

TENDER DOCUMENT

ON

IELTS TRAINING

THROUGH

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

TENDER SUMMARY

1. Tender No: April.2010 / IELTS
2. Total Pages: 19
3. Description: IELTS Training for youths
4. EMD: Rs. 2, 00,000.00.
5. Tender Document cost: Rs.1000.00
6. Last Date of Submission: 28th April,2010 upto 2:00 PM
7. Date of Pre-bid Conference: 19th April , 2010 at 3:00 PM
8. Date of Bid Opening: 28th April, 2010 at 2:30 PM

INVITATION FOR BIDS

This invitation of bids is for providing training on IELTS training to any youth of the nearby location in the Government schools of Punjab under Punjab ICT Education Society (PICTES).

1. Bidders are advised to study the Tender Document carefully. Submission of Tender shall deem 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 ICT Education 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 ICT Education 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: 28th April,2010 upto 2:00 PM
 - b) Date, Time & Place of opening of bids: **28th April ,2010 at 2:30 PM, 2nd Floor, 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 ICT Education Society, Punjab shall not be responsible for any postal delay about non-receipt/non delivery of the documents.

INTRODUCTION

The Punjab ICT Education Society, with a view to help the youth who want to pursue higher studies from abroad or seeks employment outside the country, wishes to organize an ambitious programme for providing training on IELTS. The main objective of the training will be to prepare the youth to have adequate knowledge and skill of English language which would help them to clear the IELTS Examination.

The Punjab ICT Education Society has got wide infrastructure in the form of Computer labs established in all upper primary schools in Punjab equipped with adequate Hardware and Software. IELTS Training programme is proposed to be carried out atleast in one such lab in each district.

SCOPE OF WORK

The objectives of the programme are to develop good English skills amongst students so as they can easily clear the IELTS Examination. The content evolved should:

- Improve the student efficiency, effectiveness and productivity
- Facilitate better understanding of difficult concepts/ topics.
- Create opportunities for interactive and self-learning
- Provide requisite skills to appear in IELTS Examination.
- Personality Development.
- Reduce the gap between knowledge & application
- To improve spoken English
- To improve communication skills, presentation skills, business and leadership skills.

General Guidelines

- The content provided should be in a manner to elicit interest in the students and should be capable of redressing their doubts.
- The content should be simple, comprehensive and should be based on learner-centered pedagogy.
- The content should be self-explanatory.
- 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 ICT Education 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 bidder should ensure that the product they offer will not misguide the students.

- The content should be given paramount importance, but the importance of communication technology and production values should not be undermined.
- The programmes should have a summarization at the end.
- The trainers/teachers should have a thorough knowledge of the subject and should be well qualified.

Duration of course

- 3 months Training programme

Timing

- 2 hours everyday from 4 pm to 6 pm

Target Audiences

- Any youth of the town / city who have passed +2.

Batch Size

- Each batch may have minimum 20 Candidates.

Content and course material

- Content and course material shall be provided by the selected bidder

Manpower

- For imparting training to the youths, the manpower with requisite skills and experienced will be deployed by the selected bidders.

Provision of ICT Infrastructure in Government Schools

- Existing labs of PICTES equipped with Server, Desktop Computers and associated accessories will be utilized for imparting training to youth on above courses.

Publicity

- PICTES will issue required advertisement for seeking candidates.

Recovery of Fee

- PICTES will collect the required fee from the candidates.

SECTION - III

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) Earnest Money of Rs. 2, 00,000 (Rs. Two Lac) in the form of Bank Draft in favour of Director General School Education, Punjab ICT Education Society, payable at Chandigarh
- vii) The Bio-data of the trainers/teachers proposed to be deployed for the purpose along with documentary evidence of the experience of the trainers/teachers.
- viii) The bidder should have been incorporated as a Private/Public Limited Company or a Registered Firm or Society or Trust and should be in existence for last 5 years.
- ix) The bidder must have imparted training to atleast 500 candidates annually in last three years. Documentary proof of the same should be attached.
- x) The bidder must an average turnover of Rs. 25 lacs in last 3 years.
- xi) Presentation by the prospective bidder on organizational capabilities and other strengths.
- xii) The trainers/teachers to be deployed by the bidder should also possess experience of more than 1 year in on IELTS training. The bidder shall also provide documentary evidence of the qualification and experience of trainers/teachers to be deployed(including Stand – by faculty).

b) Commercial Bid – consisting of the following:-

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

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) Pre- Qualification cum Technical Bid in one cover.
- b) Commercial bid in one separate cover.

3.1.2 The Pre- Qualification cum Technical Bid should be filled in original and should be sealed in a separate cover. The Pre- Qualification cum 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 IELTS Trainings**".

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.

3.1.7 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 Pre- Qualification cum Technical Bid will be opened and checked for eligibility criteria. The bidders will be asked to make a presentation before the Tender Evaluation Committee.

3.2.2 The EMD of the bidders who do not qualify in the Pre- Qualification cum 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 ICT Education Society personally. The Punjab ICT Education 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 ICT Education 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 or will be posted on website "WWW.SSAPUNJAB.ORG" 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 ICT EDUCATION 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 ICT Education 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.

Note: Punjab ICT Education Society reserves the right to cancel any or all the bids without giving any reason whatsoever.

SECTION - IV

4.1 TERMS AND CONDITIONS OF THE TENDER

4.1.1 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.

4.1.2 Bidder shall not work in association with some other party to meet the conditions. No Consortium is allowed.

4.1.3 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 ICT Education Society Punjab will not be in any way responsible for any statutory obligation in respect of the staff deployed for the purpose

4.1.4 The Punjab ICT Education Society Punjab reserves the right to carry out the capability assessment of the Bidder. The Society's decision shall be final in this regard.

4.1.5 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.

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

4.1.7 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.

4.1.8 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.

4.1.9 The payment will be released on pro-rata basis against successful completion of training.

4.1.10 The project would be completed within a period mentioned by him in the bid submitted.. The period of a contract can be extended by the competent authority in exceptional circumstances.

4.2 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 ICT Education Society Punjab, payable at Chandigarh.

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 Performa Bank Guarantee during the specific time, the Earnest Money deposited with the tender document shall be refunded.

4.3 LATE DELIVERY/PENALTY:

4.3.1 A penalty of Rs.2000 per day shall be imposed for delay of study material beyond the specified time limit.

4.3.2 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 exceed 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.

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

4.3.4 The above provision is notwithstanding the right of the Punjab ICT Education Society Punjab to avail of other remedies/provisions laid down in the terms of bid/contract.

4.4 TERMINATION FOR DEFAULT:

4.4.1 The Punjab ICT Education 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 ICT Education 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 ICT Education Society Punjab.

4.5 TERMINATION FOR INSOLVENCY:

4.6.1 The Director General School Education cum Project Director, Punjab ICT Education 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.

4.6 WORK SUBMITTED/PRODUCED/PREPARED BY THE BIDDER TO BE THE PROPERTY OF THE PUNJAB ICT EDUCATION SOCIETYPUNJAB

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 ICT Education Society Punjab.

4.7 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 PICTES Society's business or operations without the prior written consent of the Society.

4.8 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 ICT Education 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 ICT Education Society Punjab in writing of such conditions and the cause thereof. Unless otherwise directed by Punjab ICT Education 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 ICT Education 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.

4.9 GOVERNING LANGUAGE:

The contract shall be written in the language of the bid, as specified by the Punjab ICT Education 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.

4.10. 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 ICT Education 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.

4.11 ARBITRATION:

4.11.1 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 ICT Education 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.

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

4.11.3 The Punjab ICT Education 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/ Soft-skills
 (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 3 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

Director General School Education ,
Punjab ICT Education Society Punjab,
SCO 104-106, 2nd Floor
Sector 34A,
Chandigarh

Subject: IELTS Training to youths.

Dear Sir,

We, the undersigned Bidder, having read and examined in detail the specifications and all bidding documents in respect of IELTS Training. 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

- Bid Proposal sheet duly filled in, signed and complete in all respects (Proforma - I) along with bid document.
- Declaration, typed on Company Letter Head, and signed by Authorized signatory (Proforma -II).
- Proforma III & IV duly filled in and signed by the Authorized signatory of the Bidder.
- 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.
- Copy of latest Income Tax clearance certificate or copy of latest Income Tax return, PAN No and EPF No.
- Earnest Money of Rs. 2, 00,000 (Rs. Two Lac) in the form of Bank Draft in favour of Director General School Education, Punjab ICT Education Society, payable at Chandigarh
- The Bio-data of the trainers/teachers proposed to be deployed for the purpose along with documentary evidence of the experience of the trainers/teachers.
- The bidder should have been incorporated as a Private/Public Limited Company or a Registered Firm or Society or Trust and should be in existence for last 5 years.
- The bidder must have imparted training to atleast 500 candidates annually in last three years. Documentary proof of the same should be attached.
- The bidder must an average turnover of Rs. 25 lacs in last 3 years.
- Presentation by the prospective bidder on organizational capabilities and other strengths.
- The trainers/teachers to be deployed by the bidder should also possess experience of more than 1 year in on IELTS training. The bidder shall also provide documentary evidence of the qualification and experience of trainers/teachers to be deployed(including Stand - by faculty).

Documentary Proof Attached as per above Eligibility criteria

Signature of the bidder with seal

PROFORMA - IV

COMMERCIAL OFFER

To

Director General School Education,
Punjab ICT Education Society Punjab,
SCO 104-106, Second Floor Sector 34A, Chandigarh

Sir,

I/We hereby tender For IELTS Training as per the specifications given in this tender document of The Punjab ICT Education Society Punjab within the time specified and in accordance with the Terms and Conditions.

The rates are quoted in the prescribed format given below:

Sr. No.	Description	Rate	Taxes, if any.	Total
1.	Cost of IELTS training including teaching and study material per student			
Total Cost				

Note: The cost collected from each student will be shared in the ratio of 50:50 between PICTES and the bidder.

Signature of the bidder with seal