

**District Magistrate cum Deputy Commissioner, Palamu**  
**(District Planning Office, Palamu)**

1<sup>st</sup> Floor Block -A; New Administrative Building, Medininagar 822101

Contact No: 06562-230859

Email: [chitvan@aspirationaldistricts.in](mailto:chitvan@aspirationaldistricts.in); [akshaya@aspirationaldistricts.in](mailto:akshaya@aspirationaldistricts.in); [dpopalamau@gmail.com](mailto:dpopalamau@gmail.com);

Website: [www.palamu.nic.in](http://www.palamu.nic.in)

Tender Reference No: -

Date: -01st Sep, 2020

**SHORT-REQUEST FOR PROPOSAL**

S. No	INFORMATION	DETAILS
1	NAME OF THE WORK	PATANGA: Enabling an Inclusive & Equitable Educational Ecosystem to groom & nurture Learners in Palamu
2	DATE OF PUBLICATION OF BID ON WEBSITE	1 <sup>st</sup> Sept 2020
3	PRE-BID MEETING	10 <sup>th</sup> Sept 2020; 01:30PM
4	EARNEST MONEY TO BE DEPOSITED (EMD)	1. Rs 1,00,000.00 (In form of DD) in the favour of Deputy Commissioner, Palamu 2. In case of successful bidder, EMD shall be converted and adjusted against the security deposit 3. EMD of all unsuccessful bidders will be refunded by the District Administration within 30 days of finalisation of contract with the successful bidder
5	LAST DATE & TIME OF RECEIPT OF TENDER	24 <sup>th</sup> Sept, 2020; 01:00PM
6	BID SUBMISSION PLACE	District Planning Office 1 <sup>st</sup> Floor, Block A, New Collectorate Building, Medininagar
7	DATE & TIME OF BID OPENING	24 <sup>th</sup> Sept, 2020; 01:30PM; 1 <sup>st</sup> Floor, Block A, New Collectorate Building, Medininagar
8	BID OPENING PLACE	Chamber of Deputy Commissioner, 1 <sup>st</sup> Floor, Block A, New Collectorate Building, Medininagar. 822101
9	NAME & ADDRESS OF OFFICE INVITING TENDER	Collectorate Office Palamu, Kutchery, 822101
10	HELPLINE NUMBER	06562-230859; +91-9867840738; +91-9997335193

NOTE: - For further information please visit website: [www.palamu.nic.in](http://www.palamu.nic.in)

  
Deputy Commissioner  
Palamu

# CollectoratePalamu, Jharkhand

---

## (DISTRICT PLANNING OFFICE) (NITI AAYOG KOSHANG)

### REQUEST FOR PROPOSAL (RFP)

#### 1. BACKGROUND

District Administration Palamu invites **Expression of Interest** for the project of **“PATANGA: Enabling an Inclusive & Equitable Educational Ecosystem to groom & nurture Learners in Palamu.”** for five selected schools of Palamu District. This project seeks to enhance the learning environment of the said schools by imbibing the concepts of Building as Learning Aid (BaLA). Under RTE, we envisage schools where children can learn and play; schools that are welcoming environment for children and reflect their local culture.

As of now, the district administration has already installed a smart classroom in all the selected schools and this project will advance the work further by working on overall infrastructure development of the schools. The list of the selected schools will be shared with the successful bidder.

#### 2. GOAL: To create a Deep Learning Environment in the Educational Ecosystem of Palamu District for the Holistic Development of Students.

#### 3. OBJECTIVE

- To improve Practical Learning of students from class IXth – XIIth of selected Senior Secondary Schools of Palamu by 80% in Physics, Chemistry, Mathematics and Biology by Dec, 2021.
- To ensure uninterrupted power supply during functional hours of selected Senior Secondary Schools of Palamu by Nov, 2021. To Develop a Library cum Reading Room in the selected Senior Secondary Schools of Palamu with the seating Capacity of 50 students & books supplementing Classroom & Extracurricular Learning by Nov, 2021.
- To equip the selected Senior Secondary Schools of Palamu with teaching/ learning materials for all the students of all the classes, train the teachers in using and developing of the same by Dec, 2020
- To Provide Clean & Safe Drinking Water system to all the students & staff in the selected Senior Secondary Schools of Palamu by Nov, 2020
- To equip the selected Senior Secondary Schools of Palamu with a Playground (located not more than 100 mts away from the school) with corresponding Sports Equipment to support the strength of the School by Oct, 2020
- To install one Sanitary Pad vending machine in the selected Senior Secondary Schools of Palamu of the capacity of 200 for every 50 Girls above the age of 10 years enrolled in the school along with a functional incinerator by Nov, 2020.
- To create a safe, hygienic & inclusive Sanitation Eco – System in selected Senior Secondary Schools of Palamu as per the standards set by GoI/ State Government and other competent authority (WHO/ BIS/ Ministry of Drinking Water & Sanitation etc) by Oct, 2020.

#### 4. SCOPE OF WORK

Each of the six points described below would be considered as a separate component. The candidates may submit their bid for one or more components; however, each point would be weighed in individually. What means is, bid for each component would be opened independently and separately from the other, interested bidder/ agency may choose to apply for one, more than one, or for all the components.

1. The successful bidder/ agency has to submit a report mentioning all the infrastructure related gaps and estimated cost to fill those gaps for all selected senior secondary schools.
2. To setup a science lab facility for physics, chemistry, mathematics & biology that can be used by the students of 9<sup>th</sup> – 12<sup>th</sup> grades & provide Teaching-Learning material (TLM) for all students of all classes in the selected Schools
  - The successful bidder is supposed to install Science Laboratory equipment supporting Physics, Chemistry, Biology, and Mathematics as prescribed by Jharkhand Academic Council for classes 9<sup>th</sup> – 12<sup>th</sup>.
  - The successful bidder is supposed to build capacity of corresponding teachers as per the new Science Laboratory & prepare a teaching module modelled on the syllabus prescribed by Jharkhand Academic Council for classes 9<sup>th</sup> – 12<sup>th</sup>. The lab should also be compliant with NCERT standards.
  - The successful bidder is supposed to provide active assistance to the teachers during Practical Sessions, Deep Engagement with students during school hours for one academic year post installation of Science Laboratory.
  - The successful bidder will be required to assist the district administration in civil work by providing their technical and managerial expertise in setting up of the Science Laboratory. This would also include assisting in designing of the space to stimulate learning process of the students.
  - The TLM would include charts, maps, flashcards, globes, spheres, cones, cylinders etc. The successful bidder would also train teachers in using the smart classrooms as a teaching aid to ensure proper utilization of the resource provided to the school.
3. The successful bidder will ensure uninterrupted power supply in 5 selected Senior Secondary Schools by installing an independent solar power supply system with underground cabling. The bidder shall be required to provide quotations for the following:
  - Hybrid 15kW Solar System
  - Hybrid 10kW Solar System
  - Hybrid 05kW Solar System

This should comprise of an end-to-end solution including the panel, invertors, battery, junction box, cables, accessories, and anything that is not specifically mentioned but is required for the installation of the solution. Depending on the requirement of the school, one the appropriate solution would be chosen.

