



Tender No 366/CAL/18/11-12

Date :14/09/2011

Cost of Tender Document - ₹ 150/- (Non-refundable)

Last Date of Receipt of Bids – 21st September 2011.

Address at which Bids are to be submitted:

**District Project Officer,
Sarva Shiksha Mission, Jnanakur Bhawan (2nd Floor),
Harendra Narayan Road,
P.O & Dist. Cooch Behar,
Pin no.-736101
Phone No. –03582-224521/224670
Fax No. –03582-224446
E-mail ID – ssmcoob@gmail.com**

Notice Inviting Tender

TENDER DOCUMENT FOR COMPUTER TRAINING OF TEACHERS UNDER 'COMPUTER AIDED LEARNING PROGRAMME' (CAL)

Sealed Tender are invited (Technical & Financial) from the bidder working in the field of computer literacy/training specially on CAL for providing master trainers (faculties) for 8 days Computer Training to the teachers of Upper Primary School covered under Computer Aided Learning (CAL) programme at Manindranath High School or any other centers equipped with computer related infrastructure.

◆ PLEASE EXAMINE EACH AND EVERY CONDITION (VIZ. ANNEXURE-I, II, III, IV AND THE UNDERTAKING) CAREFULLY ◆

1. Tender documents will be issued on and from 15th September 2011 up to 21st September 2011.
2. The 'Technical Bid' will be opened on 22nd September 2011 by the District Resource Group on CAL in the presence of the willing bidders or their authorized representatives at the conference hall of Sarva Shiksha Mission, cooch Behar.
3. The 'Commercial Bid' of the technically qualified bidders will be opened on 22nd September 2011 by the District Resource Group on CAL of the willing bidders or their authorized representatives at the conference hall of Sarva Shiksha Mission, cooch Behar.

Annexure-I

PARAMETERS AND SCOPE OF WORK

Eight Days Computer Training under CAL is to be imparted to the 88 teachers of Upper Primary Schools covered under Computer Aided Learning Programme. Batch size will be of 44 trainees per batch. The training will be imparted at Manindranath High School or any other centers equipped with computer related infrastructure. The bidder has to supply Master Trainers for six hours computer training per day.

TENTATIVE PROGRAMME SCHEDULE (SUBJECT TO ALTERATE)

The training programme must contain the following main topics in the following manner:

SL. NO.	Training requirement	Day
1	Fundamental & Working on operating system	1 st
2	MS Word, Excel & Bangla Word	2 nd & 3 rd
3	Powerpoint & Internet	4 th & 5 th
4	Preparation of CAL learning material topic wise with hands on practice.	6 th , 7 th & 8 th

REQUIREMENT OF FACULTY

4 trainers shall be required for a batch size of 44 trainees.

Annexure-II

GENERAL TERMS AND CONDITIONS

Submission of Tender

The tender should be submitted in two parts namely 'Technical Bid' and 'Financial Bid'. Each should be kept in a separate sealed cover. The envelop containing 'Technical bid should be labelled Technical Bid and envelop containing Commercial bid should be labelled Commercial Bid. The bidder will put his/her Signature in original with sealed on every page of the Technical and Commercial bid. Both the bids sealed in separate covers should be kept in another sealed cover labelled 'Tender for Computer Training under CAL', addressed to the District Project Officer, Sarva Shiksha Mission, Jnanakur Bhawan (2nd Floor), Harendra Narayan Road, P.O & Dist. Cooch Behar, Pin no.-736101

The bids prepared by the Bidders shall comprises the following components-

A- Technical bid-

The technical bid should be submitted in the given prescribed format (**Annexure-III & Undertaking**) along with the following self attested photocopies:

- 1) Registration of firm and nature of the concern.
- 2) PAN /Service tax registration in relevant field (atleast any one)
- 3) Earnest Money Deposit (EMD) as prescribed.
- 4) Self Attested photocopy of receipt of Cost of Tender Document/Form ₹ 150/- (Rupees fifteen hundred) only in the form of a bank draft in favour of the District Project Officer, Sarva Shiksha Mission, Jnanakur Bhawan (2nd Floor), Harendra Narayan Road, P.O & Dist. Cooch Behar, Pin no.-736101

B- Financial bid-

The Financial bid should be submitted in the given prescribed format (**Annexure-IV**) shall consist of the following-

- 1) A consolidated rate (including all sort of expenses and taxes) of trainer should be quoted in figure as well as in word.
- 2) There should not be any overwriting/cutting in the rates tendered. If there is any cutting, then the same should be attested by the bidder.
- 3) Terms of payment as stated in the tender document shall be final.
- 4) At the time of payment of bills, the income tax/TDS (if any) shall be deducted at source as per Govt. rules & guidelines.

Bid Security-

Duly filled in tender form should accompany a Earnest Money Deposit (EMD) of ₹ 5000/- (Rupees Five Thousand) only in the form of a demand draft on a scheduled commercial bank in the name of the District Project Officer, Sarva Shiksha Mission, Jnanakur Bhawan (2nd Floor), Harendra Narayan Road, P.O & Dist. Cooch Behar, Pin no.-736101. Earnest money of unsuccessful tenderers would be refunded without any interest.

