

District Magistrate cum Deputy Commissioner, Palamu
(District Planning Office, Palamu)
1st Floor Block -A; New Administrative Building, Medininagar 822101
Contact No.: 06562-230859,

Email: chitvan@aspirationaldistricts.in; akshaya@aspirationaldistricts.in; dpopalamau@gmail.com;
Website: www.palamu.nic.in

Tender Reference No: -

Date:-19th Jan, 2021

VERY SHORT NOTICE FOR INVITATION OF EXPRESSION OF INTEREST

S. No	INFORMATION	DETAILS
1	NAME OF THE WORK	TRAINING PARTNERS FOR EARLY CHILDHOOD CARE AND EDUCATION (ECCE) TRAINING
2	PERIOD OF WORK	1 Year
3	LAST DATE & TIME OF RECEIPT OF EOI	4 th Feb, 2021 at 1:00 PM
4	EOI SUBMISSION PLACE	District Planning Office 1 st Floor, Block A, New Collectorate Building, Medininagar
5	DATE & TIME OF FOR THE POWER POINT PRESENTATION AND OPENING OF EXPRESSION OF INTEREST	4 th Feb, 2021 at 1:30 PM
6	VENUE FOR THE POWFR POINT PRESENTATION AND OPENING OF EXPRESSION OF INTEREST.	Chamber of Deputy Commissioner, 1 st Floor, Block A, New Collectorate Building, Medininagar. 822101
7	NAME & ADDRESS OF OFFICE INVITING EOI	Collectorate Office Palamu, Kutchery, 822101
8	HELPLINE NUMBER	+91 9867840738, +91 9997335193,

NOTE: - For further information please visit website: www.palamu.nic.in


19/01/2021
Deputy Commissioner
Palamu.

1. BACKGROUND

Aanganwadi Workers (AWWs) work under the Integrated Child Development Services (ICDS), which is a programme of the Ministry of Women and Child Development (MWCD) which provides food, preschool education, and primary healthcare to children less than 6 years of age and their mothers. AWWs have a responsibility for education, care & security of young children and information and guidance of lactating and expectant mothers. Most AWWs have an experience of more than 5-10 years, with some of them stretching to more than 30 years. This experience is across areas of health, nutrition, safety, security and non-formal pre-school education.

The District Administration of Palamu is inviting proposals to improve ICDS services with the following objectives:

- To improve educational status of children of Palamu
- Strengthening ICDS services to all beneficiaries of 100 AWCs through capacity building of Anganwadi workers and helpers.
- To address the significance of early childhood care and education and its impact on the cognitive, socio-economic, physical and motor development of children.
- To prevent and manage micronutrient deficiencies and anemia among women through strengthening AWCs and capacity building of Anganwadi workers and helpers.

2. SCOPE OF WORK

- I. Training of Anganwadi Workers and Helpers of 100 AWC. The training should be conducted keeping in mind the COVID norms, in smaller batches.
- II. Training Supervisors - The Supervisors will be trained in aspects of Early Childhood Education, Nutrition, Cleanliness, Care, Safety and Security, similar to the topics covered with AWWs and AWHs. They should also be trained in leadership skills. Besides this, they should also be trained in using basic report making skills like excel and word documents.
- III. Monitoring and Reporting – The organization will be required to monitor the progress of their training for at least one year, they are encouraged to use mobile based tools for it.

3. ELIGIBILITY CRITERIA & GENERAL TERMS & CONDITION FOR THE TRAINING PARTNER:

The interested organizations/agencies to submit the proposal for the purpose of empanelment for the "Early Childhood Care and Education (ECCE)" in Palamu shall be any Central/State Government affiliated or Registered Private Training Institutions/Organizations/PSUs/Educational Institutions or accredited with any such body with relevant experience in under taking similar assignment. The eligible entities should meet the following requirements:

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, or any other legal entity.	Agency should provide the AoA (in case of registered firm), Bye Laws and certificate of registration (in case of Pvt Ltd. and LLC) and Partnership Deed (in case of partnership deed) or any other form of Incorporation/ Registration certificate must be provided.

	Consortium in any form is not allowed.	
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 INR 30 lakhs for the last 3 financial years at the time of filing quotation for one component;	Provide the copy of the audited P&L statement/Balance sheet/Net worth of the company and certified from the CA.
4	The Bidder/Agency should deposit a non-refundable fees of Rs 5,000 (Five Thousand Only)	Provide the DD at the time of Technical and Bid Submission. This fees is non-refundable in nature, i.e. the submitted amount will not be returned in any case
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 similar services.
6	The Bidder/Agency should have had experience of working in Jharkhand in training rural Early Childhood Educators	<p>→ Relevant Project implementation experience with work orders have to be submitted.</p> <p>→ MSMEs registered unit in Jharkhand will be eligible for exemptions as per MSME norms;</p> <p>→ Start-ups registered under "Start-up India" will be exempted as per "Start-up India" norms</p> <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	Provide Documentary proof of GST returns issued by GST Department.
8	Institution/Training Service Provider (TSP) should be a training Partner of a Sector Skill Council, registered with the National Skill Development Corporation (NSDC).	The agency must provide the relevant certificates holding validity for at least three year into the future
9	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.
10	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.

