

ଜିଲ୍ଲା ଖଣିଜ ପଦାର୍ଥ ପ୍ରତିଷ୍ଠାନ, ସୁନ୍ଦରଗଡ଼.  
**DISTRICT MINERAL FOUNDATION, SUNDARGARH.**



RFP NO: -DMF/SNG/14-2018-19

**REQUEST FOR PROPOSAL**

**FOR**

**“Selection of Implementing Agency/ Firm for Supplying of Mobile Computer Buses to reach rural schools and to provide free computer education to generate interest in learning and to increase the quality of education in 5 blocks (Koida, Lahunipada, Gurundia, Balisankara and Hemgir) of Sundargarh District for a Period of 5 Years”**

**ISSUED BY:**

**COLLECTOR CUM CHAIRPERSON  
DISTRICT MINERAL FOUNDATION  
SUNDARGARH (ODISHA)**

**ଜିଲ୍ଲା ଖଣିଜ ପଦାର୍ଥ ପ୍ରତିଷ୍ଠାନ, ସୁନ୍ଦରଗଡ଼**  
**DISTRICT MINERAL FOUNDATION, SUNDARGARH**



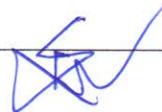
(1<sup>st</sup> floor, DMF Office)  
 District Rural Development Agency  
 Sundargarh – 770001  
 Tel / Fax No. 06622-273846  
 E-mail – dmfsundergarh@gmail.com

Letter No. 147 / (DMF)

Dated the 07/02/2019

**RFP NO: -DMF/SNG/14-2018-19**

1.	The Collector-cum-Chairperson, District Mineral Foundation (DMF) Sundargarh, Government of Odisha invites technical and financial proposals from reputed implementing Agency/ Firms of National and International repute for <b>“Selection of Implementing Agency/ Firm for Supplying of Mobile Computer Buses to reach rural schools and to provide free computer education to generate interest in learning and to increase the quality of education in 5 blocks (Koida, Lahunipada, Gurundia, Balisankara and Hemgir) of Sundargarh District for a Period of 5 Years”</b>		
	as detailed in the Scope of Work in this DTCN. The interested and eligible Firms with valid Registration Certificate as a Company, as detailed in DTCN, may apply for the same in OFF-LINE mode. (For details visit <a href="http://www.sundergarh.nic.in">www.sundergarh.nic.in</a> ).		
2.	Nature of Works	:-	<b>“Selection of Implementing Agency/ Firm for Supplying of Mobile Computer Buses to reach rural schools and to provide free computer education to generate interest in learning and to increase the quality of education in 5 blocks (Koida, Lahunipada, Gurundia, Balisankara and Hemgir) of Sundargarh District for a Period of 5 Years”</b>
3.	Tender(Bid) Cost	:-	Rs.10,000/-
4.	Places where works will be executed	:-	(Koida, Lahunipada, Hemgir, Gurundia and Balisankara) District Sundargarh, Odisha
5.	Availability of bid document in the website	:-	<b>From 11.00 A.M. of 08.02.2019 to 22.02.2019 up to 5:00 P.M.</b>
6.	Last date of receipt of Bid	:-	22.02.2019 up to 5:00 P.M.
7.	Mode of Receipt of Bids	:-	Through Speed Post/ Registered Post (India Post) and by no other means.
8.	Date of opening of Technical Bid and Commercial Bid	:-	Date: 23.02.2019 at 11:00 A.M.
9.	Address for Business query and correspondence	:-	Chief Executive Officer, District Mineral Foundation, Sundargarh Sundargarh -770001 ,Tel- 06622-273846 <b>Website-<a href="http://www.sundergarh.nic.in">www.sundergarh.nic.in</a></b> <b>E-mail <a href="mailto:dmfsundergarh@gmail.com">dmfsundergarh@gmail.com</a></b>
10.	The bidders have to participate in OFF-LINE bidding only. Further details can be seen from the Sundargarh District website ( <a href="http://www.sundergarh.nic.in">www.sundergarh.nic.in</a> ). Any addendum /corrigendum / cancellation of tender can also be seen in the said websites. If any query then contact E-mail ID - <a href="mailto:dmfsundergarh@gmail.com">dmfsundergarh@gmail.com</a> .		

