



Tender Sr. No:.....

TENDER DOCUMENT

(REVISED)



**DEVELOPMENT OF SOFT SKILLS OF THE STUDENTS OF
9TH CLASS ONWARDS INCLUDING HIGHER EDUCATION
CLASSES THROUGH EDUSAT NETWORK OF PUNJAB
EDUSAT SOCIETY**

THROUGH

**DIRECTOR GENERAL SCHOOL EDUCATION
CUM PROJECT DIRECTOR PUNJAB EDUSAT SOCIETY
SCO 104-106, SECOND FLOOR SECTOR 34A,
CHANDIGARH – 160034**



TENDER SUMMARY

1. Tender No:
2. Total Pages:
3. Description: Development of soft skills of the students of 9th class onwards including Higher Education classes through Edusat Network of Punjab Edusat Society.
4. EMD: Rs. 2, 00,000.00.
5. Tender Document cost: Rs.1000.00
6. Last Date of Submission: 10-07-2009 by 3:00PM
- 7.. Date of Bid Opening: 10-07-2009 At 4:00PM
- 8..Date of Presentation 15-07-2008 At 02:30PM



INVITATION FOR BIDS

This invitation of bids is for Development of soft skills of the students of 9th class onwards including Higher Education classes through Edusat Network of Punjab Edusat Society. The proposal should envisage broadcast of lectures on Soft Skill Development for a duration of 45 Minutes through the Edusat Network from the State Hub of the Punjab Edusat Mohali for the students at the locations wherever the Edusat facility has been provided/ to be provided.

1. Bidders are advised to study the Tender Document carefully. Submission of Tender shall deemed to have been done after careful study and examination of the Tender Document with full understanding of its implications.
2. Sealed offers should be submitted to Director General School Education cum Project Director, Punjab EDUSAT Society (herein and after called Indenting officer) not later than the last date of submission.
3. All bids must be accompanied by an Earnest Money of Rs.2,00,000 (Rs.Two Lac) in the form of Bank Draft in favour of the Director General School Education cum Project Director, Punjab EDUSAT Society, Punjab, Payable at Chandigarh
4. This Tender document is not transferable.
5. Schedules for Invitation to Tender:
 - a) Latest time and date for receipt of Tender: 10-07-2009 by 3:00PM
 - b) Date, Time & Place of opening of technical bids: 10-07-2009 at 04:00PM at
2nd Floor of SCO 104-106,
Sector 34-A, Chandigarh.
 - c) Validity of the Tender: 90 days from the date of opening of bids.

Note: Director General School Education cum Project Director, Punjab EDUSAT Society Punjab shall not be responsible for any postal delay about non-receipt/no delivery of the documents.



SCOPE OF WORK

Punjab is amongst the most prosperous states in India. This success has been attributed mostly to the agricultural sector which has had a cascading effect on other industries and services. Over the past decade there has been a host of new opportunities which have emerged with Punjab and close by states. The pace of development in the metros is driving businesses to newer labor markets and today's youth, if ready, stands to gain a lot from them.

India's economic growth in the past decade has been exemplary and at 9% GDP growth we are in a state of transition from a developing nation to a developed nation. Due to technological advancements the world has become a global village leading to a breakdown of geographical boundaries. This has created a lot of new opportunities, which were non-existent earlier. Increased competition, global free trade and dramatic advances in technology are the driving forces behind the change in the way the business will be done now.

The services sector has grown at a frenetic pace – May it be Banking, Telecommunication, Hospitality, Insurance, Airlines or may it be the BPO industry growth is being witnessed in every sector. The critical requirement in all these industries is good communication skills and good soft skills.

The BPO sector is especially interesting as it provides a massive employment opportunity to today's regular graduate. It does not differentiate with people on their looks or background nor does it need post graduation degrees. It is the great equalizer and provides opportunity to one and all.

It is therefore, necessary that the students of today are aware of the available opportunities and are prepared to avail the opportunities.

