

Request for Proposal

For

**Imparting Training and Examination for course on
Computer Concepts (CCC) for the UT Administration
of Dadra and Nagar Haveli**

RFP Ref No: _____

April, 2018

Issued by

**Department of Personnel & Administrative Reforms,
UT Administration of Dadra and Nagar Haveli,
Secretariat, Silvassa– 396 230
Phone: 0260 2642113
Email: dspers-dnh@nic.in**

**U.T. ADMINISTRATION
OF DADRA AND NAGAR HAVELI,
DEPARTMENT OF PERSONNEL & ADMINISTRATIVE REFORMS,
DADRA AND NAGAR HAVELI,**

Section-1 Notice Inviting Tender (NIT)

Tender No:1-12(B-153)/2017-ADM/

Dated: /04/2018

1. The Deputy Secretary (Personnel), Department of Personnel & Administrative Reforms Dadra and Nagar Haveli, on behalf of President of India invites bids from the interested agencies for imparting Training and conducting Examination for CCC in the UT of Dadra & Nagar Haveli.
2. **Name of Services:** Imparting Training and Conducting Examination for CCC to the Government employees in the UT of Dadra & Nagar Haveli
3. **Estimated Cost:** Rs. 6 lakhs approx
4. **Period of Completion:** 90 days from issue of Work order.
5. **Quantity & Specification:** As per Scope of Work.
6. **Tender schedule is as follows:**

1.	Date & Time of submission of Technical Bid	01/05/2018 at 1700 Hrs
2.	Presentation	02/05/2018 at 1600 Hrs
3.	Tender opening date & time (Financial Bid)	02/05/2018 at 1700 Hrs

7. The Technical bid and Financial bid be submitted online. For Technical Bid the bidder shall submit the stamped and signed copy of this tender in sealed envelope super scribed as “RFP for Imparting Training and Examination for CCC for the UT Administration of Dadra and Nagar Haveli”. Technical bid must be submitted in the office of Deputy Secretary (Personnel), Department of Personnel & Administrative Reforms, Dadra and Nagar Haveli on or before **01/05/2018 at 1700 Hrs.**
8. **Accepting Authority:** Deputy Secretary (Personnel), Department of Personnel & Administrative Reforms, Secretariat, Silvassa.

Section-2 General Notice

1. RFP through two tier bid system is invited by the Department of Personnel & Administrative Reforms, Dadra and Nagar Haveli for selection of an agency/firm of repute for Training course in CCC and conducting examination for employees of the UT Administration of Dadra and Nagar Haveli. Interested agencies, may submit the bids in this regard.

2 Mandatory Criteria for selection of the agency (Proof to be uploaded)

- a) The agency shall have minimum of 3 years experience.
- b) The agency shall have minimum annual turnover of Rs.5.00 lakhs.
- c) The agency shall have infrastructure of atleast 25 computers.
- d) The agency shall have ISO 2000 or equivalent Certification.
- e) The agency shall furnish EMD for Rs.12,500/- in form of FDR in favour of Deputy Secretary (Personnel), DNH, Silvassa
- f) The tender fee shall be Rs.500/- in form of Demand Draft or Bankers Cheque in favour of Deputy Secretary (Personnel), DNH, Silvassa.

3 Scope of Work

A. Department of Personnel & Administrative Reforms UT Administration of Dadra and Nagar Haveli intends to impart Training in CCC for employees of UT Administration and conduct examination.

B. The work/ cost includes:

Training, study material, conduct of examination in Silvassa only.

4 Rates and Quotes

The rates quoted shall be inclusive of all taxes and duties as applicable as per the law.

The quoted rates shall be firm and shall not be subject to any change whatsoever.

5 Submission of Tender

The bidder shall submit and fill the tender documents online. The bidder shall also submit the Technical bid documents in a sealed envelope super scribed as “Request for Proposal for Imparting Training and Examination for CCC for UT Administration of Dadra and Nagar Haveli” in the office of Deputy Secretary (Personnel), Dadra and Nagar Haveli.

6 Opening of Financial Bids

The Tender Inviting Authority will open the financial bids of the technically qualified bidders at the specified date and time as indicated in the NIT.

7. Tender Evaluation

The tender will be evaluated on QCBS model. The ratio of technical bid and financial bid will be 70:30. The bidder will have to present a presentation before a committee appointed by the administration for the evaluation of the presentation. The date and time for presentation is mentioned at point 6 of Section-1. The financial bids of only those bidders who score 50% and above in the technical bid shall be opened. The financial bids will be evaluated by the method mentioned in Section-5 point no. 10.

8. Scrutiny of Tenders

Unresponsive bids:

The tenders received, are liable to be treated as non – responsive and will be summarily ignored, if following documents are not attached along with the bid.

- (i) Tender form not duly signed and stamped. (i.e. all the terms & conditions of tender document are acceptable.)