  
 Collector-cum- Chairperson  
 DMF, Sundargarh

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### Bidding Data Sheet

1	RFP Identification No.	RFP NO: -DMF/SNG/14-2018-19
2	Name of work	"Selection of Implementing Agency/ Firm for Supplying of Mobile Computer Buses to reach rural schools and to provide free computer education to generate interest in learning and to increase the quality of education in 5 blocks (Koida, Lahunipada, Gurundia, Balisankara and Hemgir) of Sundargarh District for a Period of 5 Years"
3	Method of selection	QCBS
4	Joint venture/Consortium	Allowed
5	Contacting authority	Chief Executive Officer, DMF, Sundargarh
6	Availability & Downloading of tender documents from the Website.	08.02.2019 (11.00 AM) to 22.02.2019 (05.00 PM) Website: <a href="http://www.sundergarh.nic.in">www.sundergarh.nic.in</a>
7	Last date of bid submission	23.02.2019 till 5:00PM
8	Cost of Bid Document	Rs.10,000/- to be submitted in shape of DD in favor of Chief Executive Officer, DMF, Sundargarh to be drawn at Sundargarh.
9	EMD	Rs.2,00,000/- to be submitted in shape of DD in favor of Chief Executive Officer, DMF, Sundargarh to be drawn at Sundargarh.
10	Performance Security	5 % of the Project Cost
11	Submission of queries if any	Latest by 18.02.2019 (5.00 PM)
12	Opening of Technical proposal and Financial proposal	23.02.2019 at 11:00 AM
13	Validity of Proposal	90 days from the date of submission.
14	Mode of submission	Through Speed Post/ Registered Post (Indian Post) and no other means.
15	Address	Chief Executive Officer, District Mineral Foundation, Sundargarh (Odisha) – 770001 Email: dmfsundergarh@gmail.com Tel: 06622-273846

Collector and Chairperson cum  
Managing Trustee, DMF, Sundargarh

## **1. Section I - Invitation for Bid**

### **Introduction**

This Program envisages the implementation of a **Computer Education Program** in schools situated in rural area of Sundargarh District, Odisha keeping in mind the limitations of the rural environment. This Program incorporates technology infrastructure, teaching/learning aids and skilled human resources, with an aim to provide the students with IT skills, and develop an interest in school subjects.

Computer Education in a rural environment faces some unique problems:

- Non-availability of hardware & its maintenance services
- Lack of skilled teaching faculty
- Inconsistent power-supply

#### **1.1 Project Back Ground:**

The District Administration Sundargarh under District Mineral Foundation has embarked with a determined goal of providing access to Computer Education to the various High Schools of the district. The Program envisages the implementation of a Computer Education Program in schools situated in rural areas of Sundargarh districts in five Blocks (Koida, Lahunipada, Hemgir, Gurundia and Balisankara) of Odisha, keeping in mind the limitations of the rural environment.

This RFP aims at **“Selection of Implementing Agency/ Firm for Supplying of Mobile Computer Buses to reach rural schools and to provide free computer education to generate interest in learning and to increase the quality of education in 5 blocks (Koida, Lahunipada, Gurundia, Balisankara and Hemgir) of Sundargarh District for a Period of 5 Years”**

#### **Current Tender Objective**

- Exposure to technology skills
- Enhances interest in Computer Education of students
- Improves computer skills of students
- Increase in attendance and better performance in examinations

Information and Communication Technology (ICTs) can be successfully leveraged to reach out to a greater number of students, including those to whose education was previously not easily accessible, and help in promoting learning, along with exposing students to the technical skills required for many occupations. Other benefits of ICT in education are: It has the potential to improve education system of the nation

- It can transform the nature and quality of education as a whole
- It helps to enhance the quality of education by facilitating new forms of interaction between students, teachers, education employees and the community
- It acts as and provides students and teachers with new tools that enable improved learning and teaching and adds to skill formation
- It improves the learning process through the provision of more interactive educational materials that increase learner motivation and facilitate the easy acquisition of basic skills.

## 2. Section II - Instruction to Bidders

### 2.1. General

- From the time of bid advertisement to the time of Contract award, if any Bidder wishes to contact the Collector and Chairperson, DMF Sundargarh (or designated officer) on any matter related to the bid, it should do so in writing at the address mentioned in Bid Fact Sheet.
  
