

U.T. Administration of Daman & Diu
Directorate of Education,
Samagra Shiksha – New Integrated Scheme for School Education,
Daman

F. No. D&D/RMSA(SS)/ICT/2018-19/1576649

Date : 30/11/2018.

E-TENDER (ONLINE) INVITATION NOTICE

On behalf of the President of India, the Director of Education, UT of Daman & Diu invites online tender for Hiring reputed I.T. Education firms/Companies for providing Computer Education Services in 25 Government/ Aided Secondary/ Higher Secondary Schools, Daman & Diu District (Requirement of 25 Instructors) for a period of 01 year from the date of awarding the contract (extendable to additional two year based on project requirements) and Annual Maintenance Contract for the computer systems for the 25 existing Computer Labs established under the Govt./Aided Secondary & Higher Secondary Schools of Daman & Diu for one year through online tender on the website <http://ddtenders.gov.in>.

Sr. No.	Name of Item	EMD (Rs)	Tender fees (Rs)	Time Limit
1	Hiring reputed I.T. Education firms/Companies for providing Computer Education Services of 25 ICT instructors Daman & Diu District for a period of 01 year from the date of awarding the contract and Annual Maintenance Contract for the computer systems for the 25 existing Computer Labs established under the Govt./Aided Secondary & Higher Secondary Schools of Daman & Diu for one year	2,50,000/-	5,000/-	10 Days

Starting Date of Online Downloading and Uploading of Tender Documents	30/11/2018 till 17:00 Hrs.
Date of Pre-bid Meeting	07 /12/2018
Date of Ending Online Uploading of Tender Documents	21/12/2018 till 13:00 Hrs.
Date of Physical submission of Tender fees and EMD	21/12/2018 till 15:00 Hrs.
Date of Online Opening of Technical Bid	21/12/2018 at 17:00 Hrs.
Date of Presentation	Will be intimated to Qualified Bidders
The Online Technical Bid received without scanned copies of tender fees, EMD and mandatory documents shall not be considered for evaluation. List of mandatory documents are specified in the terms and conditions enclosed herewith.	
Bidders have to submit price bid in Electronic Format only on website till the last date and time for submission. Price Bid in Physical format shall not be accepted in any case. The price bid shall be opened of those firms/agencies which are qualified in technical bid.	
The tender inviting authority reserves the right to accept/reject any or all tenders without assigning any reason thereof.	
The tender form along with all details including schedule and terms & conditions can be down loaded from the website http://ddtenders.gov.in . In till the last date and time for submission.	
In –case any difficulty or issue of the GePNIC portal, 24 X 7 Help Desk number 0120-4200462, 0120-4001002, 0120-4001005 and 0120-6277787 may be contacted or NIC, DAMAN may be contacted on phone or through email to support gepnic-dd@nic.in .	
Website: http://ddtenders.gov.in .	

Sd/-
State Project Director /Director of Education,
Samagra Shiksha,
Daman & Diu

Daman Copy fd.w.cs.to:

- (1) All HOs of Daman & Diu for information.
- (2) The SIO (NIC), Secretariat, Daman & Diu for publishing/listing on the official website of Daman & Diu.
- (3) Field Publicity Officer, Daman & Diu, Daman for wide publicity in Newspaper.

TERMS & CONDITIONS FOR HIRING OF REPUTED I.T. EDUCATION FIRMS/COMPANIES FOR PROVIDING COMPUTER EDUCATION SERVICES AND ANNUAL MAINTANANCE CONTRACT FOR THE COMPUTER SYSTMES FOR THE 25 EXISTINGT ICT LABS ESTABLISHED UNDER THE GOVT. HIGH/HIGHER SECONDARY SCHOOLS UNDER THE ADMINISTRATION OF DAMAN-DIU

F. No. D&D/RMSA(SS)/ICT/2018-19/1576649

Date: 30/11/2018.