The Punjab Edusat Society has therefore embarked upon an ambitious programme for providing soft skills techniques to the students of 9th Class onwards including Higher Education classes through its Edusat network. The soft skills development programme shall consist of

- (i) Training of teachers in batches of 20-30 on soft skills, languages skills and also facilitation skills development for 48 hours over a period of six days(weekly basis). This would be conducted at our district headquarters. The training would be conducted at up to 4 locations any given time. Total number of teachers to be trained over the contract period would be between 2500-300.
- (ii) Create a customized (for Punjab) high quality soft skill programme that can be integrated with time table of the school and colleges in the shape of ready to broadcast episodes of 45 minute duration. Animation may be incorporate wherever desirable. Total number of episodes would be 300 divided in the following manner:



Calss IX and X : 80 episodes
Classes XI and XI : 100 episodes
Graduation : 120 episodes

- (iii) Custom designed self correcting software for installation at each location. These separate categories of software will be developed to cater to three different modules. The software should be a combination of audio & video content in line with module and should cover all the aspects covered in the module. It should have a self correcting features and should also generate user and usage reports. The software would operate from single desktop computers and should be delivered in DVD media with a self installing feature.
- (iv) Placement Assistance for the students who get trained in soft skills. All placement activity would have to be scheduled in the Punjab/ Chandigarh region itself. i.e the agency should bring the recruiting companies to locations within the region to hire, so that there is minimal inconvenience to the students and maximum output.
- (v) Preparation of work books aligned to the video based learning for the students in the soft copy.
- (vi) Creation and printing of workbooks/ handouts for teacher's training.

Note:

Punjab EDUSAT Society reserves the right to cancel any or all the bids without giving any reason whatsoever.



Approach

The objectives of the programme are to develop soft skills amongst students The content evolved should:

- Improve the teachers- taught efficiency, effectiveness and productivity
- Facilitate better understanding of difficult concepts/ topics.
- Create opportunities for interactive and self-learning
- Ensure lively classrooms with willing and interested recipients
- Reduce the gap between knowledge & application
- Enhance the quality of academic performance
- Make learning a joyful experience

Target Audiences

- Students of 9th class onwards including higher education classes of the Government Educational Institutions in the state of Punjab

Language

The educational content shall be offered in Punjabi /English dialogues/ voiceovers.

General Guidelines

- The proposed content should be developed for educational purpose and should not contain any campaign, propaganda or bias that should neither be against the educational objectives, nor it should adversely affect national sentiments.
- The content should be developed by incorporating apt and adequate multimedia resources.
- The content should be developed in a manner to elicit interest in the students and should be capable of redressing their doubts.
- The content should be developed in an out-of-the classroom perspective.
- The content should be simple, comprehensive and should be based on learner-centered pedagogy.
- The content should be self-explanatory. At the same time; teacher should be involved in the process, if it is proposed to be aired during class hours. Otherwise, it should be strictly demonstrative in a self-explanatory manner.
- The content / presentation of the educational resources should not hurt the sentiments of any sections of society. It should be strictly impartial on religions, values, cultures, traditions, gender and heritage.



- The educational resources should not deviate from the set curricular objectives. Controversial remarks or comments over the Government or non-governmental institutions, persons or topics should be strictly avoided.
- The teacher should find a role in facilitating and interacting with students while using the content in classrooms.
- The content should not contain any kind of advertisement or propaganda in background or foreground, implied or explicit. The agency engaged by Punjab Edusat society for this purpose shall not indulge in any media on its own under any circumstances.
- All information provided in the educational resources should be proved /true, authentic and reliable. It should include the latest developments in the particular field. The offerer should ensure that the product they offer will not misguide the students.
- The content should have logical sequencing; provide reference and illustrations from daily life.
- The content should be given paramount importance, but the importance of communication technology and production values should not be undermined.
- The programmes should not be designed as a one way knowledge provider, but should give chance for interactivity between the channel and various sections of audiences.
- The programmes should have a summarization at the end.
- The bidder should be the IPR holder of the product offered or the genuine distributor authorized by the original IPR holder for the resources offered.
- After procurement, PES will have the right to modify, alter, use partly or wholly or in whatsoever manner it may deem fit for the educational purposes, including broadcasting of the material over its satellite network, as many times as it desires.
- If the producer claims to be the IPR holder of the product and later found not to be the holder and indulged in the violation of IPR, PES will initiate legal procedures and Revenue Recovery Proceedings to recover damages, if any, arising consequential to such act of the producer.
- All the intellectual rights over the content developed and broadcasted by the bidder through the Edusat network of Punjab Edusat Society shall belong to Punjab Edusat Society.
- All literature published/ printed for the use of students shall bear the logo of the Punjab Society.
- The cost of study material/ workbooks to be distributed to students shall be decided by Chief Executive Officer of the Punjab Edusat Society.
- The bidder shall submit stand alone self correcting software separately for the colleges as well as schools.
- The bidder shall use DXC-55 Professional camera for production of modules.
- The bidder shall supply 1 final DVD and 1 final tape in DVD Pro 25 format.