- The Bids shall remain valid for the period of 90 days after the bid submission deadline date prescribed by the Collector and Chairperson, DMF Sundargarh.
  
- Any bid NOT accompanied by an enforceable and compliant bid security (EMD) may be rejected by the Collector and Chairperson, DMF Sundargarh as non-responsive.
  
- The bid security of unsuccessful Bidders shall be returned upon award of contract to the successful Bidder. No interest will be payable by Collector and Chairperson, DMF Sundargarh on the amount of the Bid Security.
  
- The bid security of the unsuccessful Bidder shall be returned to the successful Bidder has signed the Contract and furnished the required performance security.
  
- The bid security will be forfeited by Collector and Chairperson, DMF Sundargarh on account of one or more the following reasons:
  - If a bidder withdraws its bid during the period of bid validity
  
  - If the successful bidder fails to sign the contract in accordance with terms and conditions of this RFP.
  
  - In the case of a successful bidder, if the Bidder fails to sign the Contract or to furnish Performance Bank Guarantee within specified time

## 2.2 Clarifications

- Bidders requiring any clarification on the RFP may notify the Authority in writing by post or e-mail to the address in accordance with relevant Clause. They should send in their queries before the date mentioned in the Schedule of Bidding Process specified in relevant Clause, the Authority shall endeavor to respond to the queries within the period specified therein. The responses will be sent by post or e-mail. The Authority will forward all the queries and its responses thereto, to all Bidders without identifying the source of queries.
- Any Cancellation/ Addendum/ Corrigendum thus issued relating to RFP will be published in the Sundargarh District Website "[www.sundergarh.nic.in](http://www.sundergarh.nic.in)".

## 2.3 Sealing, Marking and Submission of Bids

- The Bidder shall provide all the information sought under this RFP. The Authority will evaluate only those Proposals that are received in the required formats and complete in all respect.
- The Proposal shall be typed or written in indelible ink and signed by the authorized signatory of the Bidder who shall also initial each page, in blue ink. All the alternations, omissions, additions or any other amendments made to the Proposal shall be initialized by the person(s) signing the Bid.
- The Bidder shall submit the Proposal in the format specified in relevant Clause, and seal it in envelopes.
- The documents accompanying the Proposal shall be placed in separate envelopes and marked as indicated below. The Proposal submission shall include:

### Technical Bid Submission

- Letter of Proposal in the prescribed format
- Bid Security (EMD) in the form of DD/TDR/STDR.
- Particulars of the Bidder
- CA certified Consolidated Turnover for Last 3 Years
- Technical Proposal Cover Letter
- Proof of Relevant Experience
- Presentation in respect of understanding of services, credentials and strategy to handle all the task

## Financial Bid Submission

- Proposal consisting of the Bidders' financial offer for the Project in the format set out in of this document.
- The financial proposal shall be inclusive of all incurred by the Firm/ Agencies towards Local site office, site visits, travel, documentation and communication etc., taxes, royalties, fees, taxes and charges, excluding GST, as applicable except those as prescribed in this RFP.
- The Authority reserves the right to reject any Financial Proposal which is conditional and non-responsive.
- **Envelopes shall be addressed to:**  
Chief Executive Officer, DMF, Sundargarh  
DMF Office, 1st Floor, of DRDA, Sundargarh  
At/Po/District-Sundargarh, Odisha  
PIN- 770001  
Contact Details- Ph.06622-273846  
**E-MAIL ADDRESS:** [dmfsundergarh@gmail.com](mailto:dmfsundergarh@gmail.com)

### **2.4 Performance Bank Guarantee**

- The successful Bidder at own expenses shall deposit the Bank Guarantee to Collector and Chairperson, DMF Sundargarh, within 15 (fifteen) days after the receipt of notification of award of the Contract (Letter of Award) from Collector and Chairperson, DMF Sundargarh. An unconditional and irrevocable Performance Bank Guarantee (PBG) from a Nationalized/Scheduled Commercial Bank acceptable to Collector and Chairperson, DMF Sundargarh, in the format prescribed in this RFP payable on demand, for the due performance and fulfillment of the Agreement by the Bidder.
- The Performance Bank Guarantee may be submitted as Bank guarantee from a Nationalized/Scheduled Commercial Bank.
- This Performance Bank Guarantee shall be for an amount equivalent to 5% of Total Project Cost. All incidental charges whatsoever such as premium, commission etc., with respect to the Performance Guarantee shall be borne by the Bidder. The Performance Guarantee shall be valid for six months post completion of the Project. Subject to the terms and conditions in the contract.