1. The Bidders who wish to participate in this e-tender will have to procure valid digital certificate as per Information Technology Act-2000.
2. Only Authorized agencies for providing computer education services can participate in the Tender. The authorized agencies will have to upload letter of authority from the agency as per accompanying format.
3. The Bidder must be a reputed Education firm/Company engaged in providing IT/Education or for at least 7 (Seven) years in India.
4. In the preceding 3 (Three) financial years, the annual turnover of the Bidder/consortium pattern / together on account of IT/Education shall not be less than Rs. 1.50 (One Crore Fifty Lakhs) in each year.
5. The Bidder will submit a letter from a financial institution that he is willing to fund this project or should have sufficient reserves to implement the project or shall fund this project through internal accruals.
6. The firm/organization or the company should be ISO 9001 certified either for IT Education Processes/Support Services/Curriculum Design content at the time of notice inviting tender
7. The bidder should be registered under Company Registration Act 1956, Trust/Society/NGO registered under Central/State Government in India. In case, bidder is NGO or Trust of non-profit company, the same should be registered under Society Registration Act 1860 /State Society Act and 1882 Act. /State Trust Act respectively and should upload the valid Shop & Establishment Certificate.
8. Bidder/consortium partner should not have been blacklisted by any Central/State Government in India or by the any organization.
9. The Bidder should have valid registration number under the relevant Act, EPF Number, PAN Number and GST on Company Letterhead duly stamped and signed (if necessary) (Attach relevant documents).
10. The Bidder shall not assign, in whole or in part, its rights and obligations to perform under this contract to a third party, directly or indirectly.
11. The Bidder will submit a Project Implementation Plan. The plan will be considered at the time of technical evaluation to access the capability of Bidder.
12. The Department reserves the right to carry out the capability assessment (technical or financial) of the bidder. The Department's decision shall be final in this regard.
13. The appointed Project Manager shall be on a full-time, dedicated basis and the appointment should be made in consultation with the Department.
14. Bank Solvency certificate for Rs. 100.00 lakhs.
15. Bidders who will be technically qualified in documents are only will be qualified for opening of the Commercial bid.
16. Bidder should upload undertaking that the terms and conditions mention in the Tender are acceptable.
17. Sr. No. 02 to 16 including Scanned copy of Tender Fee and EMD are mandatory documents to be uploaded online for qualifying for the further process.
18. Physical submission of tender fees in form of Demand Draft and EMD in form of FDR in hard copy shall be submitted to the tender inviting authority by RPAD /Speed post/Courier. However, tender inviting authority shall not be responsible for any postal delay. The said documents can also be deposited on or before 21/12/2018 at 15:00 Hrs in the office of the undersigned.
19. Bidders have to submit price bid in Electronic Format only on <http://ddtenders.gov.in>, till the last date and time for submission. Price Bid in Physical format shall not be accepted in any case. The price bid shall be opened of those firms/agencies that are qualified in technical bid.