Other Conditions-

- 1) The District Project Officer, Sarva Shiksha Mission, Cooch Behar reserves the right to accept or reject any/all tenders without assigning any reason.
- 2) The Bidder must maintain quality in service as well as time schedule prescribed.
- 3) Each and every document required to be submitted with the bid document must be self-attested by the bidder/transporter.
- 4) DPO, SSM, Cooch Behar reserves the right to negotiate with the Tenderer whose offer is the lowest evaluated price for further reduction of price. The same also reserves the right to negotiate with other Tenderers to match the negotiated L1 price.

Bidder Qualification:-

The Bidder should be a "Computer Literacy/training institution" incorporated as a Private/Public Limited company or a Registered Firm or society in India and fulfilling the following preconditions and must also submit documentary evidence in support of fulfilling these conditions while submitting the technical bid:

- 1- Training Experience-The Bidder should be in the field computer training for at least 3 years. Documentary proof of the same has to be attached.
- 2- The bidder should have valid registration number under the companies Act/Society registration act/Indian partnership act or a sole proprietorship. (Attach relevant documents).
- 7- The evaluation of technical bid will be done on above points by the District Resource Group on CAL

Terms of payment-

Agency/firm will have to submit bills to the District Project Officer, SSA with attendance of trainees verified by MIS personnel of SSM office after the successful completion of training for each batch. Payment will be done by account payee cheque only.

Right of termination-

1. District Project Officer, Sarva Shiksha Mission, Cooch Behar reserves the right to reject any or all tenders without assigning any reason.
2. The District Project Officer (DPO), Sarva Shiksha Mission, Cooch Behar also reserves the right to terminate the services of the successful Bidders if the services are found to be unsatisfactory or on account of any other administrative reason.

Time schedule for commencement of work-

The work must be commenced as per the date scheduled by DPO, SSM, Cooch Behar with in a period of 5 days from the date of award of work.

Training Assessment and Certification-

After the training there will be an assessment includes –

- 1) Assessment on the topics in which teachers have received instructions.
- 2) Feed back from the trainees regarding the contents of the training.
- 3) Training provider agency will have to issue a participation certificate to each trainee regarding successful completion of training.

Annexure-III

TENDER FORM-1

TECHNICAL INFORMATION AND UNDERTAKING (TECHNICAL BID)

Vide Memo No. Date..... Of SSM, Cooch Behar

1. Name of the Bidders/Concern-_____
2. Address-_____
3. Telephone/Fax Nos.-_____
4. Mobile No.-_____
5. E-mail-_____
6. Nature of the Concern-_____ (i.e. Sole proprietor or partnership firm or a society or a Company or a Government Department or a Public Sector Organization)
7. Registration Numbers: _____ (Under Shop & Commercial Establishment Act or any other relevant Act attested Photocopy should be attached).
8. PAN /Service Tax Registration Number of Bidders/Concern (at least any one) _____
9. Training Experience-The Bidder should be in the field computer training for at least 3 years. Documentary proof of the same has to be attached.

Assignments of similar nature, successfully completed during last three years-

Year	Name of the assignment	Name of client	Name of the district (where work is done)	No. of Trainees	Rate/Price of the contract	Duration of the contract

10. Any other information important in the opinion of the Bidders.

Dated:
Place:

(Signature of Bidders with Stamp of the firm)

UDERTAKING

Vide Memo No. Date..... Of SSM, Cooch Behar

1- I/We undertake that I/we have carefully studied all the terms and conditions and understood the parameters of the proposed work.

2- I/We further undertake that the information given in this tender are true and correct in all respects and we hold the responsibility for the same.

Dated:

Place:

(Signature of Bidders with Stamp of the firm)

Annexure-IV

TENDER FORM-2

FINANCIAL BID

Vide Memo No. Date..... Of SSM, Cooch Behar

Computer Training under CAL (8 Days)

Sl. No	Details	Consolidated Rate in Indian Rupees (₹)	Consolidated Rate in word
1	Master Trainer/ Faculty charges per day per batch (44 trainees) including all expenses & taxes		

Dated:

Place:

(Signature of Bidders with Stamp of the firm)

Annexure-V

CHECK LIST

[TO BE SUBMITTED IN THE TECHNICAL BID ENVELOP]

Vide Memo No. Date..... Of SSM, Cooch Behar

SL. NO	DOCUMENTS	Whether annexed*
1.	Annexure - III	YES/NO
	Undertaking	YES/NO
	Annexure - IV	YES/NO
2.	Earnest Money Deposit (EMD) of ₹ 5000/-in the form of Bank Demand Draft.	YES/NO
3.	Self Attested photocopy of Demand Draft of Rs.150.00/-	YES/NO
4.	Self Attested photocopy of Firm Registration No.	YES/NO
5.	Self Attested photocopy of PAN/Service Tax No.	YES/NO
6.	Self Attested photocopy of receipt of Cost of Tender Document	YES/NO
7.	Self Attested photocopy of Experience/Credential Certificates	YES/NO

* Put "Tick" mark whichever is applicable.

Dated:

Place:

(Signature of Bidders with Stamp of the firm)