9. Tender validity

The tenders shall remain valid for acceptance for a period of 180 days (one hundred eighty days) after the date of tender opening prescribed in the Tender Document.

10. Award of work

Award of work against the tender is at the sole discretion of the Tender Inviting Authority. Proposal of the successful bidder would form the basis for future negotiations and lead to issuing of a Letter of Award (LOA).

- After selection, a Letter of Award (LOA) shall be issued in duplicate, by the Tender Inviting Authority to the Selected Bidder and the Selected Bidder shall sign and return the duplicate copy of the LOA in acknowledgement thereof. In the event of the duplicate copy of the LOA duly signed by the Selected Bidder is not received by the stipulated date, the Authority may, unless it consents to extension of time for submission thereof, cancel the LOA and the next highest ranking Bidder may be considered.
- The Tender Inviting Authority reserves the right to relax any of the conditions of the Tender Document if suitable bidders are not found due to exigency of the situation.

Section-3 Tender Form

(For all the terms & conditions of tender document are acceptable to bidder)

To
The Deputy Secretary (Personnel),
Department of Personnel & Administrative Reforms,
UT Administration of Dadra & Nagar Haveli
Secretariat, Silvassa.

Ref No. _____

Dated _____

I/We, the undersigned have examined the above mentioned tender document, including amendment/corrigendum no. _____, dated (*if any*), the receipt of which is hereby confirmed. We now offer to create and submit the *services in* conformity with your above referred document.

If our tender is accepted, we undertake to perform the services as mentioned in tender document with the delivery schedule specified in the “Scope of Work” of tender document.

I/We further confirm that, if purchase order placed with us, we shall provide you with a performance security of 5% of the quoted amount in form of Bank Guarantee for due performance of the contract.

I/We agree to keep our tender valid for acceptance as required in tender document or for subsequently extended period, if any, agreed to by us. I/We also accordingly confirm to abide by this tender up to the aforesaid period and this tender may be accepted any time before the expiry of the aforesaid period. I/We further confirm that, until a formal contract is executed, this tender read with your written acceptance thereof within the aforesaid period shall constitute a binding contract between us.

I/We further understand that you are not bound to accept the lowest or any tender you may receive against your above-referred tender enquiry.

We confirm that we qualify all the eligibility criteria & terms and conditions specified in the RFP of Imparting Training and conducting of Examination for CCC to the Government employees as on date.

I/We confirm that we fully agree to the terms and conditions specified in above mentioned TE document, including amendment/ corrigendum etc. if any.

(Signature with Date) (Name and Designation)

To Be Signed By the Proprietor / All Partners of the Firm / Directors of the Company under Its Common Seal

Section-4 Instructions to Bidders

1. Tender Contents

The Tenders are to be submitted in 2 part bid system:

- Technical Proposal
- Financial Proposal

Technical Proposal

The Technical proposal should contain

- a) RFP Document (duly signed and stamped to be submitted along with physical bid document)
- b) The agency shall have experience of at least 03 years. Proof of the same has to be submitted.
- c) The agency shall have minimum annual turnover of Rs.5.00 lakhs. Proof of the same has to be submitted.
- d) The agency shall have infrastructure of atleast 25 computers. Proof of the same has to be submitted.
- e) The agency shall have ISO 2000 or equivalent Certification. Proof of the same has to be submitted.
- f) The agency shall furnish EMD for Rs.12,500/- in form of FDR in favour of Deputy Secretary (Personnel), DNH, Silvassa
- g) The tender fee shall be Rs.500/- in form of Demand Draft or Bankers Cheque in favour of Deputy Secretary (Personnel), DNH, Silvassa

Financial Proposal

The Agency has to submit the financial bid for implementing the assignment online only. The financial bid should contain all expenses involved in the assignment like transportation, accommodation, out of pocket expense, etc.

2. Right to accept / reject tender

No tender will be considered unless the tender documents are fully and completely filled in. All information that may be asked from a bidder must be unequivocally furnished.

The Deputy Secretary (Personnel) reserves to itself the right to accept or reject any tender or reject all tenders without assigning any reason thereof, and without thereby incurring any liability to the affected bidders. The tenders shall be considered invalid and non-responsive for non-submission of any document stipulated herein.

3. Commencement of work

The date of receipt of Work order shall be considered to be the date of commencement of work.

4. Escalation of Prices

The prices quoted shall be firm and shall remain applicable during the entire period of the contract till completion (including extension of time granted, if any) and no escalation in prices will be permitted due to increase in prices of materials, rise in labour prices or due to any other reasons.

