



## "Uttarakhand Sabhi Ke Liye Shiksha Parishad"

State Project Office, Sarva Shiksha Abhiyan  
Nanoorkhera, Tapovan Marg, Raipur, Dehradun

website: <http://ssa.uk.gov.in/>

email – [spd-ssa-uk@nic.in](mailto:spd-ssa-uk@nic.in)

Phone - (0135) 2781941,43, Fax - (0135) 2781942

---

### TENDER DOCUMENT FOR COMPUTER TRAINING OF TEACHERS UNDER 'COMPUTER AIDED LEARNING PROGRAMME'

**Tender No.-** /SPO/1555 /COM -TRG/2011-12, Dated: 08 September, 2011

**Cost of tender document-** ₹ 570/- (Non refundable)

**Last Date & Time of Receipt of Bids:-** 28<sup>th</sup> September, 2011 at 12:00 noon.

**Date & Time of Opening of Bids:-**

(a) Technical bid - 28<sup>th</sup> September, 2011 at 01:00 p.m.

(b) Financial bid - 28<sup>th</sup> September, 2011 at 04:00 p.m.

**Pre-bid Conference** - held on 30<sup>th</sup> August, 2011 at 11:00 a.m.

#### ADDRESS AT WHICH THE BIDS ARE TO BE SUBMITTED :

STATE PROJECT DIRECTOR,  
STATE PROJECT OFFICE, S.S.A.  
NANOORKHERA, TAPOVAN MARG, RAIPUR,  
DEHRADUN-248001 (UTTARAKHAND)  
PHONE NO-0135- 2781941, 42, 43  
FAX- 0135- 2781942

**E-MAIL ADDRESS** : [spd-ssa-uk@nic.in](mailto:spd-ssa-uk@nic.in)

**ISSUED TO:** .....

**SIGNATURE**

**Asst. Acctt. Officer**

**"Uttarakhand Sabhi Ke Liye Shiksha Parishad"**  
**State Project Office, Sarva Shiksha Abhiyan**  
**Nanoorkhera, Tapovan Marg, Raipur, Dehradun**

**Part – I**

**TENDER INVITATION**

**TENDER DOCUMENT FOR COMPUTER TRAINING OF TEACHERS UNDER  
'COMPUTER AIDED LEARNING PROGRAMME'**

Sealed tenders are invited (technical & commercial) from the bidders working in the field of computer literacy/training for **providing Master Trainers (faculties) for 10 days foundation (in MS Windows and LINUX operating system) & 04 days refresher (in MS Windows Operating system) computer training to the teachers of Upper Primary Schools covered under Computer Aided Learning programme** in all 13 districts at DIETs/DRCs or any other centers equipped with computer related infrastructure.

Parameters and scope of work is given in **annexure-I**. The method of submission of tender amount of earnest money/security deposit and General Terms and Conditions applicable to the contract has been mentioned in **annexure-II**. Technical and commercial bid forms are given in **annexure-III & IV** respectively.

Comprehensive Tender document containing detailed terms & conditions can be obtained on any working day (10 A.M. to 5 P.M.) from the State Project Office, "Uttarakhand Sabhi Ke Liye Shiksha Parishad", Sarva Shiksha Abhiyan, Uttarakhand Nanoorkhera, Tapowan Marg, Raipur, Dehradun on payment of ₹ 570/- (including the VAT) It can also be downloaded from the official website [www.ssa.uk.gov.in](http://www.ssa.uk.gov.in). However, if the tender document is downloaded from the internet, the requisit tender fee ₹ 570/- shall be deposited through Demand Draft in favour of State Project Director, SSA Uttarakhand.

The 'Technical Bid' will be opened by the 'Technical Committee' in the presence of the willing Bidders or their authorized representatives.

The 'Commercial Bids' of the technically qualified bidders will be opened by 'Tender Committee' in presence of the willing Bidders or their authorized representatives.

**PARAMETERS AND SCOPE OF WORK-**

**Ten days Foundation training and four days Refresher training** is to be imparted to the teachers of Upper Primary Schools covered under Computer Aided Learning Programme of all districts. Batch size may vary from 15 to 25 trainees per batch. The training will be imparted at DIETs/DRCs/Govt. college, where necessary infrastructure will be arranged. No. of centers in a district may be one or two in same or different location according to infrastructure available for computer training. The bidder has to supply Master Trainers for six hours computer training per day and the training Module (in hard and soft copy). Training is to be imparted in Window Operating System & LINUX Operating System to the number of teachers as given below.

**No. of Teachers to be trained (10 days Foundation Course)**

S.No.	District	Operating System in which training is to be given		Total
		M.S. Windows Operating System	Linux Operating System	
1	Almora	98	42	140
2	Bageshwar	96	44	140
3	Chamoli	56	44	100
4	Champawat	54	46	100
5	Dehradun	92	48	140
6	Haridwar	92	48	140
7	Nainital	54	46	100
8	Pauri	132	48	180
9	Pithoragarh	138	42	180
10	Rudraprayag	56	44	100
11	Tehri	58	42	100
12	U.S. Nagar	122	48	170
13	Uttarkahsi	118	42	160
	<b>Total</b>	<b>1166</b>	<b>584</b>	<b>1750</b>

**No. of Teachers to be trained (04 days Refresher Course)**

S.No.	District	Operating System in which training is to be given (M.S. Windows Operating System)
1	Almora	110
2	Bageshwar	110
3	Chamoli	100
4	Champawat	100
5	Dehradun	61
6	Haridwar	80
7	Nainital	70
8	Pauri	80
9	Pithoragarh	60
10	Rudraprayag	100
11	Tehri	80
12	U.S. Nagar	80
13	Uttarkahsi	80
	<b>Total</b>	<b>1111</b>

## 1.1 Schedule of Computer Training Programme- The schedule of computer training is given below-

### Schedule of 10 days Foundation Course for In-Service Teachers in Windows & Linux Operating system

S. No.	Name of District	Batch -I (31 Oct. to 09 Nov. 2011)		Batch -II (11 Nov. to 20 Nov. 2011)		Batch -III (22 Nov. to 01 Dec. 2011)		Batch -IV (03 Dec. to 12 Dec. 2011)		Total no of Trainees		Total no. of trainees
		Centre - 1	Centre - 2	Centre - 1	Centre - 2	Centre - 1	Centre - 2	Centre - 1	Centre - 2			
		No. of trainees to be trained in Windows O.S.	No. of trainees to be trained in Windows O.S.	No. of trainees to be trained in Windows O.S.	No. of trainees to be trained in Windows O.S.	No. of trainees to be trained in Windows O.S.	No. of trainees to be trained in Linux O.S.	No. of trainees to be trained in Windows O.S.	No. of trainees to be trained in Linux O.S.	Windows O.S.	Linux O.S.	
1	Almora	20	20	20	20	18	21	0	21	98	42	140
2	Bageshwar	20	20	20	18	18	22	0	22	96	44	140
3	Chamoli	19	19	18	0	0	22	0	22	56	44	100
4	Champawat	18	18	18	0	0	23	0	23	54	46	100
5	Dehradun	23	23	23	23	0	24	0	24	92	48	140
6	Haridwar	23	23	23	23	0	24	0	24	92	48	140
7	Nainital	18	18	18	0	0	23	0	23	54	46	100
8	Pauri	22	22	22	22	22	24	22	24	132	48	180
9	Pithoragarh	23	23	23	23	23	21	23	21	138	42	180
10	Rudraprayag	19	19	18	0	0	22	0	22	56	44	100
11	Tehri	20	20	18	0	0	21	0	21	58	42	100
12	Udhamsingh Nagar	20	20	20	20	21	24	21	24	122	48	170
13	Uttarkashi	20	20	20	20	20	21	18	21	118	42	160
	<b>Total</b>	<b>265</b>	<b>265</b>	<b>261</b>	<b>169</b>	<b>122</b>	<b>292</b>	<b>84</b>	<b>292</b>	<b>1166</b>	<b>584</b>	<b>1750</b>

### Schedule of 04 days Refresher Course for In-Service Teachers in Windows Operating System-

S. No.	Name of District	Batch-I (13 Dec. to 16 Dec. 2011)		Batch-II (17 Dec. to 20 Dec. 2011)		Batch III (21 Dec. to 24 Dec. 2011)	Total no. of Trainees
		Centre - 1	Centre - 2	Centre - 1	Centre - 2	Centre - 1	
		No. of Trainees	No. of Trainees	No. of Trainees	No. of Trainees	No. of Trainees	
1	Almora	22	22	22	22	22	110
2	Bageshwar	22	22	22	22	22	110
3	Chamoli	20	20	20	20	20	100
4	Champawat	20	20	20	20	20	100
5	Dehradun	20	20	21	0	0	61
6	Haridwar	20	20	20	20	0	80
7	Nainital	23	24	23	0	0	70
8	Pauri	20	20	20	20	0	80
9	Pithoragarh	20	20	20	0	0	60
10	Rudraprayag	20	20	20	20	20	100
11	Tehri	20	20	20	20	0	80
12	Udhamsingh Nagar	20	20	20	20	0	80
13	Uttarkashi	20	20	20	20	0	80
	<b>Total</b>	<b>267</b>	<b>268</b>	<b>268</b>	<b>204</b>	<b>104</b>	<b>1111</b>

**1.2** Although the detail schedule of training including batch size is given in 1.1, the no. of trainees in a batch as well the total no. of trainees may increase or decrease, but a batch size will not be less than 15 or more than 25.

**1.3** Computer classroom facilities shall be provided to selected bidder in each district (maximum 02 centers in a district).

**1.4 Training Requirement-**

The training will be imparted on a training module. This training module, developed by the bidder will contain the following main topics-

- (a) Computer fundamentals.
- (b) Working on operating system (Microsoft & LINUX).
- (c) Application software- M.S. Office (Word, Excel and Power Point)/Open Office.
- (d) Multimedia operation.
- (e) Internet, E-mail.
- (f) Half a day or one session at the last on various corresponding applications for Windows and Open office be compared and shown to the participants.

In course of designing the training module, bidder will have to keep in mind the following parameters-

- a) The course must be designed as per the requirement of the teachers, teaching to the classes VI to VIII, so the teacher can use the computer in teaching and learning process.
- b) More focus must be on developing the project work according to the topics to be taught, specially for the trainees of 04 days refresher course.
- c) Training Module should be interactive.
- d) Computer training must include the Pedagogical aspects in classroom teaching.
- e) Module wise course material covering all the topics should be given to each participant.
- f) 05 Extra copies will be provided to District Project Office and State Project Office each. The course material will be provided in Hindi.
- g) Market course ware should not be given to the participants.

**Requirement of Faculty-**

One trainer shall be required for a batch.

**Qualification of Faculty-**

- a) A trainer should have the P.G.D.C.A./ 'A' level course/BCA in computer education from a recognized institute and at least one year experience in the field of computer training.
- b) Selected bidder will have to provide a list of master trainers with their qualification and experience in concerning field before the work order issued.

**GENERAL TERMS AND CONDITIONS**

**Submission of Tender-**

The tender should be submitted in two parts namely 'Technical Bid' and 'Commercial Bid'. Each should be kept in a separate sealed cover. The envelop containing 'Technical bid should be labelled Technical Bid and envelop containing Commercial bid should be labelled Commercial Bid. The bidder will put his/her signature with sealed on every page of the Technical and Commercial bid. Both the bids sealed in separate covers should be kept in another sealed cover labelled 'Tender for Computer Training', addressed to the **State Project Director, SSA, Uttarakhand Nanoorkhera, Tapovan Marg, Raipur, Dehradun.**

**Document comprising the bids-**

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

**A- Technical bid-**

The technical bid should be submitted in the given prescribed format shall consists of the following-

- Registration of firm and nature of the concern.
- PAN/Income tax registration/Service tax registration in relevant field.
- Required Course material.
- Earnest money deposit as prescribed.
- Cost of tender form Rs. 570/- in the form of a bank draft in favour of State Project Director, SSA Uttarakhand payable at Dehradun if downloaded from website.
- Relevant documentary proof.

**B- Commercial bid-**

The commercial bid should be submitted in the given prescribed format shall consists of the following-

- A consolidated rate with all expenses of trainer should be quoted along with its break up showing various items of charge. The rate quote shall be firm and final.
- Taxes if any to be paid need to be dully indicated in the bid otherwise no extra payment would be made for this purpose.
- Terms of payment as stated in the tender document shall be final.
- At the time of payment of bills, the income tax/TDS (if any) shall be deducted at source as per Govt. rules & guidelines.

### **Selection Criteria-**

The Final selection will be made on the basis of lowest cost quoted by bidder for total no. of trainees (Foundation & Refresher training).

### **Estimated Budget-**

Estimated budget for proposed work is as follows-

- Foundation Course (Windows and Linux Operating System) - **₹13,13,000/-**
- Refresher Course (Windows Operating System) - **₹ 3,51,000/-**

### **Bid Security-**

Duly filled in tender form should accompany a bid security (EMD) of ₹ 35,000/- in the form of a demand draft, fixed deposit receipt or Bank guarantee from a scheduled commercial bank in the name of State Project Director, SSA Uttarakhand payable at Dehradun. This security will be valid for 90 days from the date of opening of the tender.

### **Performance Security Deposit-**

- The successful bidder will have to pay security deposit equivalent to 5% of the total value of the bid in favour of State Project Director, SSA, Dehradun through bank draft. EMD may be adjusted in security deposit.
- The security deposit can be forfeited by order of State Project Director, SSA in event of any breach or negligence of any condition of contract or for unsatisfactory performance or for non acceptance of the work order.

### **Other Conditions-**

- All disputes, differences, claims and demands arising under or pursuant to or touching the contract shall be referred to the sole arbitrator i.e. the Secretary (Education) to the Government of Uttarakhand.
- In all matter and disputes arising there under the appropriate court alone shall have jurisdiction.
- The State Project Director, SSA Dehradun reserves the right to accept or reject any/all tenders without assigning any reason.
- The Bidder must be careful that quality in service is maintained as well as time schedule prescribed etc. should not be disturbed.
- The Firm shall not assign or sublet the work or any part of it to any other person or party without having first obtained permission in writing of the State Project Director, SSA Uttarakhand.

**Bidder Qualification:-**

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

- 1- **Training Experience**-The Bidder should be in the field computer training for at least 3 years. Documentary proof of the same has to be attached.
- 2- The bidder should have valid registration number under The Companies Act/Society Registration Act/Indian Partnership Act or a sole proprietor and having EPF Number, PAN Number and Service Tax registration number (Attach relevant documents).
- 3- The Bidders must possess the following and provide documentary proof thereof-
  - a. Copies of Income tax returns for last three years.
  - b. Minimum annual turn over ₹ 25 lacks per annum for last two years in the activities related to Computer Education.
- 4- The bidder should fulfil all the preconditions on its own. Consortium will not be allowed.
- 5- The bidder shall not assign, in whole or in part, its right and obligations to perform under this Contract to a third party, directly or indirectly.
- 6- The Bidder must enclose the sample copy of course material proposed to be provided to trainees (Windows & LINUX) with the technical bid of tender.
- 7- The evaluation of technical bid will be done on above points. Technical committee will assess the training module as per requirement.

**Terms of payment-**

Agency/firm will have to submit bills to the concerning Center In-charge/District Project Officer, SSA with verified attendance of trainees after the successful completion of training for each batch. Payment will be done by cheque only.