**NOTE: THE CAPACITY OF SOLAR POWER SUPPLY SYSTEM WILL VARY FROM SCHOOL TO SCHOOL AS PER THE MINIMUM ESSENTIAL POWER REQUIREMENT – TO BE EVALUATED, DOCUMENTED & PROPOSED BY THE SUCCESSFUL BIDDER WHICH WILL BE VERIFIED BY A COMMITTEE/ PERSON APPOINTED BY THE DISTRICT ADMINISTRATION.**

4. To setup a dedicated library + reading room
  - The successful bidder will provide the books; the range should include a combination of fiction, non-fiction, motivational, counselling and guidance, academic books, books to

prepare for entrance exams. The books should be divided into 3 categories defined by the grades they cater to namely, 1<sup>st</sup> – 5<sup>th</sup> grade, 6<sup>th</sup> – 8<sup>th</sup> grade, and 9-12<sup>th</sup> grade. Depending on the requirement of the individual schools, different categories would be sanctioned.

- The successful bidder will provide furniture for the library – a table and chair for the library in-charge, seating capacity of 50 students at any given time, shelves (with lock) to store the books provided.
  - An offline library management system for the library. The bidder would be required to set the same up and also train the school staff in using the same.
  - The successful bidder will be required to assist the district administration in civil work by providing their technical and managerial expertise in setting up of the library. This would also include assisting in designing of the space to stimulate learning process of the students.
5. To develop the indoor and (or) outdoor area for the sport supported by infrastructure or surroundings of the selected schools, as well as provide corresponding sports kit to the school. The number of equipment in sports kit should be adequate for the strength of students enrolled in that school. The successful bidder/ agency is also supposed to appoint a competent coaching and support staff for 3 years. The sport may be one among the following:
- Outdoor- Cricket/ Football/ Hockey/ Volleyball (Specifications of Playing Area & Equipment to be provided by Bidder/ Agency)
  - Indoor- Carom, Chess, Table Tennis/ Badminton/ Basketball (Specifications of Playing Area & Equipment to be provided by Bidder/ Agency)
6. Menstrual Hygiene Management System. This would include
- A session on menstrual hygiene for all the students in the school. An assessment should be conducted post the training and a completion certificate would be provided by the school Headmaster/ headmistress.
  - Sanitary Pad vending machine – this would need to be refilled periodically by the successful bidder, number of sanitary pads per vending machine should not be less than 200, number of vending machines should comply with the ratio of 50 girls above the age of 10 (including female school staff): 1, i.e. for every 50 girls one vending machine is to be installed.
  - An incinerator for the disposal of used sanitary napkins, the successful bidder is encouraged to propose an eco-friendly solution for the disposal of used sanitary pads. The incinerator should comply with World Health Organization (WHO) & BIS standards.
7. To setup a safe drinking water filtration system (compliant with standards set by Govt/ Jharkhand Government or other competent authority like WHO & BIS standards etc):
- This would provide safe drinking water to all the students and staff at the school.
  - It should have a capacity of at least 1000L/ day to cater to the needs of the school.
  - Eco-friendly solution would be preferable.
  - The water Filtration System should be designed in such a way that water wastage during the process in minimum and preferably there should be some scope for reusing the waste water in some form or the other.
  - Futuristic Scope to reuse the surface waste water and make it fit for drinking purpose

- The successful bidder/ agency is supposed to provide assistance to the agency nominated by District Administration to refurbish the existing school toilets and make them Inclusive, Safe, Hygienic & Child Friendly as per the norms set by UNICEF for the School Sanitation Component of Swachh Bharat Mission (Gramin).

## 5. RESPONSES TO PRE-BID QUERIES & ISSUE OF CORRIGENDUM

1. The Nodal Officer notified by the District Administration will endeavour to provide timely response to all queries. However, the District Administration makes no representation or warranty as to the completeness or accuracy of any response made in good faith, nor does the District Administration undertake to answer all the queries that have been posed by Bidders.
2. At any time prior to the last date for receipt of bids, the District Administration may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective Bidder, modify the RFP Document by a corrigendum.
3. The Corrigendum(s) & clarifications to the queries from all Bidders will be published in the District Official Website, Palamu and emailed to all prospective Bidders to whom the RFP was issued including participants of the pre-bid conference.
4. Any such corrigendum(s) shall be deemed to be incorporated into this RFP.
5. In order to provide prospective Bidders reasonable time for taking the corrigendum(s) into account, the District Administration may, at its discretion, extend the last date for the receipt of Proposals.

## 6. KEY REQUIREMENT OF THE BID

### A. RIGHT TO TERMINATE THE PROCESS

The Administration may terminate the RFP process at any time and without assigning any reason. The Administration makes no commitment, expressed or implied that this process will result in a business transaction with anyone.

This RFP does not constitute an offer by the Administration. The bidder's participation in this process may result the Administration selecting the bidder to engage towards execution of the contract.

### B. EARNEST MONEY DEPOSIT (EMD)

- a. Bidders shall submit, along with their Pre-Qualification Proposals, an EMD of Rs.1.00 lakh (Rupees One lakh only) in the form of an account payee Demand Draft only. The payment transfer related information is as follows:
  - i. FD in a Nationalized Bank for EMD in the format specified in *Appendix - 4* issued by a financial bank in favour of 'Deputy Commissioner, Palamu' payable at Daltonganj.
  - ii. NSC from any Nationalized Bank/ Post Office.
  - iii. Post Office Passbook.
  - iv. Demand Draft: in favour of 'Deputy Commissioner, Palamu' payable at Daltonganj.
  - v. The EMD instrument should remain valid for a period of 45 days beyond the bid validity period of 90 days.
  - vi. MSMEs registered unit of Jharkhand are eligible as per MSME norms.
  - vii. Start-ups registered under "Start-up India" are eligible as per "Start-up India" norms.
- b. EMD of all unsuccessful bidders will be refunded by the District Administration within 30 days of finalisation of contract with the successful bidder. The EMD, for the amount mentioned above, of successful bidder would be returned upon submission of Performance Bank Guarantee as per the format provided in *Appendix - 4*

- c. The EMD amount is interest free and will be refundable to the unsuccessful bidders without any accrued interest on it.
- d. The bid / proposal submitted without EMD, mentioned above, shall be summarily rejected.
- e. The EMD may be forfeited:
  - i. If a bidder withdraws its bid during the period of bid validity.
  - ii. In case of a successful bidder, if the bidder fails to sign the contract in accordance with this RFP.

### C. SUBMISSION OF PROPOSALS

- a. The six different components shall be named as:
  - I. PRAKASHALA: Solar Electrification of Schools with underground wiring making them functional under all weather conditions.
  - II. VIGYANSHALA: Science Laboratory to enhance practical learning of students with innovative Teaching & Learning Material
  - III. PUSTAKALAYA: A Library
  - IV. KREEDASTHAL: Playground(s)
  - V. Menstrual Hygiene Management Ecosystem
  - VI. Water Purification System& Consultancy Services to build an Inclusive Child Friendly Toilet Construction

Please note that the sealed envelopes should bear the names (as prescribed above) on top. Technical and financial bid of each component would be submitted separately. The bidder only needs to submit one pre-qualification bid. All of these envelopes should be sealed separately and put in one single envelope.