### **2.5 Failure to agree with the Terms and Conditions of the Bid/Contract**

- Failure of the Bidder to agree with the Terms and Conditions of the bid/Contract shall constitute sufficient grounds for the annulment of the award of contract, in which event the contract may be awarded to the next most responsive Bidder.

## 2.6 Bid Validity Period

The proposals shall be valid for a period of 90 days from the deadline of submission of Bids. On completion of the validity period, unless the Bidder withdraws proposal in writing, it will be deemed to be valid until such time that the Bidder formally (in writing) withdraws proposal.

## 2.7 Bidder Qualification

- The Bidder may Authorize a representative and shall submit a Certificate of authority. All Certificates and documents (including any clarifications sought and any subsequent correspondences) received hereby, shall, as far as possible, be furnished and signed by the authorized representative.
- The authorization shall be indicated by written Power of Attorney (as per Agency's format) accompanying the Qualification Bid.

## 3. Section III- Qualification and Evaluation Methodology

### 3.1 Pre-Qualification Criteria

S.No	Parameter	Criteria	Documentary Evidence
1	Legal Entity	Bidder should be a proprietorship /partnership firm or a company. In case of partnership firm, names and addresses of partners should be given. In case of company, names and addresses of directors should be given	i. For Sole/Prime Bidder Copy of Certificate of Incorporation and Copy of Memorandum of Associations (MOA), Articles of Association (AOA), duly signed by the authorized signatory of the bidder.
2	Financial Strength	Bidder should have a consolidated turnover of at least three crores during last three financial year including IT related activities including hardware deployment, training, content development and deployment business. Work orders and CA certificate should be submitted as supporting document.	Certificate from the statutory auditor / CA certified provisional figures clearly specifying the Consolidated turnover for the specified years. Notarized copy of the certificate should be submitted
3	Relevant Experience	Bidder should have experience of working with minimum five hundred (500) institutions /project sites on hardware deployment and training delivery. Work order / Purchase order should be produced.	Copy of work order + Completion Certificates+ Client Certificate from the client; OR Copy of Work Order + Self Certificate of Completion (Certified by CS/independent auditor of the bidding entity) + Client Certificate from the client OR

			Copy of work order + Phase Completion Certificates from the client + Client Certificate from the client;
4	Standards/ Certifications	The Bidder should possess Valid ISO 9001:2015 Certification	Copy of valid certificate
5	Joint Venture	The bidder may participate in Joint Venture with an NGO or Not For Profit Organization registered under the Societies Registration Act 1860 in order to increase the effectiveness of the service delivery.	Registration Certificate of the JV Partner.

### 3.2 Technical Evaluation Criteria

Proposals of only those Applicants who satisfy the Conditions of Eligibility will only be considered for detailed technical evaluation. In the first stage, the technical capability of the applicant will be evaluated and short listed for consideration of their presentation.

The scoring criteria to be used for evaluation shall be as follows:

S.No	Criteria	Points	Maximum Points
1	Consolidated turnover from training and content delivery in schools in last three years	Up to 3 Cr: <b>05 Points</b> Above 3 and below 10 Cr: <b>10 Points</b> Above 10 and below 15 Cr: <b>15 Points</b> Above 15 Cr: <b>20 Points</b>	<b>20</b>
2	Experience of project implementation	500 schools/sites: <b>10 Points</b> 501 to 1000/sites schools: <b>15 Points</b> 1001 to 1500 schools/sites: <b>20 Points</b> 1501 and above: <b>25 Points</b>	<b>25</b>
3	Project relevant experience.	At least one work order related to User training and content implementation: <b>15 Points</b> Two work orders related to user training and content implementation: <b>20 Points</b> More than two work orders related to user training and content implementation: <b>25 Points</b>	<b>25</b>
6	Technical Presentation Approach & Methodology Manpower Live Demo		<b>30</b>
<b>Total</b>			<b>100</b>

1. In case of Joint Venture the Lead Member must satisfy all the conditions of eligibility and evaluation.
2. To qualify the technical evaluation stage, the bidder must score a minimum of 70 marks. The Financial Bids of only those Bidders shall be considered for further evaluation who will achieve minimum score of 70 marks in technical evaluation
3. Documentary evidence (Citation, copy of completion / ongoing client certificate and work order / Contract) is required for all project experience.

