER MODE)

2018

**DIRECTOR GENERAL SCHOOL EDUCATION**

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**Disclaimer**

- a) The information contained in this Request for Proposal (RFP) or subsequently provided to the Bidders (whether verbally or in documentary or any other form by or on behalf of the Tender Authority or any of their Employees or Advisers) is provided to the Bidders on the Terms & Conditions set out in this RFP and such other Terms & Conditions subject to which this information is provided.
- b) This RFP is not an agreement and is neither an offer nor invitation by the Tender Authority to the prospective Bidders or any other person. The purpose of this RFP is to provide interested Parties with information that may be useful to them in the formulation of their Proposals pursuant to this RFP.
- c) This RFP includes statements, which reflect various assumptions and assessments arrived at by the Tender Authority in relation to the Project. Such assumptions, assessments and statements do not purport to contain all the information that each Bidder may require.
- d) This RFP may not be appropriate for all persons, and it is not possible for the Tender Authority, its Employees or Advisers to consider the objectives, technical expertise and particular needs of each Party who reads or uses this RFP. The assumptions, assessments, statements and information contained in this RFP, may not be complete, accurate, adequate or correct. Each Bidder should, therefore, conduct their own investigations and analysis and should check the accuracy, reliability and completeness of assumptions, assessments and information contained in this RFP and obtain independent advice from appropriate sources.
- e) Information provided in this RFP to the Bidders is on a wide range of matters, some of which depends upon interpretation of law. The information given is not an exhaustive account of statutory requirements and should not be regarded as a complete or authoritative statement of law. The Tender Authority accepts no responsibility for the accuracy or otherwise for any interpretation or opinion on the law expressed herein incurred or suffered on account of anything contained in this RFP or arising in any way by participating in this Bid process or otherwise, including accuracy, reliability or completeness of the RFP and any assessment, assumption, statement or information contained therein or deemed to form part of this RFP or arising in any way in this selection process.
- f) The Tender Authority also accepts no liability of any nature whether resulting from negligence or otherwise however caused arising from reliance of any Bidder upon the statements contained in this RFP.
- g) The Tender Authority may in its absolute discretion, but without being under any obligation to do so, update, amend or supplement the information, assessment or assumption contained in this RFP.
- h) The issue of this RFP does not imply that the Tender Authority is bound to select a Bidder or to appoint the selected Bidder, as the case may be, for the Project and the Tender Authority reserves the right to reject all or any of the Proposals without assigning any reasons whatsoever.
- i) The Bidder shall bear all its costs associated with or relating to the preparation and submission of its Proposal including but not limited to preparation, copying, postage,

delivery fees, expenses associated with any demonstrations or presentations which may be required by the Tender Authority or any other costs incurred in connection with or relating to its Proposal. All such costs and expenses will remain with the Bidder and the Tender Authority shall not be liable in any manner whatsoever for the same or for any other costs or other expenses incurred by an Bidder in preparation of submission of the Proposal, regardless of the conduct or outcome of the Selection Process.

- j) The Tender Authority, its Employees and Advisers make no representation or warranty and shall have no liability to any person including any 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 RFP or arising in any way by participating in this Bid process or otherwise, including accuracy, reliability or completeness of the RFP and any assessment, assumption, statement or information contained therein or deemed to form part of this RFP or arising in any way in this selection process.
- k) The Tender Authority also accepts no liability of any nature whether resulting from negligence or otherwise however caused arising from reliance of any Bidder upon the statements contained in this RFP.
- l) The Tender Authority may in its absolute discretion, but without being under any obligation to do so, update, amend or supplement the information, assessment or assumption contained in this RFP.

## 1. Bid Data Sheet

S. No.	Information	Details
1.	Tender Authority	Project Director
2.	Name of the Assignment	Online Coaching of Commerce Stream in all Meritorious Schools in state of Punjab
3.	Consortium	Allowed
4.	Website	www.ssapunjab.org / https://eproc.punjab.gov.in
5.	Email ID	pd.sqepmsp@gmail.com
6.	Cost of this RFP Document	Rs. 5,000/- (Five Thousand Only) Non refundable
7.	Date of release of RFP	
8.	Sale of Tender Document	<b>As per e-tender portal.</b>
9.	Date and Time for Pre-Bid Meeting	
10.	Last Date and Time for Submission of Bids	
11.	Date and Time for opening of Technical Bid	
12.	Validity Period for EMD & Amount	90 days from bid submission date & 5 Lacs
13.	Validity Period for Proposal	90 days bid from submission date
14.	Opening of Financial Bid	16th November 2018 at 1100 hrs (It can be change at the discretion of DGSE)



S. No.	Information	Details
15.	Term of Contract	(i) <b>For Existing Class 10+1 &amp; 10+2 - Till completion of Professional College/Competitive Exams after 10+2 Board exam.</b> (ii) <b>For Newly Inducted Class 10+1 of next Academic Session July 2018 - Upto completion of Professional Colleges/Competitive Exams after 10+2 Board exam (Two Years)</b>
16.	Reference No.	<b>MS/410 /2018/01</b>

\* In case of holidays falling on scheduled dates, the operative date will be next working day.

## 2. Introduction

The Punjab Government has opened up 10 Senior Secondary Residential Schools for Meritorious Students for imparting quality education to students of class 10+1 and 10+2 in Non Medical, Medical and Commerce stream only with the aim to train them to qualify the test for entry into professional colleges after 10+2 board exams. The medium of instruction in these schools is English and these are boarding (residential) co-ed schools. These Schools are working under the supervision of Society for Promotion of Quality Education for Poor and Meritorious Students of Punjab. With a view to achieve the stipulated aims we are looking for reputed professional Coaching House/Institute/Centre/Organization who can impart quality online coaching to students of Commerce Stream.

## 3. Scope of Work

- i. To provide online coaching to students of Commerce Stream of 10+2 class & 10+1 class of Meritorious Schools established under Society for Promotion of Quality Education for Poor and Meritorious Students of Punjab as per following table to impart coaching to prepare them for entrance examination of like CA, ICWA, B.com and other competitive exams of commerce stream:-

### Class 10+1

Sr.No	Name of Meritorious School	Approximate no of students	Number of Sections
1	Amritsar	95	2
2	Bathinda	99	2

3	Ferozepur	93	2
4	Gurdaspur	46	2
5	Jalandhar	97	2
6	Ludhiana	98	2
7	Mohali	94	2
8	Patiala	96	2
9	Sangrur	99	2
10	Talwara	38	1
	<b>Total</b>	<b>855</b>	

**Class 10+2**

Sr.No	Name of Meritorious School	Approximate no of students	Number of Sections
1	Amritsar	39	1
2	Bathinda	93	2
3	Ferozepur	10	1
4	Gurdaspur	62	1
5	Jalandhar	61	2
6	Ludhiana	68	2
7	Mohali	57	2
8	Patiala	75	2
9	Sangrur	20	1
10	Talwara	14	1
	<b>Total</b>	<b>499</b>	

The above number of students is tentative and can increase or decrease, therefore payment will be made according to actual attendance of students.

- ii. Teaching shall be conducted from every Monday to Saturday in the school premises only in the afternoon for minimum one and half hours or as decided mutually between the successful Bidder and competent authority. On Every Sunday, the students will be given the test in the syllabi covered during the last week.
- iii. Printed study material such as notes, modules and remedial measures etc. shall be provided by the Coaching House/Institute/Centre/Organization on good quality paper at no extra cost.Coaching House/Institute/Centre/Organization should take a prior approval from competent authority for the study material to be distributed to students.
- iv. Coaching House/Institute/Centre/Organization is free to use his software/aids for conduct of class. No extra payment will be made for this.
- v. Detailed programme including schedule as submitted or as per instructions given by Society/ Principal shall be strictly followed, failing which a penalty upto 10% of monthly contractual amount can be imposed by the Competent Authority.
- vi. The Coaching House/Institute/Centre/Organization shall be responsible to follow general labor laws, employment Act and Wages Rules i.e. The Coaching House/Institute/Centre/Organization shall be solely liable to deal with any labor dispute, regarding conditions of employment etc. and in case of any dispute affecting the Society; the Society shall be entitled to withhold the payment to the Coaching House/Institute/Centre/Organization, with respect to the corresponding amount.
- vii. Mock tests and discussions with feedback from students should be done periodically.
- viii. Nature of conduct of test should be of same type as that for which students have to appear.
- ix. The Coaching House/Institute/Centre/Organization bidding for the work of online teaching must have all Govt. Clearances/license to run such a business.
- x. For any death or injury caused to faculty during the conduct of the teaching, the Society for Promotion of Quality Education for Poor and Meritorious Students of Punjab shall have no obligation.
- xi. Extra coaching shall start w.e.f. 20<sup>th</sup> Nov 2018 up to July 2020 or conduct of competitive exams whichever is later.**For Existing Class 10+2 -Till completion of Professional College/Competitive Exams after 10+2 Board exam. For Newly Inducted Class 10+1 of next Academic Session July 2020 - Upto completion of Professional Colleges/Competitive Exams after 10+2 Board exam (Two Years)**
- xii. In case of any dispute arising out of interpretations of any clause, terms or conditions, it will be endeavored to be solved mutually, failing which the matter shall be referred to the Secretary, School Education, Punjab who may arbitrate himself or appoint nominee to act as arbitrator whose decision shall be final and binding on both parties.
- xiii. Notwithstanding anything contained in the agreement, this agreement can be terminated at any time by either party by giving one month notice to the other party.
- xiv. The Coaching House/Institute/Centre/Organization shall not assign, in whole or in part, its rights and obligations to perform under this Contract to a third party, directly or indirectly.

- xv. Coaching House/Institute/Centre/Organization shall not work in association with some other party to meet the conditions.
- xvi. All statutory obligations / liabilities like Salary, ESI, and PF as per labor laws for manpower employed will be the sole responsibility of the Coaching House/Institute/Centre/Organization.
- xvii. The successful Coaching House/Institute/Centre/Organization will have to deliver and shall receive payments according to the time schedule and terms agreed upon in the project charter and contract.
- xviii. All payments will be subjected to tax or any other Govt. levies deduction at source as applicable at the prevailing rates. If the teaching is done for Part of the month, payment will be paid proportionately.
- xix. The Successful Bidder shall have to sign an agreement on Non-Judicial Stamp Paper.
- xx. Earnest money shall be refunded within 90 days after the completion of the prescribed period/ duration.
- xxi. Successful and approved Coaching House/Institute/Centre/Organization will deposit Security of 10% deposit of contractual value within 10 days after agreement as mentioned in 7.4 in shape of performance bank guarantee or demand draft in favour of Project Director, Meritorious Society.

## 4. General

- i. Bids are invited from eligible Coaching Houses/Institutes/Centers/Organizations for conduct of online teaching classes in Meritorious Schools.
- ii. While every effort has been made to provide comprehensive and accurate background information and requirements, Bidders must form their own conclusions about the solution needed to meet the requirements. Bidders and recipients of this RFP may wish to consult their own legal advisors in relation to this RFP.
- iii. All information supplied by Bidders may be treated as contractually binding on the Bidders, on successful award of the assignment by the Tender Authority on the basis of this RFP.
- iv. While preparing the bids, the Bidders are advised to provide requisite earnest EMD. They should avoid sharing of resources across the bid to the extent possible and exclusively demonstrate their capability.
- v. No commitment of any kind, contractual or otherwise shall exist unless and until a formal written contract is executed by or on behalf of the Tender Authority. Any notification of preferred Bidder status by the Tender Authority shall not give rise to any enforceable rights by the Bidder. The Tender Authority may cancel this public procurement at any time prior to a formal written contract being executed at any time.
- vi. This RFP supersedes and replaces any previous public documentation & communications, and Bidders should place no reliance on such communications.

## 5. Bidding Process

### 5.1 RFP Document Fees

- i. The Bidder may obtain the RFP document from website [www.ssapunjab.org](http://www.ssapunjab.org) / <https://eproc.punjab.gov.in> in by paying the document fee Rs. 5,000/- (Five Thousand only) non refundable as cost of tender form by online payment, RTGS/NEFT/Credit or Debit Card/Internet Banking.
- ii. Bidders shall submit, along with their Bids, EMD of INR 5 lacs for both classes.
- iii. The EMD will be submitted in the form of RTGS/NEFT/Credit or Debit Card/Internet Banking only. EMD in any other form shall not be entertained. The tender without requisite EMD shall be rejected state away.
- iv. If cost of the tender document & Earnest Money deposit are not paid, bid will be rejected out rightly.
- v. Perspective Vendors are advised to start uploading process well on time and not leave it to the last minute as same shall take time because of the data involved.
- vi. All Secretarial support shall be provided by the Meritorious Society.
- vii. The bidders using Net Banking Service of banks other than SBI are advised to submit their EMD and other fees (if any) in advance at least (3) three working days prior to the last date of submission of the Bid.

## 5.2 Compliant Proposals / Completeness of Response

- a. Bidders are advised to study all instructions, forms, terms, requirements and other information in the RFP documents carefully. Submission of the bid shall be deemed to have been done after careful study and examination of the RFP document with full understanding of its implications.
- b. Failure to comply with the requirements of this paragraph may render the Proposal non-compliant and the Proposal may be rejected. Bidders must:
  - i. Include all documentation specified in this RFP.
  - ii. Follow the format and content of this RFP and respond to each element in the order as set out in this RFP
  - iii. Comply with all requirements as set out within this RFP.

## 5.3 Clarifications and Pre-Bid Meeting

- i. All those who have obtained bid document can participate in pre-bid meeting to seek clarification on the bid, if any.
- ii. The Bidders designated representatives (Maximum 2) are invited to attend the Pre-Bid Conference at their own cost. The Bidders must bring proof of purchase of RFP of respective organization.
- iii. The Bidders will have to ensure that their queries for Pre-Bid meeting should reach to:

Office of Project Director Contact No. 0172-5212367,

Address: Vidhya Bhawan (Punjab School Education Board), Block-E, 5<sup>th</sup> Floor, Phase-8, S.A.S Nagar, Mohali

The queries should necessarily be submitted in format as per Annexure-I

- iv. The Tender Authority shall not be responsible for ensuring that the Bidders' queries have been received by them. Any requests for clarifications post the indicated date and time may not be entertained by the Tender Authority.
- v. Non-attending at the pre-bid conference will not be a cause for disqualification of a Bidder.
- vi. The procedure shall be explained to all vendors during pre-bid conference..

## 5.4 Responses to Pre-Bid Queries and Issue of Corrigendum

- i. The Tender Authority will endeavor to provide timely response to all queries. However, Tender Authority makes no representation or warranty as to the completeness or accuracy of