- b. The bidders should submit their responses as per the format given in this RFP in the following manner.
- c. The responses (Pre-Qualification, Technical Proposal and Financial Proposal should be covered in three separate sealed envelopes super-scribing **“A-Pre-Qualification Proposal”, “B-Technical Proposal: Component (Example: PRAKASHALA Only; PRAKASHALA & VIGYANSHALA ONLY; PRAKASHALA & VIGYANSHALA & PUSTAKALAYA ONLY AND SO ON)”** and **“C-Financial Proposal: Component (Example: PRAKASHALA Only; PRAKASHALA & VIGYANSHALA ONLY; PRAKASHALA & VIGYANSHALA & PUSTAKALAYA ONLY AND SO ON)”** respectively. Each copy of each bid should also be marked as **“Original”** OR **“Copy”** as the case may be.
- d. Please note that prices should be indicated in the Financial Proposal only.
- e. The three separate envelopes containing Pre-Qualification Proposal with EMD, Technical Proposal and Financial Proposal (the number of technical and financial proposal would increase if applying for more than one component) should be put in another single sealed envelope clearly marked **“PATANGA: Enabling an Inclusive & Equitable Educational Ecosystem to groom & nurture Learners in Palamu”**- <RFP reference no.>and the wordings **“DO NOT OPEN BEFORE 01:30 PM on 24<sup>th</sup> Sept, 2020”**.
- f. The outer envelope thus prepared should also indicate clearly the name, address, telephone number, E-mail ID and fax number of the bidder to enable the Bid to be returned unopened in case it is declared “Late”.
- g. All the pages of both original and copy of the proposals must be serially numbered (page <.> of <.>) and must contain an index with page numbers. Any deficiency in the documentation may result in the rejection of the Bid.
- h. The original Proposal/Bid shall be prepared in indelible ink. It shall contain no interlineations or overwriting.
- i. All pages of the original and copy of the bid documents shall be signed and stamped by the person or persons authorised to sign the bid.

### D. AUTHENTICATION OF BIDS

A Proposal should be accompanied by a power-of-attorney in the name of the signatory of the Proposal.

## E. PREPARATION & SUBMISSION OF PROPOSALS

### i. PROPOSAL PREPARATION COSTS

The bidder shall be responsible for all costs incurred in connection with participation in the RFP process, including, but not limited to, costs incurred in conduct of informative and other diligence activities, participation in meetings/ discussions/ presentations, preparation of proposal, in providing any additional information required by the Administration to facilitate the evaluation process, and in negotiating a definitive contract or all such activities related to the bid process. The Administration will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the bidding process.

### ii. LANGUAGE

The Proposal should be filled by the bidders in English language only. If any supporting documents submitted are in any language other than English, true and verbatim translation of the same in English language is to be duly attested by the Bidders. For purposes of interpretation of the documents, the English translation shall govern.

### iii. VENUE & DEADLINE FOR SUBMISSION OF PROPOSALS

Proposals, in its complete form in all respects as specified in the RFP, must be submitted to the District Administration at the address specified below: Addressed to	Deputy Commissioner, Palamu
Address	Collectorate Office Palamu, Kutchery, 822101
Telephone	06562-230859; +91-9867840738; +91-9997335193
Email ID	<a href="mailto:chitvan@aspirationaldistricts.in">chitvan@aspirationaldistricts.in</a> ; <a href="mailto:Akshaya@aspirationaldistricts.in">Akshaya@aspirationaldistricts.in</a> ; <a href="mailto:dpopalamau@gmail.com">dpopalamau@gmail.com</a>
Last Date & Time of submission	01:00 PM on 24 <sup>th</sup> of Sept 2020

## F. EVALUATION PROCESS/ SELECTION PROCESS

1. The Administration will constitute a **PATANGA Evaluation Committee** to evaluate the responses of the bidders.
2. The **PATANGA Evaluation Committee** constituted by the Administration shall evaluate the responses to the RFP and all supporting documents / documentary evidence. Inability to submit requisite supporting documents / documentary evidence, may lead to rejection.
3. The decision of the **PATANGA Evaluation Committee** in the evaluation of the responses to the RFP shall be final. No correspondence will be entertained outside the process of evaluation with the Committee.
4. The **PATANGA Evaluation Committee** may ask for meetings and presentations with the Bidders and/or seek clarifications on their proposals.
5. The **PATANGA Evaluation Committee** reserves the right to reject any or all proposals on the basis of any deviations.
6. Each of the responses shall be evaluated as per the criteria and requirements specified in this RFP.

## G. TENDER OPENING

The Proposals to be submitted up to 01:00 PM on 24<sup>th</sup> Sept, 2020 & will be opened at 01:30 PM on 24<sup>th</sup> Sept, 2020 by the Nodal Officer or any other officer(s) authorized by the Administration, in the presence

of such of those Bidders or their representatives who may be present at the time of opening. The representatives of the bidders should carry the identity card or a letter of authority from the bidding firms to identify their bonafide for attending the opening of the proposal.

#### H. BID VALIDITY

The financial offer submitted by the Bidders should be valid for minimum period of 14 days from the closing date of submission of the bid.

#### I. BID EVALUATION

a. Bid evaluation will be held in two stages. Initial Bid scrutiny will be held after opening the Pre-Qualification Proposals and also after opening of Technical Proposals. Following defects of bids detected during initial scrutiny will be treated as non-responsive, if proposals;

- are not submitted as specified in the RFP document
- are received without the Letter of Authorization (Power of Attorney)
- are with incomplete information, subjective, conditional offers and partial offers
- are submitted without the documents requested in the checklist
- have non-compliance of any of the clauses stipulated in the RFP
- are with lesser validity period
- are without required EMD

b. All responsive Bids will be considered for further processing as below:

The Administration will prepare a list of responsive bidders, who comply with all the Terms and Conditions of the RFP. All eligible bids will be considered for further evaluation by the Committee according to the Evaluation process defined in this RFP document. The decision of the Committee shall be final in this regard.

#### J. COSNSORTIUM/ JOINT VENTURES

Any consortium or Joint Venture of bidders is not permissible. Bidders are required to respond to the RFP and participate in the bidding process as individual entity.

### 7. ELIGIBILITY CRITERIA (PRE – QUALIFICATION CRITERIA)

Sr. No	Qualification Criteria	Documentary Evidence Required
1	The Bidders shall be either a company incorporated under the Companies Act, 2013 or the Companies Act, 1956, or a Trust established under Indian Trust Act, 1882 or a Society established under Indian Societies Registration Act, 1860, and no other entity. <b>Consortium in any form is not allowed.</b>	Agency should provide the AoA( in case of registered firm), Bye Laws and certificate of registration (incase of Pvt Ltd. and LLC) and Partnership Deed (in case of partnership deed). Incorporation certificate must be provided.
2	The Bidder/Agency should be registered with the GST/PAN/ TAN Number.	Provide the copy of PAN TAN and GST registration number.
3	The Bidder/Agency should be minimum total number of Annual Average Turnover of <ul style="list-style-type: none"> <li>• INR 20 lakhs for the last 3 financial years at the time of filing quotation for one component;</li> <li>• For 2 components it should be 40 lakhs,</li> <li>• For 3 it should 60 lakhs</li> </ul>	Provide the copy of the audited P&L statement/Balance sheet/Net worth of the company and certified from the CA clearly stating the turn over from the healthcare services on Management, Maintenance and operations.