4. GENERAL TERMS AND CONDITIONS

- Assessment and Monitoring of the AnganwadiSahayikas and Sevikas will be done on quarterly basis under the supervision of District Administration.

- District Administration shall be mobilizing Lady Supervisors, AWW and AWH for conducting the training.
- Also, District Administration shall be providing logistic support for conducting residential training, lodging and transportation of the candidates.
- District Administration shall be providing equipment, infrastructure and financial support for monitoring and assessment of the project.
- The organization should provide content for training and assessment.
- The interested bidders have to furnish the attested copies of requisite documents and other statutory instruments along with their technical Proposal (Course Curricula, NSQF Level, and Training Tools & Equipment's List etc
- Authorization Letter in favor of the person signing the proposal documents on behalf of the Applicant Training partner. All the pages of the proposals should be duly signed and sealed by the authorized person on behalf of the applicant.

4. Validity of the Proposal:

Proposals shall remain valid for a period of **90 (Ninety) days** from: the date of opening of the technical proposal

5. Submission of Proposals:

The proposal should be as per the prescribed instructions. Applicant shall submit their proposals through Registered Post/Speed Post/ Courier at the office of District Planning Office addressing **Deputy Commissioner, Palamu** or before **04.02.21 by 1:00 PM**. Please note that Pre-qualification, Technical and financial bid would be submitted separately. All of these envelopes should be sealed separately and put in one single envelope.

- a. Please note that prices should be indicated in the Financial Proposal only.
- b. 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".
- c. 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.
- d. The original Proposal/Bid shall be prepared in indelible ink. It shall contain no interlineations or overwriting.
- e. 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

6. Selection Process:

The Proposals to be submitted up to 01:00 PM on 4th Jan, 2021 & will be opened at 01:30 PM on 4th Jan, 2021 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 bona fide for attending the opening of the proposal. The selection of the successful bid would be done by a competent committee formed in this regard.

The authority reserves all rights to accept or reject all or any of the proposals at any stage without assigning any reasons thereof.

7. Evaluation of the Proposals:

- a. Bid evaluation will be held in three stages. Initial Bid scrutiny will be held after opening of Technical Proposals followed by Presentations and finally the Financial Bid Opening of bidders/ agencies who qualify for the last level. Following defects of bids detected during initial scrutiny will be treated as non-responsive, if proposals;
 - are not submitted as specified in the EOI 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 EOI
 - are with lesser validity period
- b. The technical proposal should include the following components:
 - Goal
 - List of Activities
 - Course Curriculum and Training Module
 - Assessment & Certification Provision (Govt./Industries/PSUs)
 - Monitoring and Assessment Plan
 - Timeline of Implementation (Gantt chart)
 - Output and Impact
 - Phase Out and Sustainability Plan
- c. 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 EOI. All eligible bids will be considered for further evaluation by the Committee according to the Evaluation process defined in this EOI document. The decision of the Committee shall be final in this regard.

8. Evaluation Criteria

A single stage evaluation of the proposals will be done by the selection committee as the following parameters mentioned below:-

A	Criteria of evaluation of technical proposal	Maximum Marks
	1. Past Experience and Expertise: Experience & organizational details with documentary proof specifying the details of the training design and curriculum, trainings imparted previously 2. Key Professionals: Qualification & experience of key personnel Proposed in the team for the assignment. 3. Course Curriculum and Training Module 4. Assessment & Certification Provision (Govt./Industries/PSUs)	
	Sub Total (A)	40
B	Presentation:	

	A detailed presentation (PPT) of the plan and execution	20
	Sub Total (B)	20
C	Financial Proposal:	Maximum Marks
	Training Cost including all mandatory expenditure.	30
	Sub Total (C)	30
	Grand Total (A+B+C)	100

Note

- Applicant needs to submit separate proposal for technical and financial bid.
- The financial bid will be opened for those applicants who qualify the technical bid as well as the presentation round.
- ❖ Final Selection of the Institutions/Company/NGO/Organizations/Agency will be done based on the total marks secured (A+B+C)

9. 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 (Agreement).

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. 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 EOI

Failure of the successful bidder to agree with the proposed Contract Terms and Terms & Conditions of the EOI 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, mobilization, 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.

h. **LITIGATION:**

Any dispute arising out of this EOI 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.

SECTION: 3

TECHNICAL PROPOSAL

FORM- 1

Technical Proposal Submission Form
(On the letter head of the organization/Firm)

[Location, Date]

FROM:

[Name of Applicant with Complete Address of Communication]

TO:

Deputy Commissioner,
<Insert district, State>

Subject: Proposal For Early Childhood Care and Education (ECCE) training

Dear Sir,

I/We the undersigned offer to provide the services in respect to your Request for Proposal. I/We are hereby submitting our Proposal which includes this Technical Proposal sealed under a separate envelope. Our proposal is valid for acceptance for 90 Days and we confirm that this proposal will remain binding upon us and may be accepted by you at any time before this expiry date.

I/We, hereby declare that all the information and statements made in this proposal are true and accept that any of our misrepresentation contained in it may lead to our disqualification from the selection process.

I/We hereby declare that our company/NGO/Institute/Agency has not been debarred/black listed by any Government/Semi Government Organizations. I further certify that I am the competent authority in my company authorized me to make this declaration and signatory authority on behalf of the organization.

I remain,

Yours sincerely,

Authorized Signatory [*Signature with Dated and Seal*]:

Name and Title of the Signatory:-----

Name of the organization with completed address:-----

FORM- 2

General Information of the Organization/Institute

(On the letter head of the Organization/Firm)

1. Name of the Organization/Institute:
2. Nature of the Organization/Institute:
3. Incorporated as.....Sole Proprietor, Partnership, Private Limited
or Limited Firm, Registered Society, Trust in the year.....
at..... (State)
(Furnish the copy of the Certificate of Registration/Incorporation)
4. Registered Office Address:
5. Branch Office Address within the State of Jharkhand(if any):
6. Name of the Head of the Institute/Organization:
7. Designation:
8. Telephone/Mobile Number:
9. Address of Communication:
10. FAX and E-Mail:
11. Income Tax Registration No. (PAN): *(Furnish copy of the same)*
12. Goods & Service Tax Registration Number: *(Furnish copy of the same)*

Authorized Signatory *[In full and initials]:*

Name and Title of Signatory:.....

Name of Firm:.....

Address:.....
.....

(Company/Organization Seal)

FORM- 3

Detail Profile of the Organization
(On the letter head of the Organization/Firm)

[Please provide the brief profile of the Organization/Institution]

Authorized Signatory [*In full and initials*]:----- With
Seal

FORM- 4

Detail of Organization/Institution's Past Experience in Imparting Similar Training Programs

Table- 1

Similar Assignment Details for the last three years:

Name of the training program along with trades/sectors in which training was imparted	Name of the Central/State Govt. organization of whom training was conducted	Year and duration of the training program	No of trainees Trained

Use additional Sheet if required without changing the Content

The Organization/ Institute/Agency must attach the documents, i.e. work order/contracts from the clients in support of the information provided above.

FORM- 5

SUMMARY OF CVs OF PROPOSED KEY PROFESSIONAL AND SUPPORT STAFF FOR THE ASSIGNMENT

Sl.NO	Name of Key Professional	Area of Expertise	Position Assigned	Employment Status with the Institution (Full Time /Part Time)	Highest Educational Qualification	No of Years of Experience	No. of years experience in similar assignment
KEY PROFESSIONALS							
1							
2							
3							
4							
5							
SUPPORTS STAFF							
1							
2							
3							
4							
5							
6							

Authorized Signatory [In full initials and Seal]-----

Name of the Organization:-----

FORM- 6

Financial Turn Over or Balance Sheet of the Organization /Institute

Sl.NO	Year	Turn Over in INR
1	2015-16	
2	2016-17	
3	2017-18	
	Average Annual Turn Over for the last 3 Years	

Authorized Signatory [*In full initials and Seal*]-----

Name of the Organization:-----

SECTION: 4 TECHNICAL PROPOSAL (TRADE SPECIFIC)
FORM- 7

Proposed ECCE Training Plan

Name of the trade applied for:

Particulars of Deliverable	Write Up to be submit by the bidder
Name of the Proposed Trade Applied for with Justification	
Course Curriculum and Training Module	
Training Plan along with Duration of the Training, Assessment & Certification Arrangement (Govt. /Industries/PSUs)	

[In this section, the bidders have to provide briefs on the deliverables in respect to the assignment. The bidders may also make a presentation on the same, if client desires]

Authorized Signatory [*In full initials and Seal*]:-----

Name of the Organization:-----

For and on behalf of:

Signature:-
Name:-
Designation with Seal

(Authorized Representative Signatory of the Bidder)