4. In case project is on-going projects, a certificate to that effect should be furnished from the competent authority supported with Work Orders/ LoA.
5. Collector and Chairperson, DMF Sundargarh (or a nominated party) reserves the right to check/validate the authenticity of the information provided by the Bidder for Technical Evaluation criteria and the requisite support must be provided by the Bidder.

### 3.3 Financial Evaluation

In the second stage, the financial evaluation will be carried out as per this Clause. Each Financial Proposal will be assigned a financial score (SF).

For financial evaluation, the total cost indicated in the Financial Proposal (Format 9.12) and Illustration given in Annexure 2.

The Collector and Chairperson, DMF Sundargarh will determine whether the Financial Proposals are complete and unconditional. The cost indicated in the Financial Proposal shall be deemed as final and reflecting the total cost of services. Omissions, if any, in costing any item shall not entitle the firm to be compensated and the liability to fulfill its obligations as per the TOR within the total quoted price shall be that of the Agency. The lowest Financial Proposal (F<sub>M</sub>) will be given a financial score (S<sub>F</sub>) of 100 points. The financial scores of other proposals will be computed as follows:

$$S_F = 100 \times F_M / F$$

(F = Amount of Financial Proposal)

Provided that the bid is substantially responsive, the Authority shall correct arithmetical errors on the following basis:

If there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail and the total price shall be corrected, unless in the opinion of the Employer there is an obvious misplacement of the decimal point in the unit price, in which case the total price as quoted shall govern and the unit price shall be corrected;

- If there is an error in a total corresponding to the addition or subtraction of subtotals, the subtotals shall prevail and the total shall be corrected; and
- If there is a discrepancy between words and figures, the amount in words shall prevail, unless the amount expressed in words is related to an arithmetic error, in which case the amount in figures shall prevail subject to (a) and (b) above.

### 3.4 Final Evaluation of Bid

Collector and Chairperson, DMF Sundargarh will award the Contract to the Successful Bidder based on Quality Cum Cost Basis (QCBS). All the bids will be scrutinized/evaluated as per the criteria given in the RFP documents and a list of successful bidders will be evaluated on the QCBS pattern of 80:20 (Technical Bid - 80% weightage, Financial Bid - 20% weightage)

Proposals will finally be ranked according to their combined technical (S<sub>T</sub>) and financial (S<sub>F</sub>) scores as follows:

$$S = S_T \times T_w + S_F \times F_w$$

Where S is the combined score, and T and F are weights assigned to Technical Proposal and Financial Proposal that shall be 0.80 and 0.20 respectively.

## 4. SECTION – IV SCOPE OF WORK AND TERMS OF REFERENCE

### 4.1 Project Detail Scope

#### INFRASTRUCTURE AND RESOURCE PERSON

It is proposed that a bus installed with computers, Printer and Scanner with faculty on board, operate in a “hub and spoke model” resulting in the following benefits:

- Maximizing the utilization of hardware, as each bus will cover about 200-250 students daily.
- 2-3 teachers per bus are required for educating the Students.
- Reducing downtime on the buses & computer hardware, as the buses return to base every evening for any required maintenance
- Offering uninterrupted delivery tools by fitting generators on the buses and ensure that the entire lab works continuously without breakdown
- After Satisfactory performance the number of Computer Buses may be increased in other blocks of Sundargarh District.

The infrastructure has the potential of not only being used for formal Computer Education at schools but can also be leveraged for community development programs including those of adult literacy, health and social awareness.

More specifically the Learning Infrastructure will comprise of the following:

#### **(a) IT based Infrastructure**

- (i) A 55 seater bus, redesigned to a computer lab for 36 students accommodating 2 students to a terminal, with a generator facility
- (ii) Installation of 18 multimedia Computers (Laptops) on the bus with LAN cabling, a server, printer and if possible - Internet connectivity
- (iii) LCD projector Laptop for teaching theory classes in the school classroom.