	<ul style="list-style-type: none"> <li>For 4 it should 80 lakhs</li> <li>INR 1.00 crores for more than 4 components</li> </ul>	
4	The Bidder/Agency should deposit an <b>Earnest Money (EMD) of Rs. 1,00,000/- (onelacs only)</b> in form of an FDR/ NSC/ PO Passbook must be drawn from a nationalized bank, in favour of <b>"Deputy Commissioner, Palamu,</b> payable at <b>Daltonganj</b> . And it should be valid for at least one year from the date of tender opening.	Provide the DD at the time of Technical and Financial Bid Submission.
5	The Bidder/Agency should be positive net worth for each of the last 3 financial years	Provide the copy of the audit balance sheet of the company and certificate from the chartered Accountant clearly stating the turnover from IT services.
6	The Bidder/Agency shall be specialized in operation, maintenance and management of education-based services of a Government schools/ Private schools /education institution, their capacity and infrastructure development in the areas of implementing similar project during the <b>last three years</b>	<ul style="list-style-type: none"> <li>➔ Relevant Project implementation experience with work orders have to be submitted.</li> <li>➔ MSMEs registered unit in Jharkhand will be eligible for exemptions as per MSME norms;</li> <li>➔ Start-ups registered under "Start-up India" will be exempted as per "Start-up India" norms</li> </ul> <p>NOTE: The supporting documents for exemptions have to be provided by the Bidder/ Agency explicitly</p>
7	The Agency should have updated GST return and IT return for the last three financial years issued by the Department.	Provide Documentary proof of GST returns issued by GST Department and IT RETURN copy for the last three financial years.
8	The Agency should have office in Jharkhand. In case of agency has no presence in Jharkhand, agency shall furnish an undertaking that an office shall be opened in Jharkhand with sufficient personnel and inventory of spares within a month of selection as Successful Bidder.	Copy of Electricity Bill, Tax Bill or Copy of the Agreement to be attached.
9	The Agency shall not be under a declaration of ineligibility for corrupt or fraudulent practices, and should not be blacklisted by any state Govt. / Central Govt./ PSU for any reason.	The Agency should provide affidavit in original for non-engagement in fraudulent corrupt practice, non-blacklisting in any Govt./PSU in the last three financial years.

#### 8. LATE BID:

Any bid received by the district planning office after the stipulated time and date for the receipt of bids prescribed in this document will be rejected and be returned unopened to the Agency.

#### 9. PERFORMANCE SECURITY:

- 10% as performance security of the total bid/ Contract value will have to be deposited in the form of Bank Guarantee/ Demand Draft/NSC in favour of **Deputy Commissioner, Palamu** payable at **Daltonganj**, by the lowest evaluated responsive bidder before the award of work; **performance security for MSMEs registered unit in Jharkhand will be followed as per MSME norms; performance security for Start-ups registered under "Start-up India" are eligible as per "Start-up India" norms.** The performance security will be refunded only after the expiry of Guarantee/ Warranty/ maintenance period as specified in the bid document/ agreement.

**NOTE: The supporting documents for exemptions have to be provided by the Bidder/ Agency explicitly.**

- ii. The performance security deposited shall be forfeited in case any terms and condition of the contract/ agreement are infringed or the bidder fails to complete the work in time.

#### **10. AVAILABILITY OF INFRASTRUCTURE & PENALTY FOR NON – PERFORMANCE:**

1. For the science lab:
  - i. Installation & maintenance of equipment in science laboratory
  - ii. Assist district administration with civil work and establishment of science laboratory
  - iii. Capacity building of teachers of physics, chemistry, biology & mathematics
  - iv. Deep engagement with student during practical sessions
2. For the library and Teaching Learning Material
  - i. Installation of library with offline library management system and supportive infrastructure (furniture, books etc)
  - ii. Assist district administration with civil work and establishment of library
  - iii. Provide teaching & learning material
  - iv. Train teachers on innovative methods of teaching using teaching & learning materials
3. Assist district administration with preparation of playground for selected sport(s) activities. Supply of corresponding sports equipment
4. Installation of hybrid solar power supply system with underground cabling
5. Install & maintenance of sanitary pad vending machines
6. Install & maintenance of the water purification system
7. Annual impact assessment report for each intervention sector
8. Propose future scope for interventions

#### **11. RESPONSIBILITIES:**

1. The agency shall ensure repairing/ replacement of all faulty material within the shortest possible time thus ensuring minimum downtime, failing which applicable penalty will be imposed.
2. The Agency shall be responsible for maintaining the desired performance and availability of the system/services.
3. If any equipment gives continuous trouble, say twotimes in one month during the contract period, the agency shall replace the hardware equipment with new one without any addition cost to the purchaser.

#### **12. MAINTENANCE SERVICE:**

Free equipment maintenance and replacement of product (Hardware&Software equipment) service shall be provided by the Agency during the period of contract. During the contract period, if the complaint is not attended the same day and resolved within 2Working Days, after lodging complaint, for each delayed day penalty @5000/- will be deducted from the **Performance Security**.

#### **13. DURATION OF WORK**

1. Bidder/Agency must complete the proposed transformation of 5 selected Senior Secondary Schools in 3 months post work order is released.
2. The agency must provide annual maintenance for

- i. Science Laboratory for one full academic year – this is inclusive of the restocking of chemicals and other material in the labs.
  - ii. Library and Teaching & Learning Material for one full academic year
  - iii. Solar Power Supply with Underground Cabling for at least 3 Years
  - iv. Maintenance of Playground & replacement of Sport Equipment for three academic years – inclusive of supply of materials such as ball, shuttle, etc.
  - v. Sanitary Pad Vending Machine for one full academic year – inclusive of supply of sanitary napkins
  - vi. Water purification system for one year.
3. The must provide an annual impact assessment report for each sector of intervention.