**Right of termination-**

1. State Project Director, SSA, Uttarakhand reserves the right to reject any or all tenders without assigning any reason.
2. The State Project Director, SSA Uttarakhand also reserves the right to terminate the services of the successful Bidders if the services are found to be unsatisfactory or on account of any other administrative reason.



**Time schedule for commencement of work-**

- The work must be commenced within a period of 30 days from the date of award of work.

**Training Assessment and Certification-**

After the training there will be an assessment includes –

- Assessment on the topics in which teachers have received instructions.
- Feedback from the trainees regarding the contents of the training.
- The methodology of the training.
- Assessment of faculty who have conducted the classes.
- Training provider agency will have to issue a certificate to each trainee regarding successful completion of training (Foundation/Refresher).

**TENDER FORM-1**

**TECHNICAL INFORMATION AND UNDERTAKING (TECHNICAL BID)**

**1. Name of the Bidders/Concern-**\_\_\_\_\_

**2. Address-**\_\_\_\_\_

Telephone/Fax Nos.-\_\_\_\_\_

Mobile No.-\_\_\_\_\_

E-mail-\_\_\_\_\_

**3. Nature of the Concern-**\_\_\_\_\_

(i.e. Sole proprietor or partnership firm or a society or a Company or a Government Department or a Public Sector Organization)

**4. Registration Numbers-**

- i. \_\_\_\_\_(Under Shop & Commercial Establishment Act or any other relevant Act attested photocopy should be attached).
- ii. Registration Number for Service Tax\_\_\_\_\_
- iii. ISO 9000/2000 series certification or any such authentic certificate in the field of computer training -  
\_\_\_\_\_

**5. Income Tax/Turnover-**

- i. Photocopy of Income Tax Returns for last 3 years-
- ii. PAN Number of Bidders/Concern-\_\_\_\_\_
- iii. Proof of turnover of minimum of Rs. 25 lakh per annum of any two years during previous three financial year\_\_\_\_\_

**6. Training Experience-**The Bidder should be in the field computer training for at least 3 years. Documentary proof of the same has to be attached.

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

<b>Year</b>	<b>Name of the Assignment</b>	<b>Name of client</b>	<b>Name of the State (where work is done)</b>	<b>Details and no. of trainees</b>	<b>Details of contract</b>	<b>Rate/ Price of the Contract</b>	<b>Duration of the Contract</b>

**7. Course Material-** Enclose sample copies of course material for required training programmes.

**8.** Any other information important in the opinion of the Bidders.

**Dated at :**

**(Dated Signature of Bidders  
with Stamp of the firm)**

## **UDERTAKING**

- 1- I/We undertake that I/we have carefully studied all the terms and conditions and understood the parameters of the proposed work.
- 2- I/We further undertake that the information given in this tender are true and correct in all respects and we hold the responsibility for the same.

**Dated at**

**(Dated Signature of Bidders  
with Stamp of the firm)**

## TENDER FORM-2

### COMMERCIAL BID

#### a- Foundation training (10 days) (Training in Windows & LINUX Operating System)

Sl. No.	Master Trainer/ Faculty charges per day per trainee including all expenses (in ₹)	Total of faculty Charges per trainee for 10 days	Course Material cost per trainee (in ₹)	Taxes (if any)	Total (in ₹)	Total amount of foundation course for all trainee	Remark
A.	B.	C. (B x 10)	D.	E.	F. (C+D+E)	G. (F x 1750)	H
1.							

#### b- Refresher training (04 days)- (Training in Windows Operating System)

Sl. No.	Master Trainer/ Faculty charges per day per trainee including all expenses (in ₹)	Total of faculty Charges per trainee for 04 days	Course Material cost per trainee (in ₹)	Taxes (if any)	Total amount (in ₹)	Total amount of Refresher course for all trainee	Remark
a.	b.	c. (b x 04)	d.	e.	f. (c+d+e)	g. (f x 1111)	h
1.							

**Total amount of Foundation Course + Refresher Course (G+g) in ₹ =**

**Dated at**

**(Dated Signature of Bidders  
with Stamp of the firm)**