#### **(b) Computer Education teaching-learning aids**

- (i) Student Activity Book with learning outcomes, notes & assessment activities for use by students based on computer skills learnt. Each student will be provided with one Student Activity Book
- (ii) Teacher Manual with learning outcomes, notes, teaching methodology, additional activities & assignment activities for use by teacher based on computer skills taught. Every bus will have at least four Teacher Manuals
- (iii) Resource CD with soft-copy teaching-learning aids and monitoring & assessment kit. At least two Resource CDs will be provided per bus.

Note: - Bidder has to quote CAPEX cost after considering terminal value of Bus and other IT based infrastructure at the end of the project. The ownership of the assets will vest with bidder after completion of the project.

**(c) Operation and Maintenance of Infrastructure**

- i. Three qualified Computer Teachers per bus, who will teach Computer skills based on the Program Manuals provided. They should have following education qualifications:
  - a. Graduation in any discipline with certification of PGDCA

**OR**

- b. Degree of Bachelor in Computer Application (BCA) and will be able to read, write and speak in Odia fluently.
- ii. Maintenance of infrastructure - including the bus and the IT hardware
- iii. One driver cum cleaner per bus

**(d) Educational services**

Computer Teacher's training to orient them for effective Program implementation, provide them with technical + pedagogical inputs and enhance their soft-skills

**(e) Classes**

- The students get hands-on computer practical per hour, approx. 200 -250 students per day
- 36 students will get theory of one hour duration simultaneously so each student will get 2 hrs. / week computer training

**(f) Time Line**

- i. One bus at one school
- ii. 6 hours of computer time is available per day on a bus, excluding 2 hours of travel time & lunch break For 6 days in a week.
- iii. By this process, in a year approximately 60 schools can be covered.

**(g) Monitoring**

- i. Bus should have GPS facility and CCTV coverage by which district administration can get track of the bus and monitor teaching environment by districts authorities.
- ii. At the central level, monitoring of the project will be through a separate cell to be opened in districts or blocks
- iii. One coordinator per 5 buses will be posted for reporting and coordinating all ongoing activities. The Coordinator submit the monthly report before 5<sup>th</sup> day of every month.

## 4.2 SYLLABUS OUTLINE

1. **Knowing computer:** What is Computer, Basic Applications of Computer; Components of Computer System, Central Processing Unit (CPU), VDU, Keyboard and Mouse, Other input/output Devices, Computer Memory, Concepts of Hardware and Software; Concept of Computing, Data and Information; Applications of IECT; Connecting keyboard, mouse, monitor and printer to CPU and checking power supply.
2. **Operating Computer using GUI Based Operating System:** What is an Operating System; Basics of Popular Operating Systems; The User Interface, Using Mouse; Using right Button of the Mouse and Moving Icons on the screen, Use of Common Icons, Status Bar, Using Menu and Menu-selection, Running an Application, Viewing of File, Folders and Directories, Creating and Renaming of files and folders, Opening and closing of different Windows; Using help; Creating Short cuts, Basics of O.S Setup; Common utilities.
3. **Understanding Word Processing:** Word Processing Basics; Opening and Closing of documents; Text creation and Manipulation; Formatting of text; Table handling; Spell check, language setting and thesaurus; Printing of word document
4. **Using Spread Sheet:** Basics of Spreadsheet; Manipulation of cells; Formulas and Functions; Editing of Spread Sheet, printing of Spread Sheet.
5. **Introduction to Internet, WWW and Web Browsers:** Basic of Computer networks; LAN, WAN; Concept of Internet; Applications of Internet; connecting to internet; What is ISP; Knowing the Internet; Basics of internet connectivity related troubleshooting, World Wide Web; Web Browsing software, Search Engines; Understanding URL; Domain name; IP Address; Using e-governance website.
6. **Communications and collaboration:** Basics of electronic mail; Getting an email account; Sending and receiving emails; Accessing sent emails; Using Emails; Document collaboration; Instant Messaging; Netiquettes.
7. **Making Small Presentation:** Basics of presentation software; Creating Presentation; Preparation and Presentation of Slides; Slide Show; Taking printouts of presentation / handouts
8. **Financial Literacy for Banking Scheme and Applications:** Why savings are needed, Why save in a bank, Banking products-ATM card, Banking Instruments-Cheque, Demand Draft (DD), Banking Services Delivery Channels, Know Your Customer (KYC), Opening of bank account and documents required, Types of bank accounts, Bank's services including remittances, loan, mobile banking, Overdraft, Pension etc., Pradhan Mantri Jan Dhan Yojana (PMJDY), password security and ATM withdrawal, Insurance, Social Security Schemes-Atal Pension Yojana (APY), Pradhan Mantri Suraksha Bima Yojana (PMSBY), Pradhan Mantri Jeevan Jyoti Bima Yojana (PMJJBY), Pradhan Mantri Mudra Yojana (PMMY).