#### 14. TERMS OF PAYMENT:

1. The payment will be made to the agency within 30 days of the successful bidder's invoice which is issued only upon the Deputy Commissioner, Palamu acceptance of work as specified in the contract.
2. Payment against the invoice referred to above will reflect any discount shown under the payment terms provided payment is made within the period shown in the payment terms contract.
3. The Price shown in the contract cannot be increased except by expressing written approval provided by DC Palamu against the request submitted by the agency.
4. The payment will be made in following stages:

Components	Science lab Establishment & Capacity Building of Teachers & TLM	Library + Reading Room	Menstrual Hygiene Management Ecosystem	Water purification system & Consultation Services for Toilet Construction	Playground Management + Sport Equipment + Coaching Facility for 3 Years	Solar Enabled Power Supply with underground Wiring
1 <sup>st</sup> Instalment	30% payment will be made after the contract award	30% payment will be made after the contract award	30% payment will be made after the contract award	30% payment will be made after the contract award	30% payment will be made after the contract award	30% payment will be made after the contract award
2 <sup>nd</sup> Instalment	30% payment will be made after the successful installation of all materials	30% payment will be made after the successful installation of all materials	30% payment will be made after the successful installation of all materials	30% payment will be made after the successful installation of all materials	30% payment will be made after the successful installation of all materials	30% payment will be made after the successful installation of all materials
3 <sup>rd</sup> Instalment	20% payment will be made after the	20% payment will be made	20% payment will be made after the	20% payment will be made after the	20% payment will be made after the	20% payment will be made after the successful completion of training of

	successful completion of training of all the stakeholders	after the successful completion of training of all the stakeholders	successful completion of training of all the stakeholders	successful completion of training of all the stakeholders	successful completion of training of all the stakeholders	all the stakeholders
4 <sup>th</sup> instalment	20% remaining instalment + 10% performance security will be released after completion of one year of the maintenance and submission of an Impact Assessment report	20% remaining instalment + 10% performance security will be released after completion of one year of the maintenance and submission of an Impact Assessment report	20% remaining instalment + 10% performance security will be released after completion of one year of the maintenance and submission of an Impact Assessment report	20% remaining instalment + 10% performance security will be released after completion of one year of the maintenance and submission of an Impact Assessment report	10% will be released after one year of successful completion & Submission of an Impact Assessment Report	10% will be released after one year of successful completion & Submission of an Impact Assessment Report
5 <sup>th</sup> instalment	NA	NA	NA	NA	10% OF THE FINAL INSTALMENT % 10 % Security Deposit will be released after two year of successful completion& Submission of an Impact Assessment Report	10% OF THE FINAL INSTALMENT % 10 % Security Deposit will be released after two year of successful completion& Submission of an Impact Assessment Report

## 15. EVALUATION:

Evaluation shall be on the basis of following three areas of scores. The weightage shall be accordingly.

Evaluation Segments	Score percentage
Technical Quality	50%
Financial/Commercial Bid	25%
Presentation	25%

**a. TECHNICAL BID: MARKS - 50**

Technical Proposal will be assessed on the basis of given criteria and look at document thoroughly on - proper signature, eligibility requirement as specified, confirm the terms, condition and specification of:

- i. Sports equipment
- ii. Science lab equipment
- iii. Library establishment
- iv. Sanitary Pads Vending Machine
- v. Solar Power Supply with underground cabling system.
- vi. Water purification system.

S. No.	Evaluation Criteria	Parameters	Max. Marks	Supporting Documents
<b>COMPANY PROFILE</b>			<b>10</b>	
1.	Average annual turnover from (rendering or manufacturing) services related to but not limited to 1) Solar Power Supply with underground cabling 2) Establishment of Library and other related essential services 3) Installation of Teaching & Learning Materials & Capacity building of teachers on the same 4) Sports & Sports Equipment 5) Menstrual Hygiene Management 6) Science laboratory establishment & capacity building of Teachers on the same, deep engagement training of students a) in last 3 financial years (Turnover in Rupees in crores)	For n Components applied: 1. $\geq 2.5$ times of minimum turnover mentioned in Pre-Qualification Criteria - 3: - 5 marks, 2. $\geq 2$ times of minimum turnover mentioned in Pre-Qualification Criteria -3 but $< 2.5$ times: -4 marks 3. $\geq 1.5$ times of minimum turnover mentioned in Pre Qualification Criteria -3 but $< 2$ times: -3 marks, 4. $\geq$ minimum turnover mentioned in Pre Qualification Criteria -3 but $< 1.5$ times: 2 marks 5. $<$ minimum turnover mentioned in Pre Qualification Criteria: 0 mark	5	Extracts from the audited Balance Sheet and Profit & Loss; OR Certificate from the statutory auditor for last 3 financial years
2.	Number of full-time professional staff engaged in aforementioned	For each Component: 1. $\geq 10$ : 2.5 marks,	2.5	A self-certification from authorized

	serviceInstallation,Training,Monitoring& Maintenance	<ol style="list-style-type: none"> <li>2. <math>\geq 08</math> but <math>&lt; 10</math>: 1.5 marks,</li> <li>3. <math>\geq 06</math> but <math>&lt; 08</math> : 1 marks,</li> <li>4. <math>&lt; 06</math> : 0 mark</li> </ol> <p>In case a bidder is applying for more than one component, the no of staff to be engaged during the implementation of project will increase by 1.5 times (rounded off to nearest integer) for each added component</p>		signatory
3.	Geographical Presence of the Consulting organization (Number of company offices located in State, Divisional Head Quarter, District based offices.)	<p>If office available in Palamu district: 2.5 marks;</p> <p>If office available in Palamu division: 2 marks</p> <p>If office available in State (Ranchi): 1.5</p> <p>If office available in other state: 1 mark</p>	2.5	A self-certification from authorized signatory
<b>RELEVANT PAST EXPERIENCE</b>			<b>10</b>	
4.	Experience of relevant project/similar project in India that have either been completed or ongoing projects where similar deliverables or milestones have been successfully achieved. The work order should have been issued within the last 5 years as on the date of issue of this RFP.	<ol style="list-style-type: none"> <li>1. <math>\geq 5</math> projects: 10 marks,</li> <li>2. 4 Projects: 08 marks,</li> <li>3. 3 Projects: 05 marks,</li> <li>4. 2 Projects: 03 marks,</li> <li>5. <math>&lt; 2</math> Projects: 1 mark</li> <li>6. No Project Experience (except for start-ups &amp; MSMEs): 0 mark</li> </ol>	10	Completion Certificates from the client; OR Work Order + Self Certificate of Completion (Certified by the Statutory Auditor) OR Work Order + Phase Completion Certificate (for ongoing projects) from client
<b>APPROACH &amp; METHODOLOGY</b>			<b>20</b>	
	<p>Approach and Methodology to perform the work in this assignment:</p> <ol style="list-style-type: none"> <li>i. Understanding of the objectives of the assignment: The extent to which the Consulting Agency's approach and work plan corresponding with the objectives indicated in the RFP</li> <li>i. Completeness and responsiveness: The extent to which the proposal</li> </ol>		5	A Detailed Project Report

	<ul style="list-style-type: none"> <li>i. responds exhaustively to all the requirements of all the Scope of Work</li> <li>ii. Understanding of Output, Expected Outcomes &amp; Impact Evaluation Chart</li> <li>v. Setting of Objectively Verifiable Indicators</li> <li>v. Setting of Means of Verification</li> </ul>			
6.	Demonstration of understanding of the Project Component's requirements	<p>Assessment to be based on:</p> <ul style="list-style-type: none"> <li>➤ Quality &amp; Quantity of Infrastructure to be installed</li> <li>➤ Training module</li> <li>➤ Expert trainers resource utilization</li> <li>➤ IT Solution for Report Generation, Monitoring, Evaluation &amp; Improvement</li> <li>➤ A Quantitative Tool to measure the impact of Intervention</li> <li>➤ A Qualitative Tool to measure the impact of Intervention</li> </ul>	10	A Detailed Project Report
7.	Project work break down structure	<p>Assessment to be based on:</p> <ul style="list-style-type: none"> <li>➤ Overall Timelines</li> <li>➤ Resource assignments (relevance to the task assigned)</li> <li>➤ Dependencies</li> </ul>	5	A Detailed Project Report
<b>RESOURCE PROFILE:</b>			<b>10</b>	
	<p>Resume of all consultants proposed for the assignment</p> <p>1. Project Manager (Overall in-charge):1</p> <p>2. Expert trainers (Service based Projects):</p>	<p>List of key persons whose CV and experience would be evaluated needs to be provided.</p> <p>Marks will be awarded on the basis of the</p>	10	CVs of persons proposed for the assignment

		period of relevant experience of the proposed Staff. 1. Project Manager: (a) 12 years or more-6 marks (b) 8 years to <12 years-4 marks (c) Less than 8 years-2 marks 2. Expert Doctors trainer: (a) 6 years or more-4 marks (b) 3 years to <6 years-3 marks (c) Less than 3 years-2 marks (years for the above purpose shall be reckoned as twelve completed months)		
--	--	---	--	--

Bidders, whose bids are responsive and who score at least 25 marks in the technical evaluation criteria would be considered technically qualified.