20. The Bidders should furnish Tender Fee in form of Demand Draft, Earnest Money Deposit and Security Deposit in form of FDR drawn on any scheduled bank in favor of the "Director of Education, Daman" payable at Daman in the manner laid down in tender notice. Tenders received without Tender Fees & Earnest Money Deposit will be summarily rejected. The EMD will be refunded to the unsuccessful tenders immediately after the tender is been finalized and on receipt of application from them.
21. The rate(s) quoted in the price bid by the Bidder shall be inclusive of all Taxes and charges. The rates quoted by the Bidder shall be valid for a period of 6 months from the date of opening of the tender.
22. The Bidder has to quote single rate as per specification specified in Annexure-1, otherwise Tender will be rejected.
23. No 'FORM D' shall be issued.
24. The Earnest Money(s), Security Deposit(s) paid by the Bidder (s) earlier against any tender(s) or supply order(s) is / are not adjustable with Earnest Money or Security Deposit required by these conditions/Tenders.
25. The successful bidder has to provide the services as per specification and within prescribed time limit. If the services are not found as per the specification, the entire contract/agreement is liable for cancellation and E.M.D./S.D. paid will be forfeited to Government and said agency shall be blacklisted.
26. **No separate agreement will be required to be signed by the successful Bidder (s) for providing the outsourcing services. Rates tender offered in response to the concerned Tender shall be considered as acceptance of all above terms & conditions for all legal purpose.**
27. The Service Provider will give preference for deploying local manpower in the schools as faculty. Advertisement for recruitment will be released in at least two local newspapers and requisitions will also be sent to the local employment exchanges to give adequate opportunity to the locals to apply for these jobs. Persons from outside will be employed only if such manpower is not locally available. The advertisement should not in any way indicate or appear to indicate that the positions advertised are for Government job.
28. The list of the persons being hired shall be submitted to the Department within 05 days of recruitment. The Department will verify the qualifications and experience of any faculty deployed by the Service Provider.
29. The Department reserves the right to seek clarification/justification from the Bidder on the bid price in case the Department deems it necessary. Based on the justification provided by the Bidder, if the Department feels that the price is unrealistic / infeasible in order to execute a project of this nature, the Department reserves the right to reject the said bid. The Bidders shall be governed by the decision of the Department.
30. Execution of the contract period: Maximum period of 10 days.
31. Tenders with incomplete information OR not in accordance with instructions or without EMD are liable to be rejected.
32. The Bidder shall abide by any direction prescribed by the Department in due course with regards to evaluation of students in respect of Computer Education imparted by the Bidder.
33. Evaluation/Examination for the Certification of computer education courses has to be adhered as per direction by the Department from time to time.
34. Department reserves the right to issue additional/supplemental orders, instructions, guidelines, memos etc. and modifications/ amendments to the project towards successful implementation and/or in the best interest of this project.
35. The Department reserves the right of rejecting all or any of the Bid/Quotations without assigning any reason. No Tender will be considered unless and until all the documents are properly signed. Conditional tenders would be liable to be rejected.
36. The firm/company who have been blacklisted by any State Govt./Central Govt. in the past or whose services have come to adverse notice and/or criminal case have been registered against it/any Director/Proprietor will be disqualified.
37. **Penalty Clause:**
 - If the Service Provider is not able to implement the contract within the stipulated period as prescribed in the point no. 35 above, a penalty at the rate of 1% (one percent) of rate quoted by the service provider per school per month will be levied on the Contractor(s) for a maximum period of 04-weeks. If the implementation is not completed even within this 04-weeks period also, the contract can be terminated and the Performance Bank Guarantee amount will be forfeited.

- In case the penalty amount exceeds the due amount to be paid in respect of a particular school, then the Service Provider will have to pay the balance amount within 15 days of being informed and in case of any delay, interest @ 18% pa. shall be charged.

42. Transaction of Syllabus: -

The prescribed curriculum for classes 9-12 shall need to be taught to all students. The contract shall be in force from the date of awarding the contract for a period of 1 Year (including summer/Diwali vacations) extendable to additional two year based on project requirements. The client shall inform the Service Provider of its intention to extend the contract at least 30 days before the termination of the contract. The Service Provider will be required to provide General Computer Education as per syllabus of Gujarat Secondary & Higher Secondary Education Board, Gandhinagar.

The Service Provider will have to ensure the teaching of the ICT syllabus in 25 Govt. / Aided schools of Daman & Diu District from class 9th to 12th.

38. Provision of Teaching Material: -

Basic training manual / material for all computer faculty of the school shall also be provided by the Service Providers.

39. Provision of Computer Instructor/Faculty: -

The Service Provider will provide teaching faculty in each School. The service provider has to quote the minimum wage rate fulfilling following minimum educational qualifications from recognized university or their equivalent in computer education from recognized institutions: -

B.Tech. (Computer Science) with 55% marks or above.

OR

Master in Computer Application (MCA) with 55% marks or above.

OR

Bachelor in Computer Application (MCA) with 55% marks or above

OR

M.Sc (Computer Science/IT) with 55% marks or above.

OR

B.Sc. (Computer Science) with 60% or above and at least one-year Computer teaching experience.

OR

Graduation in PGDCA (Post Graduate Diploma in Computer Application) with 55% marks or above.

And with any additional relevant experience

40. The bidder should adopt a transparent procedure for the selection of the faculties and also provide the proposed selection procedure along with the technical bid to ensure the quality of the faculties the bidder will conduct an examination under the guidance and monitoring of the department/department through agencies designated by the department. The department will conduct the examination of short-listed faculties before deployment by the service provider at school level. The infrastructure for conducting the examination will be provided by the department.
41. Faculty although employee of the Service Provider will also be under the concurrent control of the School Principal. Principal shall conduct half yearly appraisal (as per norms agreed with the service provider) and convey assessment of the faculty to the service provider. Service provider agrees to replace faculty who do not meet minimum required performance criteria, without any additional cost to the client.
42. In case any faculty goes on leave for more than one day per month (with prior approval of School authority), a substitute will be provided by the Service Provider. If service provider fails to do so, they will be penalize for the reason (Absence for more than one day) at the rate of Rs. 500/-(Five Hundred only) per faculty per working day in addition to the salary deduction. The period of holidays falling between the pre-fixed and suffixed period of absence will be counted as absence period.
43. There will be no deductions from the salary other than the statutory obligations like Tax Deduction at Source (TDS) and PF as per labour laws etc,