2.2 PROCEDURE FOR QUOTING THE RATES

2.2.1 The rates for providing soft skill programme should be quoted on uniform basis for each component separately in the format attached herewith.

2.2.2 The EDUSAT Society may at its sole discretion, award the work to more than one bidders. In such a case, the bid evaluation committee will decide a benchmark price and the shortlisted bidders shall have to match the so decided benchmark price.



SECTION – III

INSTRUCTIONS TO BIDDERS

3.1 PROCEDURE FOR SUBMISSION OF BIDS:

3.1.1 There shall be a Two-Cover System followed in this tender. The bids shall be submitted in the following manner:

- a) Technical Bid in one cover.
- b) Commercial bid in one separate cover.

3.1.2 The Technical Bid should be filled in original and should be sealed in a separate cover. The Technical bid should be super scribed as "Technical Bid-Envelope A; Tender No....." and put in the cover along with EMD. The Bidder should sign all pages of the Pre-qualification cum Technical bid.

3.1.3 The Commercial Bid in the prescribed format should be filled in original in a separate cover. The Commercial Bid should be super scribed as "Commercial Bid-Envelope B; Tender No....." The Bidder should sign all pages of the Commercial Bid.

3.1.4 Both the bids should be enclosed in a single envelope which should bear the name of the bidder and should be super scribed as "Technical and Commercial Bid for Recording/producing of Broadcast Content for the EDUSAT Project of the Government of Punjab".

3.1.5 The covers thus prepared should also indicate clearly the name and address of the Bidder to enable the Bid to be returned unopened in case it is received "Late".

3.1.6 Pre-qualification cum Technical Bids will be opened on the prescribed date and time and checked for submission of EMD and other applicable documents specified.

The bids received late after the last date and time for receipt of bids prescribed in the tender document shall be rejected and/or returned unopened to the Bidder.



3.2 TENDER EVALUATION

3.2.1 The Technical Bid will be opened and checked for eligibility criteria. The bidders will be asked to make a presentation before the Tender Evaluation Committee. The presentation should clearly explain the production concept and production plan of the bidder.

3.2.2 The EMD of the bidders who do not qualify in the Technical Bid, shall be returned and their bids shall not be processed any further

3.2.3 Financial Bids of only those bidders who qualify the Eligibility Criteria will be processed further. The financial bids shall be opened in the presence of such bidders or their representatives, on a date and time notified to them by the Society.

3.2.4 The successful bidder(s) shall be issued a Letter of Intent/order by the Society, detailing therein the contract rate, rates accepted. Pursuant to this, the successful bidder(s) shall return a signed copy of the letter of intent/order in token of its acceptance, within 4 days of its issue, failing which his EMD shall stand forfeited. The successful bidder(s) will sign a contract with the Society within 7 days of the acceptance of the LOI/order.

3.3 Cost of submission of Tender document

3.3.1 The Bidder shall bear all costs associated with the preparation and submission of his Bid, including cost of presentation for the purposes of clarification of the bid, if so desired by the Society, and the Society will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the Tendering process.

3.3.2 The Bidder is expected to carefully examine all instructions, forms, terms and specifications in the Tender Document. Failure to furnish all information required in the Tender Document or submission of a bid not substantially responsive to the Tender Document in every respect will be at the Bidder's risk and may result in the rejection of the bid.