**b. FINANCIAL BID EVALUATION: MARKS -25**

- i. **The Financial Bids should be submitted with Product specification & cost wise of proposed solution** and it will be opened in the presence of Bidder's representatives. The date, time and venue of opening of financial bid will be communicated to the technically qualified bidders separately and/or posted in the District Administration website [www.palamu.nic.in](http://www.palamu.nic.in)
- ii. If an Agency quotes NIL charges / consideration, the bid shall be treated as unresponsive and will not be considered.
- iii. The Agency/Bidder with lowest qualifying financial bid (L1) will be awarded 100% score (amongst the bidders which did not get disqualified on the basis of point (b) above). Financial Scores for other than L1 bidders will be evaluated using the following formula:  
**Financial Score of a Bidder (Fn) =**  
***{(Financial Bid of L1/Financial Bid of the Bidder) X 25} (Rounded off to two decimal places)***
- iv. Financial Bid price financial bids indicating total price for all the deliverables and services specified in this bid document will be considered.
- v. **The bid price will include all taxes and levies** and shall be in Indian Rupees.
- vi. Any conditional bid would be rejected.
- vii. **Errors & Rectification:** Arithmetical errors will be rectified on the following basis:  
*"If there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail and the total price shall be corrected. If there is a discrepancy between words and figures, the amount in words will prevail".*
- viii. The Bidder shall require providing a break up of Salary component and Non-Salary component in the Financial Bid. Sub-head wise cost breakup is mandatory to submit.



**c. PRESENTATION: MARKS- 25**

The Bidder's presentation will be assessed on the basis on the following criteria: -

1. Understanding of scope of work and their methodology to execute the project in the given timeline.
2. Their strategic plan on providing the training for Capacity Building
3. Quantitative & Qualitative tools to measure the Outcome and Impact of the intervention
4. IT Solution to monitor & evaluate the intervention
5. Suggestive nature of the IT Tool to propose futuristic scope for improvement.
6. Realistic Approach & Prior Experience of handling same of similar projects.
7. Demonstration of Proposed Solution – It can be a live demonstration, power point presentation, documentary or anything else, the presentation may include examples of successful execution of similar projects in the past along with its impact on the target beneficiary.

**16. APPOINTMENT OF CONSULTING AGENCY**

**a. AWARD CRITERIA**

The District Administration will award the Contract to the successful Bidder(s) whose proposal has been determined to be substantially responsive and has been determined as the most responsive bid, i.e., has secured highest overall score as per the process outlined. The contract for each of the six components would be awarded separately. One party may submit bid for more than one component but they would all be considered individually.

**b. RIGHT TO ACCEPT ANY PROPOSAL & TO REJECT ANY OR ALL PROPOSAL(S)**

The District Administration reserves the right to accept or reject any proposal, and to annul the tendering process / Public procurement process and reject all proposals at any time prior to award of contract, without thereby incurring any liability to the affected Bidder or Bidders or any obligation to inform the affected Bidder or bidders of the grounds for the District Administration's action.

**c. NOTIFICATION OF AWARDS**

Prior to the expiration of the bid validity period, the District Administration will notify the successful bidder in writing or by fax or email, that its proposal has been accepted. In case, due to some unforeseeable circumstances, the tendering process is not completed within the bid validity period, the District Administration may like to request the bidders to extend the validity period of the bid.

The notification of award will constitute the formation of the contract. Upon the successful bidder's furnishing of Performance Bank Guarantee, the District Administration will notify each unsuccessful bidder and return their EMD.

**d. PERFORMANCE GUARANTEE:**

The District Administration will require the selected Bidder to provide a Performance Bank Guarantee (PBG), within 15 days from the Notification of award, for a value equivalent to 10% of the total cost of the assignment. The Performance Guarantee should be valid for a period of **24 months** initially, except in case of solar and playground component, for them it should be **36 months**. The Performance Guarantee shall be renewed as and when required and kept valid for a period of three months beyond the completion of the project and Warranty period. The Performance Guarantee shall contain a claim period of three months from the last date of validity. The selected Bidder shall be responsible for extending the validity date and claim

period of the Performance Guarantee as and when it is due on account of non-completion of the project and Warranty period. In case the selected bidder fails to submit performance guarantee within the time stipulated, the District Administration at its discretion may cancel the order placed on the selected bidder without giving any notice.

The District Administration shall invoke the performance guarantee in case the selected Agency/Vendor fails to discharge their contractual obligations during the period or the District Administration incurs any loss due to Agency/Vendor's negligence in carrying out the project implementation as per the agreed terms & conditions.

**e. SIGNING OF CONTRACT**

Post submission of Performance Bank Guarantee by the successful bidder, the District Administration shall enter into a contract with the successful bidder incorporating necessary details of scope of work, deliverables, timeline, payment schedule, pre-bid clarifications, and resource person's deployment, the financial proposal of the bidder and other clauses as necessary.

**f. FAILURE TO AGREE WITH THE TERMS & CONDITIONS OF THE RFP**

Failure of the successful bidder to agree with the proposed Contract Terms and Terms & Conditions of the RFP shall constitute sufficient grounds for the annulment of the award, in which event the District Administration may award the contract to the next best value Bidder or call for new proposals from the interested Bidders. In such a case, the District Administration shall invoke the PBG of the most responsive bidder.

**g. FORCE MAJEURE:**

**i. DEFINITION:**

In this Clause "**Event of Force Majeure**" means an event beyond the control of the District Administration and the Consulting Agency, which prevents either Party from complying with any of its obligations under the Contract, including but not limited to:

1. Acts of God (such as, but not limited to, fires, explosions, earthquakes, drought, tidal waves and floods); war, hostilities (whether war be declared or not), invasion, act of foreign enemies, mobilisation, requisition, or embargo;
2. Rebellion, revolution, insurrection, or military or usurped power, or civil war;
3. Riot, commotion, strikes, go slows, lock outs or disorder, unless solely restricted to employees of the Consulting Agency; or Acts or threats of terrorism.

**ii. CONSEQUENCES:**

1. Neither the District Administration nor the Bidder/Agency shall be considered in breach of the Contract to the extent that performance of their respective obligations (excluding payment obligations) is prevented by an Event of Force Majeure that arises after the date of signing of contract.
2. The affected Party prevented from carrying out its obligations under the contract shall give notice to the other Party of an Event of Force Majeure upon it being foreseen by, or becoming known to, the affected Party.
3. If and to the extent that the Bidder/Agency is prevented from executing the Services by the Event of Force Majeure, the Bidder/Agency shall be relieved of its obligations to provide the Services but shall endeavour to continue to perform its obligations under the Contract so far as reasonably practicable and in accordance with Good Operating Practices, [PROVIDED that if and to the extent that the Consulting Agency incurs additional Cost in doing so, the Bidder/Agency shall be entitled to the amount of such Cost [COST BEING DEFINED AS HAVING NO

PROFIT COMPONENT] (the Consulting Agency having taken reasonable steps to mitigate the Cost)].

4. If and to the extent that the Bidder/Agency suffers a delay in execution of the contractual services beyond the timeline fixed for each phase as a result of an Event of Force Majeure then it shall be entitled to an extension of the time for completion as may be mutually decided by both the parties.
5. The Bidder/Agency shall be entitled to payment as per payment schedule mentioned in Section 10 after grant of extension of timeline for phase completion prescribed in Section 9 read with 5.7.2.iv due to the period of interruption caused by the Event of Force Majeure.]
6. The Contract Period shall be extended by a period of time equal to the period of interruption caused by an Event of Force Majeure.

iii. **OPTIONAL TERMINATION, PAYMENT & RELEASE**

Irrespective of any extension of time, if an Event of Force Majeure occurs and its effect continues for a period of 365 days, either the District Administration or the Consulting Agency/Bidder may give to the other a notice of termination of contract, provided that if the District Administration is paying fee during Force Majeure, then Consulting Agency will not have a termination right, which shall take effect 30 days after the giving of the notice. If, at the end of the 30-days period, the effect of the Force Majeure continues, the Contract shall terminate. After termination of contract under this Sub-Clause, the Bidder/Agency shall comply with such termination provisions as may be prescribed in the contract and the District Administration shall pay the Consulting Agency an amount calculated and certified in accordance with relevant clauses of termination of contract.

**17. LITIGATION:**

Any dispute arising out of this RFP or the contract signed by the District Administration with the successful bidder or any other bidder participating in this procurement process shall be subject to the jurisdiction of Jharkhand High Court.

### Appendix -1: Compliance Sheet for Pre-Qualification Proposal

Sr. No.	Basic Requirement	Required	Provided	Reference & Page Number
1.	Power of Attorney	Copy of Power of Attorney in the name of the Authorized signatory	Yes/No	
2.	Particulars of the Bidder	As per Form 2	Yes/No	
3.	Earnest Money Deposit (EMD)	Demand Draft/ Bank Guarantee/ Banker's Cheque	Yes/No	
4.	Sales Turnover in IT Consulting service	Extracts from the audited Balance Sheet and Profit & Loss; OR Certificate from the statutory auditor	Yes/No	
5.	Technical Capability	Completion Certificates from the client; OR Work order + Self Certificate of Completion (Certified by the Statutory Auditor); OR Work Order + Phase Completion Certificate from the client	Yes/No	
6.	Certifications	As relevant	Yes/No	
7.	Consortiums	Not allowed	Yes/No	
9.	Legal Entity	Copy of Certificate of Incorporation; and Copy of Service Tax Registration Certificate	Yes/No	
10.	Manpower Strength	Self-Certification by the authorized signatory	Yes/No	

## Appendix -2: Particulars for the Bidder/Agency/Vendor

Sl. No.	Information Sought	Details to be Furnished
1.	Name and address of the bidding Company	
2.	Incorporation status of the firm (public limited/private limited, etc.)	
3.	Year of Establishment	
4.	Date of Registration	
5.	ROC Reference No.	
6.	Details of company registration	
7.	Details of registration with appropriate authorities for service tax (GST)	
8.	Name, Address, E-mail, Phone Nos. and Mobile Number of Contract person	

### Appendix -3: Compliance Sheet for Technical Proposal

Sl. No.	Specific Requirements	Documents Required	Compliance	Reference & Page Number
1.	Covering Letter for Technical Proposal	As per Appendix - 5		
2.	<p>Average annual turnover from (rendering or manufacturing) services related to but not limited to</p> <ol style="list-style-type: none"> <li>1) Solar Power Supply with underground cabling</li> <li>2) Establishment of Library and other related essential services</li> <li>3) Installation of Teaching &amp; Learning Materials &amp; Capacity building of teachers on the same</li> <li>4) Sports &amp; Sports Equipment</li> <li>5) Menstrual Hygiene Management</li> <li>6) Science laboratory establishment &amp; capacity building of Teachers on the same, deep engagement training of students</li> </ol> <p>a) in last 3 financial years (Turnover in Rupees in crores)</p>	Extracts from the audited Balance Sheet and Profit & Loss; OR Certificate from the statutory auditor	Yes/No	
3.	Full-time professional staff engaged (Number of Staff)	A self-certification from authorized signatory	Yes/No	
4.	Experience relevant to this engagement as listed below to be demonstrated in maximum of <Nos.> engagements that have either been completed or an ongoing project where a similar deliverable or milestone has been successfully achieved.	Completion Certificates from the client; OR Work Order + Self Certificate of Completion (Certified by the Statutory Auditor) OR Work Order + Phase Completion Certificate (for ongoing projects ) from the client		
5.	Approach & Methodology, Understanding and work Plan (As per the requirements specified in Technical evaluation)	A Detailed Project Report	Yes/No	
7.	Team Composition (As per requirement specified in Technical evaluation)	CV for key positions & a Note	Yes / No	
8.	Tools and Assets (as per requirement specified in Technical evaluation)	A note and demonstration of the Tools/Assets	Yes / No	

## Appendix 4: Bank Guarantee for Earnest Money Deposit (EMD)

<Location, Date>

To,  
Deputy Commissioner  
Palamu, District

Tele: 06562-224033

Email: dc-pal@nic.in

Whereas <name of the bidder> (hereinafter called 'the Bidder') has submitted the bid for Submission of RFP <RFP Number> dated <insert date> for <name of the assignment> (hereinafter called "the Bid") to the Deputy Commissioner, Palamu.

Know all Men by these presents that we <> having our office at <Address> (hereinafter called "the Bank") are bound unto the Deputy Commissioner, Palamu (hereinafter called "the Purchaser") in the sum of Rs.<Amount in figures> (Rupees <Amount in words> only) for which payment will and truly to be made to the said Purchaser, the Bank binds itself, its successors and assigns by these presents. Sealed with the Common Seal of the said Bank this <insert date>

The conditions of this obligation are:

1. If the Bidder having its bid withdrawn during the period of bid validity specified by the Bidder on the Bid Form; or
2. If the Bidder, having been notified of the acceptance of its bid by the Purchaser during the period of validity of bid
  - (a) Withdraws his participation from the bid during the period of validity of bid document; or
  - (b) Fails or refuses to participate for failure to respond in the subsequent Tender process after having been short listed;

We undertake to pay to the Purchaser up to the above amount upon receipt of its first written demand, without the Purchaser having to substantiate its demand, provided that in its demand the Purchaser will note that the amount claimed by it is due to it owing to the occurrence of one or both of the two conditions, specifying the occurred condition or conditions.