SECTION 5: TERMS & CONDITIONS

1. Bidders are strictly advised to go through all the documents in connection with this contract carefully.
2. The work shall be carried out in appropriate stages under the direction and supervision of the Tender Inviting Authority.
3. The Successful Bidder shall not be entitled to any compensation for any loss suffered by him on account of delay in commencing or executing the work whatever the cause for such delays may be including delays in procuring Government controlled or other materials.
4. The agency will have to abide by the guidelines and the standards laid down by the NIELIT for imparting training of CCC and conduct of examination of CCC and shall not violate any moral standards, legal framework and Government guidelines. Agency will have to indemnify the Department of Personnel and Administrative Reforms against any allegations regarding plagiarizing infringement of copying. The agency will have to indemnify and keep indemnified the Department of Personnel and Administrative Reforms against any or all claims arising out of any or all actions of the agency.
5. There shall be a pre-bid meeting in the office of the Deputy Secretary (Personnel) on 27th April, 2018 wherein prospective bidders can clarify their queries and give suggestions.

6. Damage to Persons and Property

The Successful Bidder shall indemnify and keep indemnified the Tender Inviting Authority against all losses and claims for injuries or damages to any person or property whatsoever which may arise out of or in consequence of the construction and maintenance of works and against all claims, demands, proceedings, damages, costs, charges, expenses, whatsoever in respect thereof in relation thereto.

7. Compliance with the Law

The Successful Bidder shall comply with all the bye-laws and regulations of local and other statutory authorities having jurisdiction over the works and shall be responsible for the payment of all fees and other charges and the giving and

receiving of all necessary notices, and keep the Tender Inviting Authority informed of the said compliance with the by-laws, payments made, notices issued and received.

If any conflict arises between the selected bidder and the Tender Inviting Authority during the period of execution or after completion of work, Hon'ble Courts of Dadra & Nagar Haveli shall have the jurisdiction and the venue of arbitration shall be Dadra & Nagar Haveli and will be governed by provisions of the Indian Arbitration & Reconciliation Act.

7. Payments

Successful Bidder can claim the payment only after completion of the job against invoice. The selected agency shall be ready to take up work beyond the mentioned scope if felt necessary and asked by the Tender Inviting Authority and the Tender Inviting Authority shall give effect to such payment arising out of the additional work

8. Work treated as Completed

The successful bidder should successfully complete the training for CCC of the employees referred to by the Department of Personnel and Administrative Reforms, DNH and conduct the examination through NIELIT recognized centre /directly through NIELIT, to the Tender inviting Authority satisfactorily after taking into consideration all the suggestions and alterations (if any).

9. Scope of Contract

1. The Successful Bidder shall carry out and complete the work of training of 'CCC' to Govt. employees of DNH referred by Personnel department and conduct of 'CCC' examination in every respect in accordance with this contract.
2. The Bidder shall provide training at one fourth of the rate quoted by him in the tender in respect of those employees who does not clear the examination in first attempt.

10. Extra Work

Should it be found after the completion of the works that some extra work has been carried out on due instruction from the Tender Inviting Authority, the price for such extra work will be ascertained on mutually negotiated terms.

10. Selection Procedure:

A selection committee will evaluate the technical as well as financial bids on last date of submission. The technical bids of all Tenderers will be opened first.

The technical evaluation will carry a weightage of 70 marks. The financial bid will carry weightage of 30 marks. The agencies scoring 50 percent marks (35 marks) or above in Technical Evaluation shall be eligible for opening of financial bids.

Financial evaluation will carry a weightage of 30 marks. The lowest financial offer will be the benchmark for financial evaluation and will get 30 marks and the next higher offer will be evaluated in the form of $\text{Lowest rate} \times 30 / \text{Offered rate}$.

The agency which scores the highest aggregate marks on the basis of cumulative marks obtained in technical and financial bids (after adding the scores from the technical and financial evaluation) will be awarded the work of Imparting Training and Examination for CCC to the Government employees of the UT of Dadra and Nagar Haveli.

PART- A TECHNICAL BID

Presentation of the agency will be evaluated on following grounds.

Sr. No.	Item	Evaluation Criteria	Marks
1	Experience in conducting CCC or equivalent courses	Above 5 years – 20 marks 4-5 years - 15 marks 3-4 years - 10 marks	20
2	Infrastructure available with the agency	Computers Minimum 35 – 20 marks 30 – 34 -- 15 marks 25 – 29 -- 10 marks	20
3.	Annual Turnover	Above 10 lacs – 20 marks 7.5 to 10 lacs - 15 marks 5 to 7.5 lacs - 10 marks	20
4.	ISO 2008/ Other Certification		10

Signature & Seal of the Bidder

Date:

Tender document for **Imparting Training and Examination for course on
Computer Concepts (CCC) for the UT Administration of Dadra and
Nagar Haveli**

PART- B FINANCIAL BID

Sr. No.	Particulars	Amount / employee (Rs.)
1	Training	
2	Study Material, Stationery, etc.	
3	Examination	
4.	All Applicable Taxes	
	TOTAL COST (in figure)	
TOTAL COST (in words)		

Signature & Seal of the Bidder

Date: