

BID DOCUMENT

FOR CONDUCT OF EXTRA TEACHING IN
SIX MERITORIOUS SCHOOLS OF PUNJAB
AT AMIRTSAR, BATHINDA, JALANDHAR,
LUDHIANA, SAS NAGAR (MOHALI) & PATIALA

PROJECT DIRECTOR

SOCIETY FOR PROMOTION OF QUALITY EDUCATION FOR POOR AND
MERITORIOUS STUDENTS OF PUNJAB.

Certified that this Tender Document contains pages 1 to 15.

BID SUMMARY

BID NO.

EXTRA TEACHING IN SIX MERITORIOUS SCHOOLS

- **Description** To conduct extra teaching in the afternoon in six Meritorious Schools at Amritsar, Bathinda, Jalandhar, Ludhiana, SAS Nagar (Mohali) & Patiala with the aim of training students to pass All India Exams for entrance into Professional Colleges in the Non-Medical, Medical and Commerce Streams.

Cost of Document:- Rs. 1000/- Non refundable

Sale of Bid Document:- 08 October, 2014 onwards

Pre-Bid Conference:- 20 October, 2014 at 11:00 hrs in Office of Project Director, Meritorious Schools, Punjab

Last date for submission of Bid:- 27 October, 2014 upto 12:00 hrs in Office of Project Director, Meritorious Schools, Punjab

Opening of Technical Bid

Part 1:- 29th & 30th October, 2014 in respective school location w.e.f 08:30 hrs.

Part 2:- 03rd & 04th November, 2014 in Office of Project Director, Meritorious Schools, Punjab w.e.f. 10:00 hrs onwards.

Opening of Financial Bid:- 05th October, 2014 in Office of Project Director, Meritorious Schools, Punjab w.e.f. 1200 hrs.

Note: Separate Bid for Each School.

EXPRESSION OF INTEREST

Expression of Interest is hereby invited from interested Institutions/Parties for conduct of extra teaching classes in six Meritorious Schools established under the Society at Amritsar, Bathinda, Jalandhar, Ludhiana, SAS Nagar (Mohali) and Patiala.

The Bid Document can be downloaded from <http://www.ssapunjab.org>

The rates quoted should be per child for entire duration till 10+2 exam inclusive of all taxes for each stream separately.

1. You are advised to study the bid document carefully. Submission of bid shall be deemed to have been done after careful study and examination of the bid document with full understanding of its implications.
2. Sealed tenders for each school should be submitted to the Project Director, Society for Promotion of Quality Education for Poor and Meritorious Students of Punjab (herein called the Indenting Officer) along with Technical Bid Part-II for each school separately subscribing name of school on the envelope. If the bidder intends to apply for more than one school then tender should be submitted for each school separately.
3. Each proposal must be accompanied by an Earnest Money of Rs. 5.00 lakhs for each school separately in the form of bank draft in favour of Project Director, Society for Promotion of Quality Education for Poor and Meritorious Students of Punjab, payable at SAS Nagar (Mohali).
4. Bidder has option to apply for more than one school, but they shall have to submit separate bid for each school.
5. Bid document is non transferable.

The bid should be submitted to the Project Director, Society for Promotion of Quality Education for Poor and Meritorious Students of Punjab on 27th October, 2014 upto 12:00 hrs. as per schedule mentioned below:-

Sale of Bid Document:- 08 October, 2014 onwards

Pre-Bid Conference:- 20 October, 2014 at 11:00hrs in Office of Project Director, Meritorious Schools, Punjab

Last date for submission of Bid:- 27 October, 2014 upto 12:00hrs in Office of Project Director, Meritorious Schools, Punjab

Opening of Technical Bid

Part 1:- 29th & 30th October, 2014 in respective school location w.e.f 08:30 hrs.

Part 2:- 03rd & 04th November, 2014 in Office of Project Director, Meritorious Schools, Punjab w.e.f. 10:00 hrs. onwards.

Opening of Financial Bid:- 05th October, 2014 in Office of Project Director, Meritorious Schools, Punjab w.e.f. 12:00 hrs.

- (a) Validity of the Bid:- 180 days from date of opening of the Bid
- (b) Execution of Contract:- After acceptance of bid, the bidder will have to execute contract from agreed date.
- (c) The contract shall be valid till completion of 10+2 exams and date when students appear for the entrance test for professional colleges.

Important Instructions:-

- 1) For any clarifications please contact Project Director, Society for Promotion of Quality Education for Poor and Meritorious Students of Punjab on 0172-5212367/E-mail ID :- pd.sqepmsp@gmail.com on any working day from 08th October, 2014 to 27th October, 2014.
- 2) Bidder will have to pay tender document fee of Rs. 1000/- (Non Refundable) separately for each school by bank draft in favour of Project Director, Society for Promotion of Quality Education for Poor and Meritorious Students of Punjab, payable at SAS Nagar (Mohali).
- 3) Earnest Money of Rs. 5 lakhs for each school separately in form of bank draft in favour of Project Director, Society for Promotion of Quality Education for Poor and Meritorious Students of Punjab, payable at SAS Nagar (Mohali). For once the bid of successful bidder is approved earnest money is refunded within one month. Successful and approved Bidder will deposit 10% Performance Security of monthly expenditure within 7days after agreement.

Note:- Project Director or his office shall not be responsible for any postal or other delay about non-receipt/non delivery of documents.

SCOPE OF WORK

- 1) To provide extra teaching to students of Non Medical, Medical and Commerce Streams of Six Meritorious School established under Society for Promotion of Quality Education for Poor and Meritorious Students of Punjab.
- 2) Teaching shall be conducted in the school concerned in the afternoons only.
- 3) Classrooms and teaching aids shall be provided by the school.
- 4) Teaching shall be conducted only by that staff which is approved by the Project Director on acceptance of bid and signing the contract.
- 5) Arrangement for stay of teaching staff and their communication from place of stay to school and back shall be responsibility of bidder/vendor.
- 6) In case a faculty member is unwell/not able to attend duty due to unavoidable circumstances a suitable replacement shall be provided by the vendor.
- 7) Printed study material as agreed to shall be provided by the vendor at no extra cost.
- 8) Vendor is free to use his software/aids for conduct of class.
- 9) Detailed programme including schedule as agreed to during time of technical bid shall be strictly followed, failing which a penalty upto 25% of monthly contract amount can be imposed by the Project Director. In case, of dispute/arbitration decision of the Project Director shall be binding on the Vendor.
- 10) The Vendor shall be responsible for the conduct and behaviour of faculty staff. Any misconduct shall be severely dealt under the provisions of law and invoke cancelling of the contract.
- 11) Any conditions/terms can be included/Altered/deleted by the Project Director, Society for Promotion of Quality Education for Poor and Meritorious Students of Punjab.
- 12) The Contractor shall be responsible to follow general labour laws, employment Act and Wages Rules i.e. the contractor shall be solely liable to deal with any labour dispute, regarding conditions of employment etc. and in case of any dispute affecting

the first party, the first party shall be entitled to withhold the payment to the contractor, with respect to the corresponding amount.

INSTRUCTION OF BIDDER

- A) Technical Bid will be in three parts. **Technical Bid Part 1** will be practical in the selected school location, **Technical Bid Part-2** will be in the office of Promotion of Quality Education for Poor and Meritorious Students of Punjab, 5th Floor, E-block, PSEB Building, Phase-8, SAS Nagar (Mohali) and **Technical Bid Part-3** shall be conducted in respect of the selected/approved bidder only on completion of three months teaching.
- B) **Technical Bid Part-2** shall be submitted in original in a sealed envelope subscribed as Technical Bid Part-2 for school _____ Bidder should put his seal and sign on all pages (Serially numbered). The name of the vendor should be clearly readable.
- C) The commercial bid should be filled in original in a separate sealed envelope super scribed as Commercial Bid for School _____. The bidder should put his seal and sign on all pages. The name of the vendor should be clearly visible.
- D) Bids received late shall not be entertained under any circumstances.
- E) The vendor shall not subcontract/entrust teaching to any other agency and organisation and be present.
- F) The Project Director any prescribe any other conditions as he or the Society may deem appropriate in additions to the conditions stated above.
- G) The agency applying must have all Govt. Clearances/licence to run such a business.
- H) Amendments, if any, shall be notified only on the website www.ssapunjab.org and no other means or media.

INSTRUCTIONS FOR TECHNICAL BID

The technical bid primarily details a potential plan for the realisation of the objectives of the extra teaching programme. The evaluation of the technical bid, therefore, will be made on the teaching abilities of the teachers and the rate of success in the previous years in the case of the bidder.

a) Technical Bid Part-I: To test the teaching abilities of the teachers

- (i) This shall be conducted in the concerned school for which the Institution/Party has submitted the bid. The bidder will have to submit bank draft of Rs. 1000/- towards cost of form as explained earlier before he is considered for this part.
- (ii) It will involve a 40 minutes class by the actual teacher for each subject followed by a written MCQ test for the students. The aim is to gauge the teaching ability of the teacher and confirming from students what they have assimilated from the topic taught to them.
- (iii) The Committee to assess teaching abilities of the teacher, and to assign the precise topic for the class to be conducted, set the quiz test and correct the paper shall be detailed by the Project Director.

b) Technical Bid Part-II: To determine the rate of success in the previous years

The bidder will be required to submit the under mentioned documents duly authenticated.

- (i) The details about last three years success rate in placing students in professional colleges. It must clearly bring out the number of students trained and those who succeeded.
- (ii) The details of the ranks obtained by the students in the all-India level/state level entrance exams for admission in the professional courses during the last three years.
- (iii) The bio-data in detail of the faculty along with photograph being employed for extra teaching in Meritorious Schools.

It must clearly bring out the faculty members qualifications and experience. Separate bio-data sheet in respect of each faculty member must be submitted.

- (iv) The details about the text books of each subject available in the library.

Note: This bid must be accompanied with a bank draft of Rs. 5.00 Lacs as Earnest Money.

c) **Technical Bid Part-III: Final Acceptance of Technical Bid**

The evaluation of the technical bid will be based on the following criteria:-

- (i) A detailed test (MCQ and subjective) for students based on question papers to be set by an outside agency to assess the assimilation of students at the end of three months teaching.

Hence, approved vendor shall be considered to be on probation period till the completion of the above formalities.

Other instructions about the extra teaching classes:-

- (i) The extra teaching shall start w.e.f. 10th November, 2014 till February, 2015 and thereafter for the full academic session next year.
- (ii) The vendor will prepare and submit a detailed weekly schedule (hard and soft copy) for full duration giving details of syllabus to be covered, number of periods per day, methodology and frequency of conduct of tests and revision, feedback from students and so on for each subject separately.
- (iii) If approved, it will be synchronised by the School authorities with their schedule.
- (iv) The weekly syllabus for each subject shall be submitted for the entire duration.
- (iv) The sample of study material, if any, to be issued to the students.

INSTRUCTIONS FOR COMMERCIAL BID

1. It will clearly state cost per child for the duration specified in this Bid Document for each stream separately.
2. Each school is designed for a strength of 500 students in which 300 students are for Non-Medical stream and 100 each for Medical & Commerce Streams. Presently approx. 100 students are less in each school.
3. The cost per child must be for the entire duration and inclusive of all taxes and other liabilities.
4. Commercial bid will only be opened in respect of those vendors who qualify in the technical bid Part-1 and Part-2.

OTHER IMPORTANT INSTRUCTIONS

The Technical Bid Part-II must be accompanied by Bank Draft of Rs. 5.00 Lakhs as EMD and Technical Bid Part-1 with Bank Draft of Rs. 1000/- as cost of form in favour of Project Director, Society for Promotion of Quality Education for Poor and Meritorious Students of Punjab, payable at SAS Nagar (Mohali).

2) For any death or injury caused during the conduct of the teaching this society shall have no obligation.

3) Tenders must be submitted without any conditions.

4) In case of any dispute the decision of the Project Director shall be binding on the bidder/vendor.

5) In case of any dispute arising out of interpretations of any clause, terms or condition, these will be endeavoured to be solved mutually failing which the matter shall be referred to the Principle Secretary, School Education, Punjab whose decision will be final and binding on both parties.

6) Notwithstanding anything contained elsewhere in this agreement, this agreement can be terminated at any time by either party by going to each other one months notice.

DISQUALIFICATION OR REJECTION OF TENDER

This bid is liable to be rejected or the bidder disqualified at any stage on account of the following.

A. **If the Bid is not accompanied by earnest money of Rs. 5.00 lakh in form of Demand Draft & Cost of Tender Document of Rs. 1000/- in form of Demand Draft.**

B. If the bid or its submission is not in conformity with the instructions mentioned herein.

C. If it is not signed with seal, on all the pages of the Bid DOCUMENT.

D. If it is received after the expiry of due date and time.

E. If it is incomplete and required documents are not furnished.

F. If misleading or false statements/representations are made.

G. If found to have a record of poor performance such as having abandoned work, having been black-listed, having inordinately delayed completion and having faced financial failures etc.

H. If tender submitted is with any pre conditions.

➤ **EMD made by the bidder may be forfeited under the following conditions:-**

A. If the bidder withdraws the tender before the expiry of the validity period.

B. During the tendering process, if a bidder indulges in any such activity as

would jeopardize the tender process. The decision of Project Director, Society For Promotion of Quality Education For Poor and Meritorious Students of Punjab regarding forfeiture of Bid Security shall be final and shall not be called upon question under any circumstances.

C. If the bidder violates any of the provisions of the terms and conditions of the tender.

D. In the case of a successful bidder, if the bidder fails to:

(i) Accept award of work

(ii) Sign the Contract Agreement with Project Director, Society For Promotion of Quality Education For Poor and Meritorious Students of Punjab after acceptance of communication or placement of award,

(iii) If the bidder violates any of such important conditions of this tender document or indulges in any such activities as would jeopardize the interest of Indenting Officer in timely finalization of this tender.

➤ The decision of Indenting Officer regarding forfeiture of bid security shall be final and shall not be called upon question under any circumstances. A default in such a case may involve black-listing of the bidder by Project Director, Society For Promotion of Quality Education For Poor and Meritorious Students of Punjab SAS Nagar.

AWARD OF CONTRACT

Notwithstanding anything else contained to contrary in this Bid Document, Project Director, Society For Promotion of Quality Education For Poor and Meritorious Students of Punjab reserves the right to accept or reject any Bid or modifying the same and to reject all Bids at any time prior to the award of work, without incurring any liabilities in this regard.

CLARIFICATION REGARDING BID DOCUMENT

A prospective Bidder requiring any clarification of the Bid Document may contact the office of the Project Director, Society For Promotion of Quality Education For Poor and Meritorious Students of Punjab personally. The Project Director, Society For Promotion of Quality Education For Poor and Meritorious Students of Punjab will try to respond to the query there and then. However, submission of request for clarification will not entitle the Bidder for any extension of time in submission of the Bid Document.

AMENDMENTS IN THE BID DOCUMENT

A. At any time up to the last date for receipt of bids, Project Director, Society For Promotion of Quality Education For Poor and Meritorious Students of Punjab may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective Bidder, modify the Bid Document by an amendment.

B. The amendment will be notified only by display on website. Prospective Bidder/Bidders who have submitted bid(s) are, therefore, requested to see the website daily for changes, if any.

C. In order to afford prospective Bidder/Bidders reasonable time, or otherwise for any other reason, in which to take the amendment into account in preparing their bids, the Project Director, Society For Promotion of Quality Education For Poor and Meritorious Students of Punjab may, at its discretion, extend the last date for the receipt of Bids.

LANGUAGE OF BIDS

The Bids prepared by the Bidder and all correspondence and documents relating to the bids exchanged by the Bidder and the Project Director, Society For Promotion of Quality Education For Poor and Meritorious Students of Punjab, shall be written in the English language, provided that any printed literature furnished by the Bidder may be written in another language so long as accompanied by an English translation in which case, for purposes of interpretation of the bid, the English translation shall govern.

TERMINATION FOR DEFAULT

A. The Project Director, Society For Promotion of Quality Education For Poor and Meritorious Students of Punjab may, without prejudice, to any other remedy for breach of contract, by written notice of default sent to the Bidder, terminate the contract in whole or in part. if:

B. The qualified Bidder fails to deliver any or all of the obligations within the time period (s) specified in the contract, or any extension thereof granted by the Project Director, Society For Promotion of Quality Education For Poor and Meritorious Students of Punjab.

C. The qualified Bidder fails to perform any of the obligation(s) under the contract

D. The qualified Bidder becomes bankrupt or otherwise insolvent, provided that such termination will not prejudice or affect any right of action or remedy which has accrued to the Project Director, Society For Promotion of Quality Education For Poor and Meritorious Students of Punjab.

E. Qualified Bidder does not adhere to given schedule or fails to provide mutually accepted study material.

CONFIDENTIALITY

The Bidder and their personnel shall not, either during the term or after expiry of this contract, disclose any proprietary or confidential information relating to the services, contract or operations without the prior written consent of the Project Director, Society For Promotion of Quality Education For Poor and Meritorious Students of Punjab, SAS Nagar.

GOVERNING LANGUAGE OF CONTRACT:

The contract shall be written in the language of the bid, as specified by the Project Director, Society For Promotion of Quality Education For Poor and Meritorious Students of Punjab, in the Instructions to Bidders clause. All correspondence and other documents pertaining to the contract, which are exchanged by the parties, shall be written in that same language.

STANDARD OF PERFORMANCE

A. The qualified Bidder shall carry out the services and carry out its obligations under the contract with due diligence, efficiency and economy in accordance with generally accepted norms techniques and practices used in the industry. The Bidder/ bidders shall also adhere to professional standards recognized by international professional bodies. The Bidder/ bidders shall employ appropriate technology. The Bidder/Bidders shall always act in respect of any matter relating to this contract, as faithful advisors to the Society and shall, at all times support and safeguard the Society's legitimate interests in any dealings with the third party.

B. The performance of the awardee shall be monitored by devising appropriate mechanism and the Project Director, Society For Promotion of Quality Education For Poor and Meritorious Students of Punjab reserves the right to cancel the contract at any time if the performance is not upto the mark, after affording adequate opportunity to the party in this regard.

INSPECTION

A. The Project Director, Society For Promotion of Quality Education For Poor and Meritorious Students of Punjab or its representative of Society shall always have the right and liberty to do surprise inspection(s) of teaching classes being conducted.

ARBITRATION:

A. All disputes, differences, claims and demands arising under or pursuant to or touching the contract shall be referred by the Project Director, Society For Promotion of Quality Education For Poor and Meritorious Students of Punjab to the Principal Secretary to Government of Punjab, Department of School Education who shall be the sole arbitrator. The award of the sole arbitrator shall be final and binding on both

the parties under the provisions of the Arbitration and Conciliation Act, 1996 or by statutory modification re-enactment thereof for the time being in force. Such arbitration shall be held at SAS Nagar (Mohali).

B. In all matters and disputes arising hereunder the appropriate Courts at SAS Nagar (Mohali) shall have jurisdiction to entertain and try them.

C. Project Director, Society For Promotion of Quality Education For Poor and Meritorious Students of Punjab reserves the right to accept or reject any bids without assigning any reason.

OTHER TERMS AND CONDITIONS

A. The bidder shall not assign, in whole or in part, its rights and obligations to perform under this Contract to a third party, directly or indirectly.

B. Bidder shall not work in association with some other party to meet the conditions.

C. All statutory obligations / liabilities like Salary, ESI, and PF as per labour laws for manpower employed will be the sole responsibility of the bidder.

D. The Project Director, Society For Promotion of Quality Education For Poor and Meritorious Students of Punjab will not be in any way responsible for any statutory obligation in respect of the staff deployed for the purpose.

E. The Project Director, Society For Promotion of Quality Education For Poor and Meritorious Students of Punjab reserves the right to carry out the capability assessment of the Bidder whose decision shall be final in this regard.

F. The successful bidder will have to deliver and shall receive payments according to the time schedule and terms agreed upon in the project charter and contract.

G. All payments will be subjected to tax or any other Govt. levies deduction at source as applicable at the prevailing rates.

H. The Bidder or a person/persons duly authorized by the Bidder shall sign bid with his seal. All pages of the bid, where signature required is not mentioned, shall be initiated by the Bidder with his seal, except un-amended printed literature.

I. The committee of experts appointed by the Project Director, Society For Promotion of Quality Education For Poor and Meritorious Students of Punjab will verify the quality of instruction being imparted, in accordance with the process and time schedule agreed upon in the project charter and contract.

J. Bidder shall be liable after agreements for any incident or mis-happening by their staff.

K. No. of students may be increased or decreased depending upon their attendance and during vacations etc.

L. Conditional Tender will be rejected straightway. If any clarification can be sought during Pre-bid Conference.

M. The Successful bidder shall have to sign an agreement with Society for promotion of quality education for poor and meritorious students of Punjab on Rs. 100/- Non-Judicial Stamp Paper. This tender document shall be attached as agreement.

N. All pages of tender document should be mention in serial number and signature of contractor with stamp.

Note: Prospective Bidders should continuously be seeing the website www.ssapunjab.org for changes or amendments if any.

I/we certified that all terms and conditions shall be abided by us.

Name of Signatory:

Capacity of Signatory:

Phone No.:

Email ID:

Signature of Vendor with Stamp

"PRICE BID"

Name of School: _____

For District _____

Schedule of work

| Sr. No. | Stream | Approx. No. of Students | Unit | Rate quoted (Net Rates) (In Rs.) | |
|---------|-------------|-------------------------|--------------------------|----------------------------------|-------|
| | | | | Figure | Words |
| 1. | Non Medical | 250 | Per student full session | | |
| 2. | Medical | 75 | Per student full session | | |
| 3. | Commerce | 75 | Per student full session | | |

Note: Rates quotes should include all taxes and levies by the Govt., if any.

Signature of Vendor with Stamp

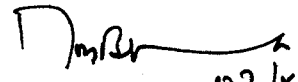
IMPORTANT INSTRUCTIONS: SUBMISSION OF BID FOR EXTRA TEACHING

1. Bid document completed in all respects duly stamped and signed by Vendor on each page alongwith a bank draft of Rs. 1000/- (Rupees One Thousand only) drawn in favour of Project Director, Society for Promotion of Quality Education for Poor and Meritorious Students of Punjab payable at S.A.S Nagar (Mohali) should be submitted in the office of the Project Director by 12:00 hrs on 27th October, 2014. Late submission under any circumstance will NOT be accepted. If found correct a certificate to participate in Technical Bid Part-I at respective school location shall be issued by the Project Director.
2. Technical Bid Part-I shall be in respective school location.
3. Technical Bid Part-II should be submitted before 10:00 hrs. on 3rd November, 2014 in the office of the Project Director. Late submission under any circumstance will not be accepted. Vendors must keep due cushion of time for all eventualities at their end.
4. Technical Bid Part-II will be accompanied by the following documents:-
 - (a) EMD of Rs. 5.00 Lacs in form of Bank Draft in favour of Project Director, Society for Promotion of Quality Education for Poor & Meritorious Students of Punjab payable at S.A.S Nagar (Mohali) in a separate envelope.
 - (b) Details about last three years success rate in placing students in professional colleges. It must clearly bring out the member of students trained and those who succeeded.
 - (c) The details of ranks obtained by students in the All-India level/State level entrance exam for admission in the professional courses during the last three years.
 - (d) Biodata in detail of faculty members alongwith photograph, being employed for extra teaching in Meritorious School. Details in biodata sheet shall be as per detail given in Bid Document and one sheet per faculty member.
 - (e) Details about text books for each subject available in your library.

(f) Detailed weekly programme (hard & soft copy) for full duration giving details of syllabus to be covered, No. of periods per day, methodology and frequency of conduct of tests and revision, feedback system from students and so separately for each subject. Weekly syllabus will be for the entire duration.

(g) Samples of study material/hand outs to be issued to students. One copy/set for each subject.

5. **Technical Bid Part-III** Applicable only to selected Vendor(s) and details will be issued later.


07/12/14.

**Project Director
Meritorious Schools, Punjab**