This guarantee will remain in force up to <insert date> and including <extra time over and above mandated in the RFP> from the last date of submission and any demand in respect thereof should reach the Bank not later than the above date.

NOTWITHSTANDING ANYTHING CONTAINED HEREIN:

- i. Our liability under this Bank Guarantee shall not exceed Rs. <Amount in figures> (Rupees<Amount in words> only)
- ii. This Bank Guarantee shall be valid upto <insert date>
- iii. It is condition of our liability for payment of the guaranteed amount or any part thereof arising under this Bank Guarantee that we receive a valid written claim or demand for payment under this Bank Guarantee on or before <insert date> failing which our liability under the guarantee will automatically cease.

(Authorized Signatory of the Bank)

Seal:

Date:

## Appendix – 5: Compliance Sheet for Commercial Bid

### Commercial BID (Financial/ Price Chart)

Date:

To,  
 .....  
 .....

Sub : Submission of Commercial BID

Having examined the BID Document No ..... dated..... I/We the undersigned, offer to quote the following rate towards the scope of the work/TOR/ RFP.

S No.	Particulars	Expected quantity	Unit	Unit Rate	Total Amount in Figure
A	C	D	E	F	G
1	<b>Particulars.</b>				
2	Solar Power Supply with Underground Cabling System	Hybrid Model 05/ 10/ 15 kW – for selected senior secondary schools of Palamu			
3	Play Ground, Indoor Sports Room Establishment & Supply of Sports Equipment	for selected senior secondary schools of Palamu			
4	Science Laboratory Establishment & Capacity Building of Teachers & Deep Engagement with Students for One Academic Year & Supply of Relevant Teaching & Learning Material and Capacity Building of Teachers on Innovative methods of Teaching using those Teaching & learning Materials	for selected senior secondary schools of Palamu			
4	Supply and Installation of Sanitary Vending Machine for girls above the age of 10 years (including school staff); 1 vending machine per 50 target beneficiaries & Information Dissemination/ spreading awareness among the students and school staff about Menstrual Hygiene Management	for selected senior secondary schools of Palamu			
5	Library Establishment: seating capacity of 50	for selected senior secondary			



		schools of Palamu			
6	Water Treatment/ Purification System	for selected senior secondary schools of Palamu			
8	IT Solution to: <ul style="list-style-type: none"> <li>➤ Generate Daily, Weekly, Biweekly, Monthly, Quarterly, Annual Report</li> <li>➤ Inventory management of Sport Equipment</li> <li>➤ Grievance Redressed/ Incidence Management</li> <li>➤ Identify Scope of Improvement</li> <li>➤ Propose Futuristic Scope for Improvement</li> <li>➤ Generate a comprehensive Quantitative Report on all sectors of Intervention</li> <li>➤ Generate a comprehensive Qualitative Report on all sectors of Intervention</li> </ul>	for selected senior secondary schools of Palamu			
9	Consulting Charges for Expert trainers				
10	Travelling, Boarding and Logistic Charges.				
11	Monitoring & Management				
12	Administration cost				
13	Operation and Maintenance				
14	OTHER COSTS				

**Note:**

1. The above given head is major head of cost however, it is not least. Bidder shall provide the breakup of the total cost more elaborate and comprehensive.
2. The above is also a table including all the components, the bidder may only add the components that they are bidding for. Bid for each component is to be submitted separately.
3. The rate quoted should also include all taxes, transport, insurance, printing, out of pocket expenses etc. as applicable for executing the define scope of work.
4. Conditional bids/ambiguous will be summarily rejected.

Signature & Seal of the bidder

Name of the Signing authority

Designation of authority:

Address:

Place:

## Appendix -6: Compliance Sheet for Technical Proposal

To,  
**Deputy Commissioner**  
Palamu, District

Tele: 06562-224033  
Email: dc-pal@nic.in

**Subject:** Submission of the Technical bid for the project of 'PATANGA:Enabling an Inclusive & Equitable Educational Ecosystem to groom & nurture Learners in Palamu'

Dear Sir/Madam,

We, the undersigned, offer to provide Consultancy Services to the District Administration, Palamu on Project titled 'PATANGA:Enabling an Inclusive & Equitable Educational Ecosystem to groom & nurture Learners in Palamu' with your Request for Proposal dated <insert date> and our Proposal. We are hereby submitting our Proposal, which includes this Technical bid and the financial bid sealed in a separate envelope.

We hereby declare that all the information and statements made in this Technical bid are true and accept that any misinterpretation contained in it may lead to our disqualification.

We undertake, if our Proposal is accepted, to initiate the consulting services related to the assignment not later than the date indicated in Fact Sheet.

We agree to abide by all the terms and conditions of the RFP document. We would hold the terms of our bid valid for 45 days as stipulated in the RFP document.

We understand you are not bound to accept any Proposal you receive.

Yours sincerely,

Authorized Signature (In full and initials):

Name and Title of Signatory:

Name of Firm:

Address:

Location:

## **Appendix 7: Proposed Approach & Methodology**

Technical approach, methodology and work plan are key components of the Technical Proposal. You are suggested to present Approach and Methodology divided into the following sections:

- Understanding of the project
- Potential initiatives given the priorities
- Technical Approach and Methodology
- Work Schedule and Project Plan

### **Technical Approach and Methodology.**

You should explain your understanding of the objectives of the assignment, approach to the services, methodology for carrying out the activities and obtaining the expected output, and the degree of detail of such output.

You should highlight the problems being addressed and their importance, and explain the technical approach you would adopt to address them. You should also explain the methodologies you propose to adopt and highlight the compatibility of those methodologies with the proposed approach.

## Appendix 8: Curriculum Vitae (CV) of Key Personnel

1. Proposed Position [*only one candidate shall be nominated for each position*  
*Expert*]: \_\_\_\_\_

2. Name of Firm [*Insert name of firm proposing the staff*]: \_\_\_\_\_

3. Full Name of Staff: \_\_\_\_\_

4. Date of Birth: \_\_\_\_\_ Nationality: \_\_\_\_\_

5. Education [*Indicate college/university and other specialized education of staff member, giving names of institutions, degrees obtained, and dates of obtainment*]: \_\_\_\_\_

6. Total No. of years of experience: \_\_\_\_\_

7. Total No. of years with the firm: \_\_\_\_\_

8. Areas of expertise and no. of years of experience in this area (as required for the Profile - mandatory) :

\_\_\_\_\_  
\_\_\_\_\_

9. Certifications and Trainings attended: \_\_\_\_\_

10. Details of Involvement in Projects (*only if involved in the same*). \_\_\_\_\_

11. Languages [*For each language indicate proficiency: good, fair, or poor in speaking, reading, and writing*].

12. Membership of Professional Associations:

13. Employment Record [*Starting with present position and last 2 firms, list in reverse order, giving for each employment (see format here below): dates of employment, name of employing organization, positions held*]:

From (Year): To (Year):

Employer/Purchaser:

Positions held: \_\_\_\_\_