44. Providing Training to School Teachers: -

The Service Provider will impart 5 day computer training to all teachers / school heads of every allotted school to be nominated by the Principal/Head Master once in an academic year free of cost. The training will be imparted through the faculty deployed by the service provider in that school. The same shall be conducted in the school premises and the school lab utilized for practical sessions. Further, it has to be ensured that all teachers identified by the Principal should be included in such training. Refresher training for 5 days will be conducted after 1st year. The course design and training materials shall be developed in consultation with the Director of Education, Daman & Diu. The manuals/materials will be provided by the service provider at his own cost.

The service provider shall provide module for teacher training along with assessment tools to all the teachers/ school heads. The module should cover fundamentals of computer, Internet and usage of multimedia in teaching. The module should be interactive using ICT tools & multimedia content.

The details of IT infrastructure already commissioned in 25 Labs of Daman & Diu District is as under: -

S. No.	Item (In Single Lab)	Daman & Diu
		Quantity
1	Desktop with OS and Antivirus	26
2	Laptop with OS and Antivirus	01
3	Laser Printer cum scanner	01
4	Projector	01
5	6KVA UPS	01

The service provider will finalize the training schedule with prior intimation to the department and school authority. The training shall be imparted in summer / winter holidays as per the school calendar other duration / time as directed by Director of Education, Daman & Diu.

45. Provision of Assessment: -

The quality of teaching / learning level will be assessed by the department from time to time on sample basis.

46. **PAYMENT:** The right to accept or reject without assigning any reasons any or all tenders in part or whole is reserved with the Tender Inviting Officer and his decision(s) or all matters relating to acceptance or rejection of the tenders as a whole or in part will be final and binding to all.

47. All Contracts will be given to the overall lowest Bidder not item-wise due to technology reasons.

48. All disputes subject to Daman & Diu jurisdiction only.

THE ABOVE CONDITIONS ARE ACCEPTED & ARE BINDING TO ME /US.

Signature of the Supplier with
Rubber Stamp with date

Tender Inviting Officer
State Project Director/Director of Education,
Samagra Shiksha,
Daman & Diu
Daman

Annexure - A

(e-Tender ID No. _____

To,

_____,
_____,
_____,

Subject: Providing services _____.

Reference: Tender No. _____ due on _____.

Dear Sir,

We, _____ who are an established and reputed I.T Firm. /
Company/ Organization of _____ having location at _____ hereby certify
that M/s. _____ (name & address of the bidder) is our authorized service provider & we
authorize them to submit a tender, process the same further and enter into a contract with you against
your requirement as contained in the above referred tender document for the above service
contract. We hereby agree to provide outsourcing service contract _____ as per the tender
specification and provide the same to M/s _____.

No other firm other than M/s _____ is authorized by us to represent us in the above
referred tender.

FULL SIGNATURE
WITH FULL NAME & RUBBER STAMP OF
ORGANIZATION/AUTHORISED SUPPLIERS

Annexure – B

Undertaking

To,

_____,
_____,
_____,

Subject: Providing services _____.

Reference: Tender No. _____ due on _____.

Dear Sir,

We have read and understood all the terms and conditions mentioned in your above referred Tender and we have no doubts whatsoever regarding the same.

We undertake that all the terms & conditions mentioned in your above referred tender are acceptable and binding on us.

TENDERER'S FULL SIGNATURE
WITH FULL NAME & RUBBER STAMP

Annexure - C
UNDERTAKING

To,

_____,
_____,
_____,

Subject: Providing services _____.

Reference: Tender No. _____ due on _____.

Dear Sir,

I/We _____ (Full Name in the Capital Letters starting with surname) the Proprietor / Managing Partner / Managing Director / Holder of the Business / Authorized Distributors for the Establishment / Firm / Registered Company named herein below do here offer to provide the service contract _____ as mentioned in the tender & in accordance with the specifications therein.