3.4 Clarification regarding Tender Document

3.4.1 A prospective Bidder requiring any clarification of the Tender Document may contact the office of the Punjab EDUSAT Society personally. The Punjab EDUSAT Society 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 Tender Document.

3.5 Amendments in the Tender Document.

3.5.1 At any time up to the last date for receipt of bids, the Punjab EDUSAT Society Punjab may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective Bidder, modify the Tender Document by an amendment.

3.5.2 The amendment will be notified by general advertisement or through letter or by FAX or Email to the prospective Bidder/Bidders who have received the Tender Documents and the same will be binding on them.

3.5.3 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 PUNJAB EDUSAT SOCIETY Punjab may, at its discretion, extend the last date for the receipt of Bids.

3.6 Language of Bids

3.6.1 The Bids prepared by the Bidder and all correspondence and documents relating to the bids exchanged by the Bidder and the PUNJAB EDUSAT SOCIETY 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.

3.7 Document Comprising the Bids

3.7.1 The Bids prepared by the Bidders shall comprise of following components:

(a) Pre Qualification cum Technical Bid – consisting of the following:-

- i) Bid Proposal sheet duly filled in, signed and complete in all respects (Proforma – I) along with bid document.
- ii) Declaration, typed on Company Letter Head, and signed by Authorized signatory (Proforma –II).
- iii) Proforma III & IV duly filled in and signed by the Authorized signatory of the Bidder.



- iv) Certified Copy of Certificate of Incorporation and Memorandum and Articles of Association of the party/ firm or any other registration under any Act of Govt. of India.
- v) Copy of latest Income Tax clearance certificate or copy of latest Income Tax return, PAN No and EPF No.
- vi) General Power of Attorney executed in favour of person (s) authorized to sign the tender bid and contract and all correspondence/documents thereof.
- vii) Documentary Evidence (Signed by the Authorized Signatory) proving that Bidder fulfills the Eligibility Criteria as stated in Section IV, Article 4.1 Documentary Evidence should be provided as per Proforma – III
- viii) Earnest Money of Rs. 2,00,000 (Rs. Two Lac) in the form of Bank Draft in favour of Director General School Education cum Project Director, Punjab EDUSAT Society Punjab, payable at Chandigarh
- ix) The Biodata of the Faculty proposed to be deployed for the purpose along with documentary evidence of the experience of the faculty.

b) Commercial Bid – consisting of the following:-

- (i) The Bidder shall indicate the firm rate as per Commercial Offer Format in Section V “COMMERCIAL OFFER”, for indicated Tasks in the scope of work.



SECTION - IV

TERMS AND CONDITIONS OF THE TENDER

4.1 BIDDER'S QUALIFICATION:

The Bidder should be incorporated as a Private/Public Limited Company or a Registered Firm or Society or Trust and fulfilling the following preconditions, and must also submit documentary proof in support of fulfilling these conditions while submitting the technical bid:

4.1.1 The bidder should have been incorporated as a Private/Public Limited Company or a Registered Firm or Society or Trust and should have relevant qualification and experience in educational telecast production.

4.1.2 The bidder should have atleast 1 year experience in soft skill development programmes. The above experience should include instructional design, content development, scriptwriting and the production of Student-Teacher Guides. The Final Acceptance Certificate and Letter of Recommendation from the last client, if any. This material will be used for technical evaluation of the bidder.) the faculty to be deployed by the bidder should also possess experience of more than 1 year in the field soft skill development programme. The bidder shall also provide documentary evidence of the qualification and experience of faculty to be deployed (including Stand by faculty).

4.1.3 The bidder should have film production capability and 1 year experience in institutional and retail training in the area of soft skills. They bidder should also have recruitment tieups with renowned Domestic and international BPOs companies out of which at least one Domestic BPO and one International BPO should be based within the Punjab/ Chandigarh region and the other preferably in Northern India. Copies of recruitment contract with these BPO companies may be submitted to meet the qualification criteria of the above. No consortium will be allowed.

4.2 Other Terms and Conditions

4.2.1 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.

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

4.2.3 All statutory obligations / liabilities like Salary, ESI, and PF as per labour laws for manpower employed will be the sole responsibility of the Bidder and he shall submit proof of payment thereof every month



The PUNJAB EDUSAT SOCIETY Punjab will not be in any way responsible for any statutory obligation in respect of the staff deployed for the purpose

4.2.4 The PUNJAB EDUSAT SOCIETY Punjab reserves the right to carry out the capability assessment of the Bidder. The Society's decision shall be final in this regard.

4.2.5 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.

4.2.6 All payments will be subjected to tax deduction at source as applicable at the prevailing tax rates.

4.2.7 The Bidder or a person/persons duly authorized by the Bidder shall sign Technical bid and the Financial bid with his seal. All pages of the bid, where signature required is not mentioned, shall be initialed by the Bidder with his seal, except unamended printed literature.

4.2.8 The bidder should indicate a single (uniform) rate. The rates should be written both in figures and words. In case of contradiction the amount written in words shall prevail.

4.2.9 The bidder shall give a firm assurance regarding one time placement of 90% students who have 90% attendance and who pass the CTOSS examination conducted by SPIC with minimum 50% marks. Such students should have passed their graduation and they should have conducted the service provider for placement latest within 3 months of completing their graduation/ within 18 months of clearing the examination conducted by SPIC. The bidder will therefore, provide a Placement Bank Gurantee for an amount of Rs. 10 Lac, which may be invoked by the society, in case the commitment for job placement as detailed above is not fulfilled by him. This Placement Bank Guarantee shall be valid upto Sep 2013. On the request of the service provider, in view of Placement Bank Guarantee, being provided at the initial stage, the last payment against the deliverables of the CDs and the software equivalent to Rs. 10 lac will be withheld by Punjab Edusat Society. The amount will be released when the Service provider furnish the bank guarantee equivalent to amount.

4.2.10 The payment will be released on prorata basis against delivery within 10 days of delivery of material.

4.2.11 The successful bidder shall have to execute an agreement on a non judicious stamp paper in consonance with terms and conditions of the bid document.

4.2.12 The project would be completed within a period of 15 months. The period of a contract can be extended by the competent authority upto 18 months in exceptional circumstances.



4.3 EARNEST MONEY & SECURITY:

4.3.1 The Bidder will deposit Rs. 2,00,000 as Earnest money, along with bid document, in the form of Bank Draft in favour of Director General School Education cum Project Director, Punjab EDUSAT Society Punjab, payable at Chandigarh. The amount of EMD will be adjusted towards Performance Guarantee in the event of award of contract to the successful bidder.

4.3.2 The successful bidder will have to deposit a performance bank guarantee valid for a period after 6 months post warranty for an amount equivalent to 5 % of the contract value, within 15 days of the issuance of LOI/Order, failing which the LOI/order shall be withdrawn at the discretion of the Society and the EMD of the bidder shall be forfeited. Consequent upon deposit of Performance Bank Guarantee during the specific time, the Earnest Money deposited with the tender document shall be refunded.

4.4 LATE DELIVERY/PENALTY:

4.4.1 A penalty of Rs.2000 per day shall be imposed for delay of each lecture/episode beyond the specified time limit.

4.4.2 The penalty will be calculated on monthly basis. The penalty imposed for a month will be recovered from the amounts due to be paid to the party. In case the penalty amount exceeds the due amount, the company will have to pay the balance amount within 15 days of being informed and in case of any delay, interest at 12% per annum will be charged.

4.4.3 Such penalty and interest may be waived at the discretion of the Society.

4.4.3 The above provision is notwithstanding the right of the PUNJAB EDUSAT SOCIETY Punjab to avail of other remedies/provisions laid down in the terms of bid/contract.

4.5 TERMINATION FOR DEFAULT:

4.5.1 The PUNJAB EDUSAT SOCIETY 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:

- a. 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 PUNJAB EDUSAT SOCIETY Punjab.



- b. The qualified Bidder fails to perform any of the obligation(s) under the contract
- c. The qualified Bidder becomes bankrupt or otherwise insolvent, provided that such termination will not prejudice or effect any right of action or remedy which has accrued to the PUNJAB EDUSAT SOCIETY Punjab.

