



**Selection of IT Service Provider for the augmentation and upgradation of MIS Applications & Dashboards at "Vidya Samiksha Kendra"**

**RFP No. SSA/2022-23/VSK**

**May 20, 2023**

**Published by**

**Gujarat Council of School Education- Samagra Shiksha  
(GCSE-SS)**

**Address:**

**Gujarat Council of School Education-Samagra Shiksha**

Office of the State Project Director,  
Samagra Shiksha,  
Sector – 17, Gandhinagar- 382010

## NOTICE INVITING TENDER (NIT)

On behalf of the Education Department, Government of Gujarat, Government of Gujarat, Gujarat Council of School Education-Samagra Shiksha invites Tender from eligible Bidders to be empanelled for providing Digital Learning Solutions/e-learning content for as per the scope of work mentioned in the tender document. The mode of tendering is online and is available on the Government e-Market Place (URL: <https://gem.gov.in/>) from **May 20, 2023**. The Tender has to be submitted online on (<https://gem.gov.in/>) latest by **12.06.2023 by 15:00 Hrs**. Manual Bids shall not be accepted. Tenderers are advised to follow the instructions provided in the tender documents for e-submission of the online bids. The important information of the bid is as follows: -

Date of Publishing of RFP	20.05.2023
Date & Time of Pre bid Meeting (Please send your queries by email on estssaguj@gmail.com, ssa.misdata@gmail.com xx.xx.2023, xx:00:00 Hrs)	26.05.2023, 15:00:00 Hrs. Vidya Samiksha Kendra, Sector-19, Gandhinagar
Last date and Time for submission of bid (to be submitted online on GeM portal)	12.06.2023 15:00:00 Hrs.
Date & Time for Presentation	To be informed after preliminary Evaluation
Venue of Presentation cum Demonstration	Vidya Samiksha Kendra, Sector-19, Gandhinagar
Bid Processing Fees (Original in Physical Copy, Scanned copy in Online)	<b>Rs. 15000/-</b> In form of DD in favour of " <b>State Project Director, Sarva Shiksha Abhiyan, Gandhinagar</b> " payable at Gandhinagar, Gujarat
EMD (Original in Physical Copy, Scanned copy in Online)	<b>Rs. 6,00,000/-</b> In the form of DD or Bank Guarantee in favour of " <b>State Project Director, Sarva Shiksha Abhiyan, Gandhinagar</b> " payable at Gandhinagar, Gujarat

Sd/-

**State Project Director**

Gujarat Council of School Education-  
Samagra Shiksha, Gandhinagar

## Disclaimer

1. The information contained in this Request for Qualification cum Request for Proposal document or subsequently provided to the Bidders, whether verbally or in documentary or in any other form by or on behalf of the GCSE-SS or any of its employees or advisors, is provided to the Bidders on the terms and conditions set out in this RFP and all other terms and conditions subject to which such information is provided.
2. This RFP is not an Agreement and is neither an offer nor an invitation by the GCSE-SS to the Bidders or any other person. The purpose of this RFP is to provide interested parties with information that may be useful to them in the formulation of their Proposals. The information contained in this RFP has been provided to the best of knowledge of GCSE-SS and in good faith. However, the information may not be complete and accurate in all respects and may not be exhaustive. Specifically, the information regarding business processes provided in this RFP is based on the interim decisions taken by the Government and is expected to undergo changes in future. This RFP includes statements which reflect various assumptions and assessments arrived at by the GCSE-SS in relation to the project. Information provided in this RFP is on a wide range of matters, some of which depends on the interpretation of law. The information is not an exhaustive account of statutory requirements and should not be regarded as a complete or authoritative statement of law.
3. While reasonable care has been taken in providing information in this RFP, the Bidders are advised not to rely on this information only but also carry out their independent due diligence and risk assessments before submitting their response to this RFP. Further, the Bidders are advised to conduct their own analysis of the information contained in this RFP, carry out their own investigations about the project, the regulatory regime which applies thereto and all matters pertaining to the GCSE-SS and to seek their own professional advice on the legal, financial and regulatory consequences of entering into an agreement or arrangement relating to this RFP.
4. The information contained in this RFP is subject to update, expansion, revision and amendment prior to the last day of submission of the bids at the sole discretion of the GCSE-SS. In case any major revisions to this RFP are made by the GCSE-SS within seven days preceding the last date of submission of the Proposals, the GCSE-SS may, at its discretion, provide reasonable additional time to the Bidders to respond to this RFP. Neither the GCSE-SS nor any of its officers, employees nor any advisors nor Agencies undertakes to provide any Bidder with access to any additional information or to update the information in this RFP.
5. The GCSE-SS, its employees and advisors make no representation or warranty and shall have no liability of any nature to any person including any Bidder or Vendor under any law, statute, rules or regulations or tort, principles of restitution or unjust enrichment or otherwise for any loss, damages, cost or expense which may arise from or be incurred or suffered on account of anything contained in this RFP.
6. The GCSE-SS reserves the right to change/ modify/ amend any or all provisions of this RFP document. The amended RFP will be made available on the website of GCSE-SS.

## Table of Contents

1. INVITATION FOR BID .....	5
2. BACKGROUND.....	5
3. SCOPE OF WORK.....	9
4. TEAM STAFFING (INDICATIVE) .....	11
5. INSTRUCTIONS TO BIDDERS.....	13
6. SELECTION PROCESS FOR BIDDER .....	18
7. PRE-QUALIFICATION CRITERIA.....	21
8. TECHNICAL EVALUATION CRITERIA .....	22
9. COMMERCIAL BID.....	23
10. PAYMENT TERMS.....	25
15. OTHER TERMS AND CONDITIONS .....	26
16. ANNEXURES .....	30

## 1. INVITATION FOR BID

The Education Department, Government of Gujarat has established, India's first Vidya Samiksha Kendra (VSK) at Gandhinagar as a result of the efforts over the last few years with intent to bring real time, data and analytics-based data-driven decision making to school education management.

The "Services" include supporting Education Department in augmenting and upgrading various MIS Dashboards at Vidya Samiksha Kendra (VSK) including developing its strategies and plans for upgradation of the VSK, improving its functionality and improving the internal operations of VSK, facilitating coordination across various project stakeholders and assisting the Government counterparts for the successful implementation of the project for achieving its objectives and implementing VSK augmentation and upgradation.

The Gujarat Council of School Education (GCSE) invites herewith eligible firms/ organizations (hereinafter referred as "IT Service Provider") to bid their interest in providing the services. Interested IT Service Provider should provide information demonstrating that they have the required qualifications and relevant experience to deliver the Services.

## 2. BACKGROUND

Gujarat has always been a State continuously striving to improve the quality of educational through implementation of various Systemic and Structural reforms in the field of school education.

Economic and social benefits of education depend on improving the learning outcomes, and not just providing schooling to children. Schooling does not mean learning, and as a result, there are more non-learners currently in the schools than out-of-school. Millions of primary school-aged children are not achieving minimum grade-proficiency levels in Reading, Writing and Numeracy.

Over the last decade and a half, internationally, data-informed decision making has been at the centre of the dialogue around educational reforms. Efforts have been made for setting up Management Information Systems that are aimed at systematic collection, collation and analysis of education data so that there is better understanding of the impact of the interventions and the need for improvement. The aim of data driven decision making is to ensure that the data related to educational inputs and outcomes are continuously tracked, analysed and used to inform the decisions. When systematically collected and analysed, data provides an accurate way of identifying the problem areas in the schools. Data can be collected and monitored at different levels for understanding the outcomes of the efforts made and hence we can keep refining it with improved implementation.

It is important that 'Data-driven decision making' is understood as a part of the culture of planning and decision making of an institution and not just a one-time exercise undertaken with a narrow objective. As the use of 'objective data' for informing decisions is a relatively new idea and is a way of approaching problems and planning interventions, it takes time to truly bring about a cultural shift in the functioning of the systems. The roadblocks to large scale data gathering, analysis and interpretation are the issues of poor quality of data, timely analysis and ensuring that the insights that data is providing are actually used in planning and decision making.

Some of the key data points with respect to such educational interventions are:

Domain	Input data	Output/ KPIs
Student Data	Student details Enrolment	Gross / Net Enrolment Ratio Gender parity Retention and Dropout rate Transition rate
Teacher data	Teachers' details Teacher attendance Classroom performance Learning and development	Teachers' overall performance Teachers' Attendance Training needs and Teacher development
Student Performance	Summative and Formative Assessments Dipstick Assessment FLN Assessments Student Attendance	Grade-appropriate learning outcomes / FLN outcomes Comparative analysis with common assessments at Cluster/ block/ district/ State Time series analysis Need for remedial programmes
School performance	Infrastructure and resources Quality of teaching and learning School quality assessment – accreditation score	Use of available infrastructure/ resources Comparative analysis of school performance at different levels School support planning for performance improvement

Domain	Input data	Output/ KPIs
	Civil, infrastructural, IT/digital and other assets	
School management	Formation and involvement of SMC Development of SDPs	Implementation of SDPs
Monitoring and administration	School visits/ monitoring Administration - payroll, transfers, leave etc. Mentoring to teachers/ schools	Periodic school/ teacher performance Impact of special interventions Tracking administrative compliances

Education Department, Government of Gujarat has undertaken some pioneering initiatives in leveraging real time, data driven decision making for state-wide school education management through the set-up of among India's first centre for the State of Gujarat – called Vidya Samiksha Kendra (VSK) at Gandhinagar for real-time and on-line monitoring and analytics-based decision making in education management.

The following are some of the key objectives of the VSK:

- To have actionable insights from the data reported and share relevant actionable insights with schools and other officials to support decision making and improve the quality of Education
- To improve quality of data reported through quality assurance and data triangulation
- To ensure seamless communication and coordination across stakeholders
- To get real-time feedback and address grievances from different stakeholders in School ecosystem
- To monitor real-time status of various projects/ activities under Samagra Shiksha (SS) and other school education management components.

- Create and maintain a student registry for academic and all non-academic areas for the State.
- Develop an Integrated Centralized Dashboard application by integrating APIs from existing applications under the School Education system being maintained by the State.
- To monitor and track field-level academic and non-academic activities and achievements at the state level and to anchor key initiatives by the Education Department using the Geo-fencing & Geo-tagging technology.
- To identify and analyze improvement areas for decision making and implementation that need urgent attention.
- To improve the academic performance of students and enhance the accountability of teachers in schools and to achieve effective utilization of the available resources.
- To monitor and improve the performance and the accountabilities of field level academic & non-academic staff of School Education department.
- To collect, analyze, evaluate and use the data for the betterment of the education and to initiate new projects.

In line with the above, Gujarat Council of School Education- Samagara Shiksha (GCSE-SS) invites bids from IT Service Providers for upgradation and augmentation of MIS Applications and Dashboards at VSK.



### 3. SCOPE OF WORK

As a result of the efforts over the last few years, the Education Department, Government of Gujarat has established, India's first Vidya Samiksha Kendra (VSK) at Gandhinagar with an intent to bring real time, data and analytics-based data-driven decision making to school education management.

The State is now looking to upgrade and augment the VSK systems including its functionality and improve the operations of VSK. The purpose of this RFP is to study the existing IT applications and dashboards, analyze future requirements, enhance or upgrade the existing applications and dashboards, and integrate them with new systems. The project aims to improve the performance, efficiency, and reliability of the current IT infrastructure and applications.

The objectives of this project are as follows:

- Analyze the technical and functional gaps of existing IT applications and dashboards
- Study and strategize the future requirements of the IT applications and dashboards
- Design and develop plan to upgrade / enhance the existing applications and dashboards
- Integrate the existing applications and dashboards with new systems to improve their functionality and performance.
- Ensure that the upgraded IT applications and dashboards are user-friendly, interoperable, efficient, and reliable.

Following is an indicative list of the applications to be developed and upgraded/ redeveloped and is subject to change/ increase based on the diagnostic study which will be undertaken jointly by the selected bidder and in-house VSK Technical team:

#### **Applications to be customized or developed**

<b>S. No.</b>	<b>Name of the application</b>
1	Online Assessment App including Question paper Publishing and Marks Capturing and Report Card Generation at all levels
2	School Management System
3	Gujarat School GSQAC – GUNOTSAV 2.0
4	Vehicle Tracking System for School Transport
5	Foundational Literacy and Numeracy (FLN) – Oral Reading Frequency (ORF) – NIPUN Bharat
6	School Administrative System

### Applications / Functionalities to be upgraded / customized / redeveloped

S. No.	Name of the application
1	Child Tracking System upgradation
2	Whole School development plan (WSDP) – Civil MIS and Contract Management System
3	Divyaan (CWSN- Children with Special Needs)
4	G-Shala Management
5	DIKSHA and Teacher Capacity Development Module
6	School Monitoring Application
7	Health Dept., WCD and MDM Data integration
8	Data integration for Uniforms, Textbooks, Scholarships, RTE etc. benefits with Socio-Economic parameters

### Analytics/ Dashboards currently available through VSK:

The VSK Dashboard consists of analysis and insights related to Grade > Subject > Student-level assessment data, learning outcomes, school accreditation scores along with real-time tracking and monitoring of cluster resource coordinators. Currently the VSK has BI-enabled MIS dashboards for the following major workstreams:

- PAT Learning Outcomes Dashboard
- Home Learning Dashboard
- PAT and Bot-based Assessment Dashboard
- PAT Critical Learning Outcomes Dashboard
- GSQAC School Ranking Dashboard
- CRC/BRC School Monitoring App dashboard
- Oral Reading Fluency Dashboard
- School profile and Student Profile Dashboard

### Key Datasets available across various Applications with the Department:

Data Type	Data Collected and Source	Update Frequency
Achievement	Assessment test (for grades I&II) Nidanatmak Kasauti	Quarterly
	CRC sample test (dipstick assessment) School Monitoring App	Monthly
	Fortnightly test (for grades III-VIII) Exam app	Monthly
	Summative test (for grades III-VIII)	Half yearly

Data Type	Data Collected and Source	Update Frequency
	Exam app	
<b>Teacher Performance</b>	Teacher-subject-classroom tagging SAS	One time
	CRC class observation School Monitoring App	Monthly
	School accreditation	Annual
<b>Inputs</b>	Inputs CRC/ BRP/ BRC visits to schools	Monthly
<b>Attendance</b>	Pupil attendance Online attendance app	Daily
	Teacher attendance Online attendance app	Daily
<b>Others</b>	Student details Child Tracking System	Annual
	Teacher details School Administration System	Regular
	School infra U-DISE+	Annual

To meet the above requirement, there is a need for an IT Service Provider to help augment and upgrade the VSK with resources deployed at VSK, Gandhinagar on a full-time basis.

The advisory, design and implementation support services team- referred in this RFP as “IT Service Provider” is expected to work closely with GCSE-SS, GET and various other partners to ensure timely delivery of the objectives under the project.

The IT Service Provider selected through this RFP is expected to support in all the design and implementation activities related to VSK-Gujarat upgradation. The IT Service Provider is expected to work closely with the Education Department and its partners onboarded or to be onboarded by the Department of Education, government of Gujarat to achieve the objectives of setting up the upgraded version of VSK. The IT Service Provider will anchor department’s mission to achieve the goal of online, real-time data and analytics-based decision making under the SoE program by aligning with the stakeholders involved.

#### 4. TEAM STAFFING

The team will study the existing IT applications and dashboards, analyze future requirements, enhance or upgrade the existing applications and dashboards, and integrate them with new systems

Following is a brief description of the minimum requirements for these resources along with their requirement for their engagement:

S. No.	Designation	Nos	Onsite / Offsite	Minimum Qualifications	Relevant Experience	Skills/ Competencies	Person Months Required for each person
1	Project Manager	1	Onsite	B.E. or B.Tech in IT/CE/CS <b>Or</b> MCA/MSc IT/ MSc CS <b>Or</b> M.E. or M.Tech. in IT/CE/CS	5+ years	Project management & Analysis, SDLC and Agile management	60
2	Programmers / Developers	5	Onsite	B.E. or B.Tech in IT/CE/CS <b>Or</b> MCA/MSc IT/ MSc CS <b>Or</b> M.E. or M.Tech. in IT/CE/CS	2-3 years	Programming Skills - .NET, Java, Open Source, Web development, Android App development, database management etc.	60
3	Analysts/ Interns	2	Onsite	B.E. or B.Tech in IT/CE/CS <b>Or</b> MCA/MSc IT/ MSc CS <b>Or</b> M.E. or M.Tech. in IT/CE/CS	0-1 year	Programming Skills - Power BI, Tableau, web development, database management, and other Analytics Tools	60

## 5. INSTRUCTIONS TO BIDDERS

### a. Eligibility

The invitation of bids is open to entities registered in India who fulfil the criteria as specified in Section-Pre-Qualification Criteria. The selection criteria are:

- i. General experience of the Firm(s) / Organization(s);
- ii. Experience in similar projects of compatible size, complexity and technical specialty in the required area;
- iii. Financial Soundness of the Firm(s) / Organization(s); and
- iv. Staffing and logistics of the Firm(s) / Organization(s).

**Consortium:** IT Service Provider may associate with other firms in the form of a **joint venture or consortium or a sub-consultancy** to enhance their qualifications. In the case of an association, all members of such “association” should have real and well-defined inputs to the assignment and the total number of firms including their associates shall be maximum of three. In case of association in the form of sub-consultancy, the experience of sub-consultant shall not be considered in evaluation. GCSE-SS will only coordinate with the lead JV/ consortium/ consultant agency.

While indicating information relating to (b), it shall be made clear whether responsibility of the firm was in the capacity of a principal firm (lead partner) or as an associated firm (subconsultant/JV partner) with detail scope of the service.

### b. Bid Preparation Cost

The Bidder shall bear 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 and submission of bid, in providing any additional information required by the GCSE-SS to facilitate the evaluation process, and in negotiating a definitive contract or all such activities related to the bid process.

The GCSE-SS will in no case be responsible or liable for these costs, regardless of the conduct or outcome of the entire Bidding Process.

### c. Earnest Money Deposit (EMD) (Bid Securing Declaration)

- i. The bidder shall furnish along with its bid, a Bid Securing Declaration as mentioned in the data sheet, the same is to be provided as per the format specified under Annexure- 3 in this document.
- ii. The Bid Securing Declaration shall be valid for a period of forty-five (45) days beyond the validity period of the RFP. As validity period of RFP is 180 days, the Bid Securing Declaration shall be valid for 180 days from Technical Bid opening date. “Day” means calendar day.

- iii. The bid submitted without Bid Securing Declaration Form will be rejected without providing any further opportunity to the bidder concerned.
  - iv. The bidder shall extend the validity of the offer and Bid Securing Declaration Form on request by GCSE-SS.
- d. Pre-Bid Meeting and Clarifications:
- i. GCSE-SS shall hold a pre-bid meeting with the prospective bidders as mentioned in “Data Sheet”.
  - ii. The Bidders will have to ensure that their queries for Pre-Bid meeting should reach the officer(s) mentioned in this document by email in Excel format as given in the Data Sheet.
  - iii. The queries should necessarily be submitted as per format in Annexure.
  - iv. GCSE-SS shall not be responsible for ensuring that the bidders’ queries have been received by them. Any requests for clarifications after the indicated date and time may not be entertained by GCSE-SS.
- Responses to Pre-Bid Queries and Issue of Corrigendum
- i. GCSE-SS will endeavour to provide timely response to all queries. However, GCSE-SS makes no representation or warranty as to the completeness or accuracy of any response made in good faith, nor does GCSE-SS undertake to answer all the queries that have been posed by the bidders.
  - ii. At any time prior to the last date for receipt of bids, GCSE-SS 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.
  - iii. The Corrigendum (if any) & clarifications to the queries from all bidders will be posted as per the details given in Data Sheet.
  - iv. Any such corrigendum shall be deemed to be incorporated into this RFP.
  - v. In order to provide prospective Bidders reasonable time for taking the corrigendum into account, GCSE-SS may, at its discretion, extend the last date for the receipt of Proposals.
- e. Submission of proposals
1. Bidders can download the tender document from the websites (<https://gem.gov.in/>) and ([https:// www.ssagujarat.org/](https://www.ssagujarat.org/)).
  2. Bidders have to submit commercial Bid in Electronic format only on n-procure web site: <https://gem.gov.in/> till the last date & time for submission. Commercial bid to be submitted online only.
  3. Offers in physical form will not be accepted in any case. Documents mentioned in checklist are to be submitted online within time limit mentioned in the tender.
  4. All the pages of the Bid must be sequentially numbered and must contain the list of contents with page numbers as given bid format. Any deficiency in the documentation may result in the rejection of the Bid. Failure to submit the Bid on time could cause a

bid to be rejected. The GCSE-SS will not accept delivery of the Bid by fax/e-mail or any other electronic/non- electronic means other than uploading on the Government e-Market Place (URL: <https://gem.gov.in/>).

f. Bid Format

Bidder shall submit their bids in the format mentioned in the Annexure. Bids not submitted in the prescribed formats will be liable for rejection. If a format for specific document is not provided for in this RFP, the document shall be submitted in a format that makes it legally valid / binding on the Bidder and that is acceptable to the GCSE-SS. In any event, the GCSE-SS shall have the right to seek clarifications, modifications etc. on the document submitted by the Bidder and the Bidder shall be obliged to provide such clarifications and modifications within the timelines specified by the GCSE-SS.

The Bidders shall give the required details of all applicable taxes, duties, other levies and charges etc. in respect of provision of goods and services under this RFP. The Bidder should refer to the Cover Letter for the commercial bid for details. A Bid submitted with an adjustable price quotation will be treated as non-responsive and rejected.

g. Language

The bid and all related correspondence and documents in relation to the bidding process shall be in English language only.

h. Late Bids

Bids received after the due date and time as specified in the Data Sheet for any reason whatsoever, shall not be entertained by GCSE-SS.

i. Right to terminate the Process

The GCSE-SS may terminate the RFP process at any time and without assigning any reason. The GCSE-SS makes no commitments, express or implied, that this process will result in a business transaction with anyone. The GCSE-SS will not be liable in any way to any person in case of termination of this Bid process except that if the EMD (Bid Securing Declaration) has been received from the Bidder prior to such termination, the EMD (Bid Securing Declaration) will be returned as promptly as possible to the respective Bidders.

j. Acceptance of Terms & Conditions

By responding to this RFP, bidders submit and confirm their acceptance to the Terms and Conditions of this RFP.

k. Disqualification

The bid is liable to be disqualified in the following cases or in case bidder fails to meet the bidding requirements as indicated in this RFP:

- Bid not submitted in accordance with the procedure and formats prescribed in this document or treated as non-conforming bid.
- During validity of the bid, or its extended period, if any, the bidder increases its quoted prices.
- The bidder's bid is conditional and has deviations from the terms and conditions of RFP.
- Bid is received in incomplete form.
- Bid is received after due date and time.
- Bid is not accompanied by all the requisite documents.
- Information submitted in technical bid is found to be misrepresented, incorrect or false, accidentally, unwillingly or otherwise, at any time during the processing of the contract (no matter at what stage) or during the tenure of the contract including the extension period if any.
- Financial bid is enclosed with the same folder as technical bid.
- Bidder tries to influence the bid evaluation process by unlawful /corrupt / fraudulent means at any point of time during the bid process.
- In case any one bidder submits multiple bids unless additional bids are withdrawn upon notice immediately.
- Failure of the successful bidder to agree with the Terms & Conditions of the RFP.

l. Contacting Gujarat Council of School Education- Samagara Shiksha (GCSE-SS)

From the time of submission of RFP to the time of awarding the contract, if a Bidder needs to contact GCSE-SS for any reason relating to this RFP enquiry and /or its bid, it should do so only over e-mails as specified in the data sheet.

In case a Bidder attempts to influence GCSE-SS in its decision on scrutiny, comparison & evaluation of proposals and awarding the contract, the RFP of the Bidder shall be liable for rejection in addition to appropriate administrative actions being taken against that Bidder, as deemed fit by GCSE-SS.

m. Withdrawal of RFP

No bid should be withdrawn after the deadline for submission of RFP and before expiry of the RFP validity period. If a bidder withdraws the RFP during this period by any means, it will result in the vendor being disqualified from bidding for any contract with GCSE-SS for a period of one year from the date of notification.

n. Authentication of Bids

The Bid should be accompanied by a power-of-attorney in the name of the signatory of the Bid.



o. Deviations

The bidder shall not provide for any deviations in the bid. If GCSE-SS is of the opinion that the bid contains any deviation, then GCSE-SS reserves the right to seek withdrawal of any such deviation before considering the technical and commercial bid.

p. Award of Contract/works

The contract shall be awarded to the successful Bidder determined basis on QCBS. All technically qualified firms will be invited to match the all the conditions of contract. All those who agree will be empanelled.

After signing of the contract/Agreement, no variation in or modification of the terms of the contract shall be made except by mutual written amendment signed by both the parties.

q. Signing of Contract

The successful bidders will be required to execute an agreement on non-judicial stamp paper of appropriate value with GCSE-SS within 21 days of the date of the award letter (LOA). Format of Contract/agreement is enclosed in annexure of RFP.

In case the successful bidder fails to enter into the agreement with GCSE-SS within 21 days, the bidder shall stand disqualified from bidding for any contract with GCSE-SS for a period of 36 Months from the date of notification.

r. Contract Period

The contract duration of this project will initially be for 5 years i.e. 60 months, subject to satisfactory completion of the deliverables. The project can be extended for another 2 years (i.e. 24 months), on the same terms and conditions on mutual agreement between both parties.

s. Additional Work

Based on the requirements the number of resources can be increased on the same terms & conditions during the project tenure.

t. Performance Bank Guarantee (PBG)

The successful Bidder shall at his own expense submit to GCSE-SS an unconditional, irrevocable and continuing Performance Bank Guarantee (PBG) from a nationalized bank, in the format prescribed in Annexure, payable on demand, for the due performance and fulfilment of the contract by the bidder.

This Performance Bank Guarantee will be for an amount equivalent to 10% of the contract value of as further detailed in the RFP. Except as otherwise provided in the RFP, no interest shall be payable on the PBG. In case the project is delayed beyond the project schedule as mentioned in the RFP, the performance bank guarantee shall be accordingly extended by the Bidder till completion of scope of work as mentioned in RFP and six months thereafter.

For the successful bidder the Performance Bank Guarantee shall be retained by GCSE-SS until the completion of the assignment by the agencies and be released 180 (one hundred and eighty) days after the completion of the assignment.

## 6. SELECTION PROCESS FOR BIDDER

### a. Opening of Bids

The Proposals will be opened by the GCSE-SS in the presence of Bidders or their representatives who may be present at the time of opening. The representatives of the bidders should be advised to carry the identity card or a letter of authority from the bidder firms for attending the opening of the bid. There will be three bid-opening events

- i. Stage 1: Opening EMD (Bid Securing Declaration) and Pre-Qualification bid
- ii. Stage 2: Opening Technical bid
- iii. Stage 3: Opening Commercial bid

The Technical Bids of only those bidders will be opened who clears the Pre-qualification stage. The Commercial Bids of only those bidders will be opened who will score equal to or more than qualifying marks in the Technical Bid.

### b. Clarification on Bids

During the bid evaluation, GCSE-SS may, at its discretion, ask the Bidder for a clarification of its bid. The request for clarification and the response shall be in writing, and no change in the price or substance of the bid shall be sought, offered, or permitted.

### c. Evaluation Process

GCSE-SS shall evaluate the responses to this RFP and scrutinize the supporting documents / documentary evidence. Inability to submit the requisite supporting documents / documentary evidence, may lead to rejection. The decision of the GCSE-SS in the evaluation of proposals shall be final. No correspondence will be entertained outside the process of evaluation with the GCSE-SS. GCSE-SS may ask for meetings with the Bidders to seek clarifications or conformations on their proposals. During the Bid Evaluation, GCSE-SS

reserves the right to reject any or all the Proposals. Each of the responses/ Proposals shall be evaluated as per the criteria and requirements specified in this RFP.

i. Stage 1: Pre-Qualification

- a) If the contents of the cover are as per requirements and the EMD (Bid Securing Declaration) in prescribed format have been received in original by the GCSE-SS as per the terms of this RFP, the GCSE-SS shall open pre-qualification. Each of the Pre-Qualification conditions mentioned in RFP is MANDATORY. In case the Bidder does not meet any one of the conditions, the bidder will be disqualified.
- b) Response to the Pre-Qualification Requirements will be evaluated in accordance with the requirements specified in this RFP. A checklist must be created with proper page-wise indexing of all supporting documents.
- c) Results of the Pre-Qualification Bid opening will be intimated to bidders.

ii. Stage 2: Technical Evaluation

- a) Technical bid will be opened only for Bidders who succeed in Stage 1.
- b) The bidders' technical solutions proposed in the bid document will be evaluated as per the requirements specified in the RFP and technical evaluation framework as mentioned in technical evaluation criteria.
- c) Each Technical Bid will be assigned a technical score out of a maximum of 100 marks. Minimum of 70 marks must be secured by bidder to qualify. Only the bidders who get an aggregate technical score of 70 marks or more will qualify for final evaluation stage. Failing to secure minimum marks shall lead to technical rejection of the Bid and Bidder.

iii. Stage 3: Commercial Evaluation

QCBS (Quality cum Cost Based Selection) Evaluation based on weightage of Technical proposal (80%) & Financial Proposal (20%).

The technical score of a bidder (Tb) will be assigned to the bidder & it will be awarded based on the Technical Evaluation Criteria as specified above. GCSE-SS's decision in this regard shall be final & binding and no further discussion will be held with the bidders whose bids are technically disqualified / rejected. Bidders with technical score of 70% and above will qualify for the evaluation of commercial bids. The total technical scores achieved by the bidders shall be shared with the bidders & under no circumstances will the breakup of the technical score be shared with the bidders.

The lowest evaluated Financial Proposal ( $F_m$ ) is given the maximum financial score ( $S_f$ ) of 100. The formula for determining the financial scores ( $S_f$ ) of all other Proposals is calculated as following:

$S_f = 100 \times F_m / F$ , in which “ $S_f$ ” is the financial score, “ $F_m$ ” is the lowest price, and “ $F$ ” the price of the proposal under consideration.

iv. Final Evaluation of Bid:

The weights given to the Technical (T) and Financial (F) Proposals are:

T = 80% and F = 20%

Proposals are ranked according to their combined technical ( $S_t$ ) and financial ( $S_f$ ) scores using the weights (T = the weight given to the Technical Proposal; P = the weight given to the Financial Proposal; T + F = 1) as following:

$S = S_t \times T\% + S_f \times F\%$ .

## 7. PRE-QUALIFICATION CRITERIA

The Bidder's pre-qualification bid will be evaluated as per the following criteria:

Sr. No.	Basic Requirement	Specific Requirement	Documents required
1	<b>Legal Entity</b>	Applicants/ Bidders eligible for participating in the Assignment should be a Business Entity. Business Entity shall mean a company registered in India under the Companies Act 1956, or a Proprietorship firm or Limited Liability Partnership Firm under Limited Liability Partnership Firm Act 2008. The bidder's company / firm must have more than <b>7 years of existence</b> in India.	Certificate of incorporation and Registration Certificates Including Service Tax Registration and PAN No. of the Firm
2	<b>Bidder Turnover</b>	The bidder must have a minimum average annual turnover from IT consultancy / EdTech projects/ IT Application development of <b>INR 3 Crore</b> from Indian operations during the last 3 FYs	Audited Balance sheet, Profit & Loss Account along with the Certificate from the statutory auditor
3	<b>Capacity of the business firms</b>	The bidder/s must have at least <b>25 full time IT focused employees</b> on its rolls as on 31st March 2023 in India.	Certificate duly attested by appropriate authority / HR Department
4	<b>Applicant's Experience</b>	Bidder must have executed (or executing) <b>at-least 3 IT Application development/ Data Analytics projects in the e-Governance domain</b> for any Central / State Government/Local bodies/Government PSU in India.	The applicant is required to submit proof of engagement such as Work Order/ Engagement Letter/ Contract Agreement / Master Service Agreement and Client Satisfactory Work certificate / Completion Certificate from the client / Self-certificate signed by the Authorised Signatory in whose name the Power of Attorney / Board Resolution has been issued
5	<b>Certification</b>	The bidder should have valid CMMi level 3 or above certification as on the bid submission date.	Valid Copy of certification

<b>6</b>	<b>Authorized Representative from Lead Bidder</b>	A Power of Attorney / Board Resolution in the name of the person signing the bid.	Original Power of Attorney / Board Resolution Copy
----------	---	---	--

## 8. TECHNICAL EVALUATION CRITERIA

### A. Firm level qualifications: **50 marks**

	<b>Criteria</b>	<b>Marks</b>
1	Experience in <b>3 IT Application development/ Data Analytics projects in the e-Governance domain</b> for any Central / State Government/Local bodies/Government PSU projects (Each project should have a minimum value of Rs.50.00 Lacs) One project: 10 Marks Two projects: 15 Marks Three or more projects: 20 Marks	20
2	Experience in handling large data sets and user base for <b>3 IT Application development/ Data Analytics projects in the e-Governance domain</b> for any Central / State Government/Local bodies/Government PSU. 1 Lakhs users: 10 Marks 10 -25 Lakhs users: 12 Marks 26 Lakhs users or more: 15 Marks	15
3	<b>3 IT Application development/ Data Analytics projects in the e-Governance domain</b> for any Central / State Government/Local bodies/Government PSU in the last 3 FYs (Each project should have a minimum value of Rs.50.00 Lacs) 3 Projects: 10 Marks 4-5 Projects: 12 Marks 6 and more Projects: 15 Marks	15
	<b>TOTAL</b>	<b>50</b>

### B. Team credentials: 30 marks (50% for Qualification and 50% for Experience)

	<b>Team</b>	<b>Marks</b>
1	Project Manager	6
2	Programmer/ Developers (4 marks x 5)	20
3	Analysts/ Interns (2 marks x 2)	4
	<b>TOTAL</b>	<b>30</b>

Note: CVs of the personnel mentioned above are required to be uploaded.

### C. Approach and Methodology (A&M) of the proposal – **20 marks**

	<b>Criteria</b>	<b>Marks</b>
1	Technical approach and methodology	10
2	Proposed Workplan	5
3	Quality assurance protocols and processes	5
	<b>TOTAL</b>	<b>20</b>

**TOTAL(A+B+C): 100 Marks**

Minimum **70% score** is required for Technical Qualification of the bidder

## 9. COMMERCIAL BID

### Prescribed Proforma for Financial Offer

(To be submitted on the Bidder letterhead)

<<Insert Date and location>>

Proposal Reference No:

To,  
State Project Director,  
Gujarat Council of School Education,  
Samagra Shiksha, Gandhinagar.

Dear Madam/Sir,

**Sub:** Submission of proposal in response to RFP for <RFP title> and <RFP No.>

#### A. Summary of fees:

	Item	Amount (INR)
1	Total fees for 5 years without taxes for required 8 Resources	
2	Any applicable taxes to be specified	
3	<b>GRAND TOTAL (including taxes)</b>	

#### B. Break-down of resource-wise fees:

Sr	Resource Designation	Nos.	Deployment	Total Months	Monthly Rate (INR)
1.	Project Manager	1	Full-time	60	
2.	Programmers / Developers	5	Full-time	60	
3.	Analysts/ Interns	2	Full-time	60	

#### C. Terms & Conditions:

1. Amount quoted for 'Total fees for 5 years without taxes' will be considered for Financial Evaluation.
2. Professional fees would be paid to the IT Service Provider on monthly basis for the professional resources deployed onsite and having registered attendance at Education Department or GCSE-SS office.

3. Deployed resources are entitled for leave as per GCSE-SS -Contractual Staff leave policy on pro-rata basis. In case the resource remains absent beyond the permissible leaves per calendar year, per day charges of the resource multiplied by number of days he/she has remained absent beyond permissible leaves, will be deducted from the payment.
4. All project related travel shall be pre-approved by Competent Authority of Education Department / GCSE-SS and will be reimbursable as per GCSE-SS norms.
5. In case any additional resources in the mentioned categories are required to be deployed, it shall be added into monthly invoice of billing period. However, the Consultant shall charge all such resource deployments on pro-rata basis.
6. The rates quoted by the bidder for all resource types shall be valid throughout the project period. There shall be no escalation or revision in rates, under any circumstances except for changes in any taxes/duties, during the initial project period.
7. The request for payment shall be made to the GCSE-SS through submission of invoices describing, as appropriate, the services delivered and performed, along with all the required documents / reports pursuant to conditions of the contract and upon fulfilment of all the obligations stipulated in the Contract.
8. Due payments shall be made within Thirty (30) days of submission of an Invoice or request for payment by the selected Agency subject to contracted deployment as well as certification of the work outcomes in terms of quality and timeliness.
9. The currency or currencies in which payments shall be made to the selected Agency under this Contract shall be Indian Rupees (INR) only.
10. All remittance charges will be borne by the selected Agency.
11. In case of dispute, the disputed amount shall be withheld and will be paid only after settlement of the dispute.
12. Taxes, if any and as applicable, will be deducted / paid as per the prevalent rules and regulations.
13. The quoted prices shall be exclusive of all taxes and duties for the Scope of Work and Terms of Reference in this RFP and including all expenses for personnel services, visits, cost of collecting required data, etc. and all the necessary services, materials, stationery, logistics, laptops for resources, typing, printing, photocopying etc. required to deliver the required services as per the scope.

Dated this (date / month / year)

Authorized Signature [in full and initials]:

Name of Authorized Signatory:

Designation of Authorized Signatory:

Name of Bidder:

Address:



## 10. PAYMENT TERMS

1. Professional fees would be paid to the IT Service Provider on monthly basis for the professional resources deployed onsite and having registered attendance at Education Department or GESE office / VSK. The payment will be subject to contracted deployment as well as certification of the work outcomes in terms of quality and timeliness.
2. The payments will be subject to deduction of applicable TDS, applicable taxes and penalty (if any).
3. The selected agency's request(s) for payment shall be made to GCSE-SS along with the Original copies of invoices and necessary documents. The invoice should be in English.
4. Deployed resources are entitled for leave as per GCSE-SS -Contractual Staff leave policy on pro-rata basis. In case the resource remains absent beyond the permissible leave per calendar year, per day charges of the resource multiplied by number of days he/she has remained absent beyond permissible leaves, will be deducted from the payment.
5. All project related travel shall be pre-approved by Competent Authority of Education Department / GCSE-SS and will be reimbursable as per GCSE-SS norms.
6. In case any additional resources in the mentioned categories are required to be deployed, it shall be added into monthly invoice of billing period. However, the charges of all such resource deployments will be paid on pro-rata basis.
7. The rates quoted by the bidder for all resource types shall be valid throughout the project period. There shall be no escalation or revision in rates, under any circumstances except for changes in any taxes/duties, during the initial project period.
8. The request for payment shall be made to the GCSE-SS through submission of invoices describing, as appropriate, the services delivered and performed, along with all the required documents / reports pursuant to conditions of the contract and upon fulfilment of all the obligations stipulated in the Contract.
9. Due payments shall be made within Thirty (30) days of submission of an Invoice or request for payment by the selected Agency.
10. The currency or currencies in which payments shall be made to the selected Agency under this Contract shall be Indian Rupees (INR) only.
11. All remittance charges will be borne by the selected Agency.
12. In case of dispute, the disputed amount shall be withheld and will be paid only after settlement of the dispute.
13. Taxes, if any and as applicable, will be deducted / paid as per the prevalent rules and regulations.
14. The quoted prices shall be exclusive of all taxes and duties for the Scope of Work and Terms of Reference in this RFP and including all expenses for personnel services, visits, cost of collecting required data, etc. and all the necessary services, materials, stationery, logistics, laptops for resources, typing, printing, photocopying etc. required to deliver the required services as per the scope.

## 15. OTHER TERMS AND CONDITIONS

### a. Responsibilities

GCSE-SS will select the agencies with effect from their acceptance of contract to provide the services described in the contract, together with such other services as may be reasonably requested from agencies from time to time. Agencies agree to perform the services in a timely manner, and to exercise all reasonable skill and care in their performance of them.

Agencies shall provide GCSE-SS promptly with any information, data or documents that may reasonably be required in order to comply with obligations under the contract. Agencies shall undergo / undertake specific trainings in the format and to the extent as may be stipulated by GCSE-SS, including web-based modular trainings. Such training should be started before or immediately after commencement of the services and should be finished within 2 weeks thereafter or as prescribed under any specific training format, whichever is later.

### b. Termination

GCSE-SS may terminate the contract immediately upon written notice to agencies if:

1. Agencies is unable to perform the services or have materially or repeatedly breached any of the terms of the agreement.
2. Agencies performs the services in a manner which is unsatisfactory to GCSE-SS. agencies become bankrupt (or, in the case of a partnership, any of their partners becomes bankrupt), are adjudicated insolvent, have a liquidator or an administrative or other receiver appointed to manage their affairs or have an order made against agencies that agencies be wound up or cease to carry on all or substantially all of their business.
3. GCSE-SS reasonably determine that such termination is required in accordance with applicable law, regulations or professional obligations (including as a result of circumstances that threaten our professional independence or create a potential conflict of interest); or the Contract is terminated.
4. Such termination shall be without prejudice to any rights we might have which accrued prior to termination.

### c. Intellectual Property Rights

GCSE-SS will own all rights, title and interest in and to all data, reports, frameworks, specifications, designs, models, analyses, inventions, programs and other property or materials (collectively, the "Works") that Agencies or, if an entity, employees, officers, managers, directors or agents (collectively, "Personnel") develop in connection with the provision of the services including all copyright interests and intellectual property rights in the design and development of the e- learning materials. Agencies shall perform all such acts as

may be reasonably necessary for the purpose of perfecting the assignment to us of all copyright and other intellectual property rights in the Works. Agencies hereby waives all moral rights in all jurisdictions.

Agencies acknowledges that during the performance of their services, they may gain access to certain methodologies, frameworks, know-how, products, processes, ideas, interpretations, models, documentation, manuals, software, discs, reports, research, working notes, papers, data, specifications, designs, analyses, inventions and/or similar items ("Materials") which are proprietary to GCSE-SS or other third parties. Agencies agrees that this contract shall not operate to transfer any intellectual property rights or copyright interests in such materials to them, and GCSE-SS (or their GCSE-SS and other third parties, as the case may be) shall continue to retain all intellectual property rights and copyright interests in such materials.

Agencies shall not copy, reproduce, translate, adapt, vary, modify, disassemble, decompile or reverse engineer or otherwise deal with or cause to reduce the value of the Materials except as expressly authorized by us in writing.

#### d. Confidentiality

In the course of providing the Services Agencies will be privy to information of a confidential nature relating to GCSE-SS and Agencies may learn confidential information GCSE-SS's business, systems of work and other confidential information. Agencies agrees that they will use such Confidential Information only in compliance with their obligations under the concerned contract, that Agencies will not disclose such information to any third party except to the extent required by law and that Agencies will, in relation to confidential information which comes into their possession during the performance of the subcontract, comply with the confidentiality obligations placed upon us by the contract as if Agencies were a party to the contract in GCSE-SS place. These restrictions do not apply to information which has entered the public domain or which has been disclosed to the Agencies by a third party who is not subject to any restriction on disclosure.

#### e. Data Protection

To the extent Agencies collect, use, store or otherwise process (collectively, "Process") Confidential Information that can be linked to specific individuals ("Personal Data") in connection with the performance of their Services under a contract, Agencies shall process such personal data in accordance with applicable law, rules and regulations including (without limitation) the Information Technology Act, 2000 (the "Act"), and the Information Technology (Reasonable security practices and procedures and sensitive personal data or information) Rules, 2011 (the "Rules").

Without prejudice to the generality of the preceding clause, Agencies represents that

Agencies shall implement and maintain reasonable security practices and procedures (including, without limitation, managerial, technical, operational and physical security control measures) designed to protect such Personal Data against unauthorized access, damage, use, modification, disclosure or impairment, as required by the Rules (“Data Protection Procedures”). Agencies shall not further disclose or transfer Personal Data to any other person or entity, except as required by applicable law or court order.

Agencies shall not retain Personal Data for longer than is reasonably required for the performance of their Services.

f. Office setup and IT Infrastructure:

Tenderer may provide to the IT service provider, sitting space and basic infrastructure (including Desktop/Laptop, Printer, Internet access, etc.) at Tenderer’s office location.

g. Penalty for non-compliance on resource deployment & replacement

The Bidder is not allowed to replace the resources whose profile has been submitted at the time of bidding process/Technical Presentation. Further in the event where the bidder is not able to retain the resources quoted in the bid, then the replacement must be pre-approved. In order to maintain continuity, resources initially deployed are not to be replaced during the tenure of the contract. In case resources are replaced with new resources without pre-approval, penalties will apply.

Non-deployment or Absence		
SLA Measure	Target	Penalty Rs.
Manpower Availability: Non-reporting/ Unscheduled Leaves/ Absent /Non- Replacement/ unapproved replacement: (unavailability beyond the annual permissible leaves of absence without pre-approved replacement)	Full approved deployment	a) Project Manager: Penalty of Rs. 10,000 per day b) Team Leader: Penalty of Rs. 5,000 per day c) Others: Penalty of Rs. 3000 per day

**This penalty will be additional to non-payment of man days cost for the said requirement.**

- 1) The overall penalty on account of Non-Deployment of Proposed Resources or Manpower Availability is capped at 50% of Monthly invoice amount. The penalties, if any, will be recovered against the quarterly payment invoice submitted by the SP.
- 2) **Prior Intimated Leave of absence will be allowed:** 18 days per designated post in a Year. If a resource proceeding on leave or becoming absent is replaced with a resource approved by authority, then such substitution will not be treated as absence.
- 3) In exceptional cases, the tenderer may allow longer period of absence without penalty, provided prior approval is obtained.

#### h. Governing Law and Jurisdiction

This RFP shall be governed by and construed in accordance with the laws of India. Any dispute arising out of the subsequent contract, any contract hereunder services shall be subject to the exclusive jurisdiction of the Indian courts.

## 16. ANNEXURES

### Bid Proposal Form

Date:

**Tender No:**

To

Dear Sir,

Having examined the Bidding Documents including Addenda Nos. \_\_\_\_\_ (insert numbers, if any), the receipt of which is hereby duly acknowledged, we, the undersigned, offer to render "Augmentation and upgradation of MIS Applications & Dashboards at "Vidya Samiksha Kendra."

In conformity with the said bidding documents for the same as per the technical and financial bid and such other sums as may be ascertained in accordance with the Financial Bid attached herewith and made part of this bid. We have not placed any condition for the bid on our part and agree to bind ourselves to the terms and conditions of this tender unconditionally. Any conditions placed by us elsewhere in the present bid are hereby withdrawn unconditionally.

We undertake, if our bid is accepted, to render the services in accordance with the delivery schedule which will be specified in the contract document that we will sign if the work order given to us.

If our bid is accepted, we will obtain the guarantee of a bank for the sum indicated as per tender document for the due performance of the Contract, in the form prescribed by TENDERER.

We agree to abide by this bid for a period of 180 (One hundred and eighty only) days after the date fixed for bid opening of the Instruction to Bidders and it shall remain binding upon us and may be accepted at any time before the expiration of that period.

Until a formal contract is prepared and executed, this bid, together with your written acceptance thereof and your notification of award shall constitute a binding Contract between us.

Name:

\_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

We understand that you are not bound to accept the lowest or any bid you may receive.

Dated this \_\_\_\_\_ day of \_\_\_\_\_ 2023.

Signature

(in the capacity of)

Duly authorized to sign Bid for and on behalf of \_\_\_\_\_

## General Information of Bidder

**Ref.:** <RFP Title>. <RFP No.>

Sr. No	Particulars	Details to be furnished	
1.	Details of Bidder		
a)	Name		
b)	Address		
c)	Telephone		Fax
d)	Website		
2.	Details of Contact Person		
a)	Name		
b)	Designation		
c)	Address		
d)	Telephone no.		
e)	Mobile no.		
f)	Fax no.		
g)	E-mail		
3.	Details of Authorized Signatory <i>(please attach proof)</i>		
a)	Name		
b)	Designation		
c)	Address		
d)	Telephone no.		
e)	Mobile no.		
f)	Fax no.		
g)	E-mail		
4.	Information about responding Bidder		
a)	Status of Bidder <i>(Public Ltd. / Pvt. Ltd etc.)</i>		
b)	No. of years of operation in India		
c)	Details of Registration <i>(Ref e.g. ROC Ref #)</i>	Date	
		Ref #	
d)	No. of resources/ staff in India		
e)	Locations and addresses of offices (in India and overseas)		

## Self-Declaration

The

-----,  
-----

Sir/Madam,

Having examined the Bidding Documents including Bid No.: ----- the receipt of which is hereby duly acknowledged, we, the undersigned, offer to provide services for -----.

We undertake, if our bid is accepted, to provide \_\_\_\_\_, in accordance with the terms and conditions in the tender document.

If our bid is accepted we will obtain the guarantee of a bank for a sum equivalent to 10% of the Contract value or as specified in the Bid document, in the form prescribed by the purchaser.

We agree to abide by this bid for a period of 180 days after the date fixed for opening of Price Bid section under the Instruction to Bidders and shall remain binding upon us and may be accepted at any time before the expiry of that period.

Until a formal contract is prepared and executed, this bid, together with your written acceptance thereof and your notification of award shall constitute a binding Contract between us.

We understand that in competing for (and if the award is made to us, in executing the above contract), we will strictly observe the laws against fraud and corruption in force in Gujarat namely Prevention of Corruption Act 1988. We understand that you are not bound to accept the lowest or any bid you may receive.

We have not been under a declaration of ineligibility for corrupt and fraudulent practices, and / or black-listed or debarred by any of the Govt. Department or its PSU in the past 5 years, at the time of this bid submission. We have not imposed any condition in conflict with the tender condition if it is found it should be treated as withdrawn.

We have not been convicted for any criminal cases(s) by any of the Govt. Department or its PSU regarding any supply and contracts with our firm/company. We have not breached/violated any contractual conditions so far to any of the Govt. Department or its PSU.

In case any of the above statements made by us are found to be false or incorrect, you have right to reject our bid at any stage including forfeiture of our EMD and / or PBG and / or cancel the award of contract

Dated this \_\_\_\_\_ day of \_\_\_\_\_ 2023

Signature: \_\_\_\_\_

(in the Capacity of) : \_\_\_\_\_

Duly authorized to sign bid for and on behalf of



## Format for Technical Proposal

### 1. Consultant’s Organization and Experience

A brief description of the Consultant’s organization and an outline of the recent experience of the Consultant that is most relevant to the assignment. In the case of a joint venture, information on similar assignments shall be provided for each partner. For each assignment, the outline should indicate the names of the IT Service Provider’s Key personnel and Sub- consultants who participated, the duration of the assignment, the contract amount (total and, if it was done in a form of a joint venture or a sub-consultancy, the amount paid to the Consultant), and the Consultant’s role/involvement.

#### A - Consultant’s Organization

1. Provide here a brief description of the background and organization of your company, *{and – in case of a joint venture – of each member}* for this assignment.
2. Include organizational chart, a list of Board of Directors, and beneficial ownership. {If required, the successful Consultant shall provide additional information on beneficial ownership}.

#### B - Consultant’s Experience

1. List only previous similar assignments successfully completed in the last [     ] years.
2. List only those assignments for which the Consultant was legally contracted by the Client as a company or was one of the joint venture members. Assignments completed by the Consultant’s individual experts working privately or through other consulting firms cannot be claimed as the relevant experience of the Consultant, or that of the Consultant’s partners or sub-consultants, but can be claimed by the Experts themselves in their CVs. The Consultant should be prepared to substantiate the claimed experience by presenting copies of relevant documents and references if so, requested by the Client.

Duration	Assignment name / & brief description of main deliverables / outputs	Name of Client & Country of Assignment	Approx. Contract value (in INR)/ Amount paid to your firm	Role on the Assignment
{e.g., Jan.2009– Apr.2010}	{e.g., “Improvement quality of     ”: designed master plan for...; }	{e.g., Ministry of ..... , country}		{e.g., Lead partner or a JV A&B&C}

### 2. Technical Approach and Methodology

Please explain your understanding of the objectives of the assignment as outlined in the Terms of Reference (TORs), the technical approach, and the methodology you would adopt for implementing

the tasks, to deliver the expected output(s), and the degree of detail of such output. Please do not repeat/copy the TORs in here.

**3. Work Plan**

Please outline the plan for the implementation of the main activities/tasks of the assignment, their content and duration, phasing and interrelations, milestones (including interim approvals by the Client), and tentative delivery dates of the reports. The proposed work plan should be consistent with the technical approach and methodology, showing your understanding of the TOR and ability to translate them into a feasible working plan. A list of the final documents (including reports) to be delivered as final output(s) should be included here. The work plan should be consistent with the Work Schedule Form.}

**4. Organization and Staffing**

Please describe the structure and composition of your team, including the list and deployment plan of the team members.

**5. Resource CV Format**

<<Insert Date and location>>

RFP Reference No:

<b>1.</b>	<b>Name</b>			
<b>2.</b>	<b>Position:</b>			
<b>3.</b>	<b>Date of Birth</b>			
<b>4.</b>	<b>Education:</b>			
<b>5. Employment Record</b>	<b>From</b>	<b>To</b>	<b>Company</b>	<b>Position Held</b>
<b>6. Brief Profile</b>				
<b>7. Countries of Work Experience</b>				
<b>8. Languages</b>				
<b>9. Work Undertaken that Best Illustrates Capability to Handle the Task Assigned</b>				
<b>Nature of Work:</b> <b>Year:</b> <b>Location:</b> <b>Company:</b> <b>Position Held:</b>				

**Activities Performed**

*(Add more rows if required)*

**Certification**

I, certify that to the best of my knowledge and belief, this CV correctly describes myself, my qualifications, and my experience. I understand that any willful misstatement described herein may lead to my disqualification or dismissal, if engaged.

Additionally, I also certify that I shall be available for the entire duration of the contract.

\_\_\_\_\_ Date: \_\_\_\_\_  
Signature of staff member Day/Month/Year

## Performance Bank Guarantee

(To be stamped in accordance with Stamp Act)

Ref:

Bank Guarantee No.

Date:

To

Name & Address of the Purchaser/Indenter

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

Dear Sir,

In consideration of Name & Address of the Purchaser/Indenter, Government of Gujarat, Gandhinagar (hereinafter referred to as the OWNER/PURCHASER which expression shall unless repugnant to the context or meaning thereof include successors, administrators and assigns) having awarded to M/s. .... having Principal Office at ..... (Hereinafter referred to as the "SELLER" which expression shall unless repugnant to the context or meaning thereof include their respective successors, administrators, executors and assigns) the supply of \_\_\_\_\_ by issue of Purchase Order No..... Dated ..... issued by Gujarat Council of School Education, Samgara Shiksha (GCSE-SS) for and on behalf of the OWNER/PURCHASER and the same having been accepted by the SELLER resulting into CONTRACT for supplies of materials/equipments as mentioned in the said purchase order and the SELLER having agreed to provide a Contract Performance and Warranty Guarantee for faithful performance of the aforementioned contract and warranty quality to the OWNER/PURCHASER, \_\_\_\_\_ having Head Office at (hereinafter referred to as the 'Bank' which expressly shall, unless repugnant to the context or meaning thereof include successors, administrators, executors and assigns) do hereby guarantee to undertake to pay the sum of Rs. \_\_\_\_\_ (Rupees \_\_\_\_\_) to the OWNER/PURCHASER on demand at any time up to \_\_\_\_\_ without a reference to the SELLER. Any such demand made by the OWNER/PURCHASER on the Bank shall be conclusive and binding notwithstanding any difference between Tribunals, Arbitrator or any other authority.

The Bank undertakes not to revoke this guarantee during its currency without previous consent of the OWNER/PURCHASER and further agrees that the guarantee herein contained shall continue to be enforceable till the OWNER/PURCHASER discharges this guarantee. OWNER/PURCHASER shall have the fullest liberty without affecting in any way the liability of the Bank under this guarantee from time to time to extend the time for performance by the SELLER of the aforementioned CONTRACT. The OWNER/ PURCHASER shall have the fullest liberty, without affecting this guarantee, to postpone from time to time the exercise of any powers vested in them or of any right which they might have against the SELLER, and to

exercise the same at any time in any manner, and either to enforce to forebear to enforce any covenants contained or implied, in the aforementioned CONTRACT between the OWNER/PURCHASER and the SELLER or any other course of or remedy or security available to the OWNER/PURCHASER.

The Bank shall not be released of its obligations under these presents by any exercise by the OWNER/PURCHASER of its liability with reference to the matters aforesaid or any of them or by reason or any other acts of omission or commission on the part of the OWNER/PURCHASER or any other indulgence shown by the OWNER/PURCHASER or by any other matter or things. The Bank also agree that the OWNER/PURCHASER at its option shall be entitled to enforce this Guarantee against the Bank as a Principal Debtor, in the first instance without proceeding against the SELLER and notwithstanding any security or other guarantee that the OWNER/PURCHASER may have in relation to the SELLER's liabilities.

Notwithstanding anything contained herein above our liability under this Guarantee is restricted to Rs. \_\_\_\_\_ (Rupees \_\_\_\_\_) and it shall remain in force up to and including \_\_\_\_\_ and shall be extended from time to time for such period as may be desired by the SELLER on whose behalf this guarantee has been given.

Dated at \_\_\_\_\_ on this \_\_\_\_\_ day of \_\_\_\_\_ 2022

\_\_\_\_\_  
Signed and delivered by

\_\_\_\_\_  
For & on Behalf of  
Name of the Bank & Branch &  
Its official Address

**List of approved Banks:**

Any Nationalized Bank including the public sector bank or Private Sector Banks or Commercial Banks or Co-Operative Banks and Rural Banks (operating in India having branch at Ahmedabad/ Gandhinagar) as per the G.R. no. EMD/10/2018/18/DMO dated 16.04.2018 issued by Finance Department or further instruction issued by Finance department time to time.