TENDERER'S FULL SIGNATURE
WITH FULL NAME & RUBBER STAMP

ANNEXURE – D

Sr. No.	Particulars	Uploaded and Enclosed (yes/no)
The bidders has to upload scanned copies of the entire mandatory / optional documents duly signed and stamped by the bidder compulsorily online only while submission of bid. The mandatory documents are as under:		
1.	Copy of Tender Fee in DD form	Yes/No
2.	Copy of EMD in FDR form.	Yes/No
3.	Copy of License / Licensee as authorized agency as asked in condition no.2	Yes/No
4.	Copy of Bank Solvency Certificate of Rs.100 lacs or more.	Yes/No
5.	Audit Reports of three preceding financial years i.e 2015-16, 2016-17 and 2017-18.	Yes/No
6.	Copy of valid ISO 9001 certificate.	Yes/No
7.	Copy of last three years Income Tax Return.	Yes/No
8.	Copy of GST registration number.	Yes/No
9.	Copy of PAN Card.	Yes/No
10.	ANNEXURE-A to D duly stamped and signed	Yes/No
11.	Copy of Annual turnover of the Bidder/consortium pattern / together on account of IT/Education not less than Rs. 1.5 Crores	Yes/No
12.	Terms and Condition documents of tender duly stamped and signed	Yes/No

Signature & Rubber Stamp of the Agency.

(Harshit Jain)
State Project Director /Director of Education,
Samagra Shiksha,
Daman & Diu
Daman
e-mail : rmsa_daman@yahoo.co.in / daman.education@gmail.com
Tele : 0260-2230486

ANNEXURE-I**(FIANANCIAL BID)**

U.T. Administration of Daman & Diu
Directorate of Education,
Samagra Shiksha – New Integrated Scheme for School Education,
Daman

F. No. D&D/RMSA(SS)/ICT/2018-19/1576649**Date : ____/____/2018.**

To,

The State Project Director /Director of Education,
Samagra Shiksha,
Daman & Diu,
Daman.

I/We hereby tender for the computer education services as per the specifications given in this tender document of the Department within the time specified and in accordance with the Terms and Conditions. The rates are quoted in the prescribed format given below:

Rate per school per month for the total Contract period for 01 YEAR

S.NO	Details	Unit Cost In Figures (inclusive of all taxes)	In Capital Words (inclusive of all taxes)
	1	2	3
1	Providing Computer Education Services of 25 ICT instructors Daman & Diu District in 25 Government/ Aided Secondary/ Higher Secondary Schools Daman & Diu for one year	per School per month	
2.	Annual Maintenance Contract for Computer System for the existing 25 ICT Labs of Daman & Diu for one year	Per lab per month	

Note:-

1. For purposes of commercial evaluation, rate quoted (i.e., Serial No: 1) shall be reckoned.
2. The department intends to provide one computer faculty in each 25 schools. However, the department reserves the right to provide more/less faculty if the enrolment increases/decreases in any school at any point of time for which the service provider have been asked to indicate the service fee for additional computer instructor separately.

Signature of the Bidder with seal

Details of the school already covered under ICT Scheme of Daman & Diu District:

SR. NO	SCHOOL TIME	DISTRICT	RURAL/ URBAN	SCHOOL NAME	VILLAGE	NO. OF LABS	MEDIUM	Enrolment			
								Class IX	Class X	Class XI	Class XII
1	7:30 AM to 1:00 AM	DAMAN	RURAL	GOVT. HIGH SCHOOL - PARIYARI	PARIYARI	1	GUJARATI	99	66	-	-
2	7:30 AM to 12:30 PM	DAMAN	RURAL	GOVT. HIGH SCHOOL - PATLARA	PATLARA	1	GUJARATI	21	31	-	-
3	7:15 AM to 1:30 PM	DAMAN	URBAN	GOVT. HIGH SCHOOL - E/M, NANI DAMAN	NANI DAMAN	1	ENGLISH	305	203	-	-
4	7:30 AM to 12:30 PM	DAMAN	RURAL	GOVT. HIGH SCHOOL - VARKUND	VARKUND	1	GUJARATI	65	36	-	-
5	7:30 AM to 12:30 PM	DAMAN	RURAL	GOVT. HIGH SCHOOL - MARWAD	MARWAD	1	GUJARATI	18	18	-	-
6	7:30 AM to 12:30 PM	DAMAN	RURAL	GOVT. HIGH SCHOOL - DUNETHA	DUNETHA	1	GUJARATI	42	27	-	-
7	7:30 AM to 12:30 PM	DAMAN	RURAL	GOVT. HIGH SCHOOL - DAMANWADA	DAMANWADA	1	ENGLISH	30	-	-	-
8	7:30 to 1:00	DAMAN	RURAL	GOVT. HIGHER SECONDARY SCHOOL - BHIMPORE	BHIMPORE	1	GUJARATI	190	146	47	76
9	7:30 AM to 12:30 PM	DAMAN	URBAN	GOVT. HIGHER SECONDARY SCHOOL - MOTI DAMAN	MOTI DAMAN	1	GUJARATI	74	71	41	65
10	7:30 AM to 12:30 PM	DAMAN	RURAL	GOVT. HIGHER SECONDARY SCHOOL - ZARI, MOTI DAMAN	ZARI	1	GUJARATI	85	102	25	51
11	7:30 AM to 12:30 PM	DAMAN	RURAL	GOVT. HIGHER SECONDARY SCHOOL - KACHIGAM, NANI DAMAN	KACHIGAM	1	GUJARATI	85	40	23	28
12	7:30 AM to 12:30 PM	DAMAN	RURAL	GOVT. HIGHER SECONDARY SCHOOL - DABHEL, NANI DAMAN	SOMNATH	1	GUJARATI	159	137	34	53
13	7:30 AM to 12:30 PM	DAMAN	URBAN	SARVAJANIK VIDHYALAY, NANI DAMAN	NANI DAMAN	1	GUJARATI	151	93	529	545
14	7:19 AM to 12:45 PM	DAMAN	URBAN	MACHHI MAHAJAN ENGLISH MEDIUM SCHOOL	NANI DAMAN	1	ENGLISH	180	189	173	118
15	7:40 AM to 12:40 PM	DIU	URBAN	GOVT. HIGH SCHOOL(BOYS), GHOGHLA	GHOGHLA	1	GUJARATI	66	79	-	-
16	7:40 AM to 12:40 PM	DIU	URBAN	GOVT. HIGH SCHOOL(GIRLS), DIU	DIU	1	GUJARATI	28	40	-	-
17	7:30 AM to 12:45 PM	DIU	URBAN	GOVT. HIGH SCHOOL, FUDAM	FUDAM	1	GUJARATI	29	19	-	-
18	7:40 AM to 12:40 PM	DIU	RURAL	GOVT. HIGH SCHOOL, DAGACHI	DAGACHI	1	GUJARATI	19	12	-	-
19	7:40 AM to 12:40 PM	DIU	RURAL	GOVT. HIGH SCHOOL, SAUDWADI	SAUDWADI	1	GUJARATI	82	73	-	-
20	7:40 AM to 1:00 PM	DIU	RURAL	GOVT. HIGH SCHOOL, NAGOA	NAGOA	1	GUJARATI	21	20	-	-
21	7:40 AM to 12:40 PM	DIU	URBAN	GOVT. HIGHER SECONDARY SCHOOL, DIU	DIU	1	GUJARATI	36	22	222	201
22	07:35 AM to 12:50 PM	DIU	RURAL	GOVT. HIGHER SECONDARY SCHOOL(BOYS), VANAKBARA	VANAKBARA	1	GUJARATI	99	124	67	45
23	07:35 AM to 12:50 PM	DIU	URBAN	GOVT. HIGHER SECONDARY SCHOOL(GIRLS), GHOGHLA	GHOGHLA	1	GUJARATI	92	128	57	78
24	07:35 AM to 12:50 PM	DIU	RURAL	GOVT. HIGHER SECONDARY SCHOOL, BUCHARWADA	BUCHARWADA	1	GUJARATI	83	60	57	44
25	7:40 AM to 12:40 PM	DIU	RURAL	GOVT. HIGHER SECONDARY SCHOOL(GIRLS), VANAKBARA	VANAKBARA	1	GUJARATI	152	163	77	108