4.6 TERMINATION FOR INSOLVENCY:

4.6.1 The Director General School Education cum Project Director, Punjab Edusat Society may at any time terminate the contract by giving written notice to the bidder without compensation to the bidder, if he bidder becomes bankrupt or otherwise insolvent, provided that such termination will not prejudice or effect any right of action or remedy which has accrued thereafter to the client.

4.7 WORK SUBMITTED/PRODUCED/PREPARED BY THE BIDDER TO BE THE PROPERTY OF THE PUNJAB EDUSAT SOCIETY PUNJAB

4.7.1 All recordings, software, courseware, specifications, designs, presentations, reports and other documents etc prepared/submitted/produced by the Bidder in the execution of the contract shall become and remain the sole property of the PUNJAB EDUSAT SOCIETY Punjab.

4.8 CONFIDENTIALITY:

4.8.1 The Bidder (s) 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 the EDUSAT Society's business or operations without the prior written consent of the Society.

4.9 FORCE MAJEURE:

4.9.1 Notwithstanding the provisions of the tender, the Bidder shall not be liable for forfeiture of its performance security, liquidated damages or termination for default, if and to the extent that, its delay in performance or failure to perform its obligations under the contract is the result of an event of Force Majeure.

4.9.2 For purposes of this Clause, 'Force Majeure' means an event beyond the control of the Bidder and not involving the Bidder and not involving the Bidders fault or negligence and not foreseeable. Such events may include, but are not restricted to acts of the Government of Punjab/ PUNJAB EDUSAT SOCIETY Punjab either in its sovereign or contractual capacity, war or revolution, fire, floods, epidemics, quarantine restrictions and freight embargoes.

4.9.3 If a Force Majeure situation arises, the qualified Bidder shall promptly notify PUNJAB EDUSAT SOCIETY Punjab in writing of such conditions and the cause thereof. Unless otherwise directed by PUNJAB EDUSAT SOCIETY Punjab in



writing, the Bidder shall continue to perform its obligations under the contract as far as reasonably practical, and shall seek all reasonable alternative means for performance not prevented by the Force Majeure event. The PUNJAB EDUSAT SOCIETY Punjab may terminate this contract, by giving a written notice of minimum 30 days to the Bidder, if as a result of Force Majeure, the Bidder is unable to perform a material portion of the services for a period of more than 30days.

4.10 GOVERNING LANGUAGE:

The contract shall be written in the language of the bid, as specified by the PUNJAB EDUSAT SOCIETY 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.

4.11. STANDARD OF PERFORMANCE

4.11.1 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 advances technology and safe and effective equipment, machinery, material and methods. 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.

4.11.2 The performance of the awardee shall be monitored by devising appropriate mechanism and the Punjab EDUSAT Society reserves the right to cancel the contract at any time if the performance is not up the mark, after affording adequate opportunity to the party in this regard.

4.12 ARBITRATION:

4.12.1 All disputes, differences, claims and demands arising under or pursuant to or touching the contract shall be referred to the sole arbitrator i.e. the Director General School Education cum Project Director, Punjab EDUSAT Society Punjab. 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 Chandigarh.

4.12.2 In all matters and disputes arising hereunder the appropriate Courts at Chandigarh shall have jurisdiction to entertain and try them.

4.12.3 The PUNJAB EDUSAT SOCIETY Punjab reserves the right to accept or reject any bids /all tenders without assigning any reason.



SECTION - V

PRE QUALIFICATION CUM TECHNICAL BID PROFORMAE

PROFORMA - I

1. Name of the Company/Firm: -----

2. Nature of the Company/Firm: -----
(Govt./Public/Private/Partnership/ Proprietorship)
3. Address : -----

4. Contact Information : STD Code : -----
 Phone No. : -----
 Fax No. : -----
 E-Mail-ID: -----
5. Number of Years of Operation : -----
 In Production of Educational Videos/Films
 (Proof should be furnished in the form of documentary evidence)
6. Facilities/Equipment available with the -----

 Bidder for carrying out the tendered work -----
 (A separate sheet may be attached if required).
7. Indicate the financial Status of the Company/Firm: -----
(Audited financial statement be attached).
8. Any other details in support of your offer:

9. Annual turnover of the bidder for last Two years
(In Indian Rupees) Year Annual Turnover (in Rs.)



11. Details of Samples of work undertaken by the organization/Firm during the last two years.

Sr.No. Nature of Work Undertaken* Details of Samples enclosed (If any).

*Certified that the above work has been undertaken by us in our individual capacity

As of this date the information furnished in all parts of this form is accurate and true to the best of my knowledge

Company Seal

(With name & designation of the authorized signatory)



PROFORMA - II

DECLARATION

(To be typed on Company Letter Head)

To

The Secretary- School Education,
Punjab EDUSAT Society Punjab,
SCO 104-106, 2nd Floor
Sector 34A,
Chandigarh

Subject: for Development of soft skills of the students of 9th class onwards including higher education classes through Edusat Network of Punjab Edusat Society.

Dear Sir,

We, the undersigned Bidder, having read and examined in detail the specifications and all bidding documents in respect of Development of soft skills of the students of 9th class onwards including higher education classes through Edusat Network of Punjab Edusat Society. do hereby propose to provide services as specified in the bidding document.

- 1 All the rates mentioned in our proposal are in accordance with the terms as specified in bidding documents.
All the prices and other terms and conditions of this proposal are valid for a period of 90 calendar days from the last date of submission of bids.
- 2 We have studied the Clauses relating to Income Tax Act and hereby declare that if any Income Tax, Surcharge on Income Tax and any other Corporate Tax is altered under the law, we shall pay the same, however the service tax as applicable will be extra

EARNEST MONEY

We have enclosed the earnest money in the form of Bank Draft amounting to Rupees _____ bearing _____ number _____ dated _____

BID PRICING

We further declare that the RATES stated in our proposal are in accordance with your terms & conditions in the bidding document.



QUALIFYING DATA

We confirm having submitted qualifying data as required by you in your tender document. In case you require any further information/documentary proof in this regard before evaluation of our bid, we agree to furnish the same in time to your satisfaction. We hereby declare that our proposal is made in good faith, without collusion or fraud and the information contained in the proposal is true and correct to the best of our knowledge & belief.

Bid submitted by us is properly sealed and prepared so as to prevent any subsequent alteration and replacement.

We understand that you are not bound to accept the lowest or any bid you may receive.

Thanking you,
Yours faithfully,
(Signature)



PROFORMA – III

CHECKLIST FOR FULFILMENT OF ELIGIBILITY EVALUATION CRITERIA

Condition

Details of Documentary Proof to be attached

Details of the information (Rs. are to mentioned in lacs)

Documentary Proof Attached (Y/N)

(Give Annexure No.)

The bidder should have been incorporated as a Private/Public Limited Company or a Registered Firm or Society or Trust and should have 1 year experience in soft skill development for any govt education dept or agency.

Documentary evidence should include list of faculty.

Testimonials and Performance Certificates to be submitted.

Signature of the bidder with seal



PROFORMA - IV

IMPLEMENTATION SCHEDULE

Issue of LOI/Order : - Day 1

Delivery of One Prototype episode within the first 20 days.

And thereafter at least 10 such Lectures/ Episodes: - After every 15 days (Sundays & Holidays excluded)

The above schedule of implementation is acceptable to us.

Signature of the bidder with seal



PROFORMA - V

COMMERCIAL OFFER

To

The Secretary- School Education,
PUNJAB EDUSAT SOCIETY Punjab,
SCO 104-106,
Second Floor
Sector 34A,
Chandigarh

Sir,

I/We hereby tender For Development of soft skills of the students of 9th class onwards including higher education classes through Edusat Network of Punjab Edusat Society as per the specifications given in this tender document of The PUNJAB EDUSAT SOCIETY Punjab within the time specified and in accordance with the Terms and Conditions.

The rates are quoted in the prescribed format given below:

Srl No	Description	Rate	Unit	Taxes if any.	Total
1.	Cost of episode to be broadcast				
2.	Cost towards teacher's training.				
3.	Cost towards software				
4.	Any other item not covered under above clause.				

Note: - For Purposes of commercial evaluation, rate quoted (i.e. Col 4) shall be reckoned.

Signature of the bidder with seal