Collector & Chairperson DMF Sundargarh reserve the right to include additional Syllabus and may assigned additional work to the Bidder.

## 5. SECTION V: PAYMENT SCHEDULE

Payments shall be made to the Agency as per the following Schedule:

Payment Schedule CAPEX and OPEX			
Sr.	Component	Milestone Description	% payment
1	CAPEX	• On Commissioning of Project	50% of CAPEX cost of the project value
		• After 1 Year of Project Commissioning	50% of CAPEX cost of the project value
2	OPEX	• Billed on a monthly basis for 5 years	OPEX cost to be paid on a monthly basis for a period of 5 years.

Notes:

- I. OPEX (Operation & Maintenance Cost) shall include of manpower deployment, training and capacity building, and required maintenance of setup (both ICT & non-ICT Components).
- II. Agency will be paid Operation & Maintenance Cost during O&M Phase for 5 years on Monthly basis
- III. Induction of additional number of buses into service can be recommended by the authority on satisfactory delivery of service agency.
- IV. After satisfactory performance, Collector and Chairperson DMF may extend to further 2 years after completion of 5 Years of OPEX cost

### 5.1 penalty

Penalty shall be deducted in the event of following at the rate detailed hereunder: -

1. (a) In the event of being failure to provide service in Computer Training Program working day due to any reason whatsoever, a deductions of @ Rs. 2500 per day shall be made from the monthly running on account (ROA) bill against the awarded amount per month.

(b) However, the recovery from the monthly ROA shall be restricted to ten Percent of the monthly awarded value.

2. (a) The absence from the Computer Training Program/ failure to provide service in Computer Training Program Shall not exceed Ten Days in any year of operation within the contract period. A year shall be considered for a period of continuous 365 days in this regard from the commencement of work.

(b) If the period of absence from the Computer Training Program /Failure to provide services in Computer Training Program exceeds Ten Days in a particular year, the matter shall be referred by work in – Charge to the Advisory Committee for taking appropriate action including Termination of the contract with forfeiture of security deposit including available retention money with Authority.

## **6. SECTION – VII FINANCIAL BID FORMAT AND INSTRUCTIONS**

### **6.1 General Instructions**

- a. Financial Bid needs to be submitted offline (separate envelope) as per the instructions given in the RFP in the format prescribed in this section.
- b. Bidder should provide all prices as per the prescribed format under this Section.
- c. All the prices are to be entered in Indian Rupees (INR) only
- d. Prices indicated in the schedules shall be inclusive of all taxes, Levies, duties, Transportation including GST prices. The prices should also specify Five-year support cost as per provided formats.
- e. It is mandatory to provide breakup of all Taxes, Duties and Levies wherever asked for.
- f. Collector and Chairperson, DMF Sundargarh reserves the right to ask the Agency to submit proof of payment against any of the taxes, duties, levies indicated.
- g. The Agency needs to account for all Out of Pocket expenses due to Boarding, Lodging and other related items.
- h. The successful bidder shall not object to the upward or downward variation in quantities of any item within the variation limits.
- i. Payment for additional quantities within the variation limit shall be made at tender rates and the tender rates shall be valid for entire duration of the contract.
  - j. No claim shall be entertained or become payable for price variation of additional quantities
  - k. Bidder shall be bound to give same or more % of discount on the list price of the OEMs on the future purchases (additional purchases within the contract period) by Collector and Chairperson, DMF Sundargarh. Bidder shall ensure that the future products supplied are of latest specifications as per the OEM roadmap.
  - l. For the purpose of evaluation of Financial Bids, Collector and Chairperson, DMF Sundargarh shall make appropriate assumptions to arrive at a common Bid price for all the bidders. This however shall have no co-relation with the Contract value or actual payment to be made to the Bidder.
  - m. Collector and Chairperson, DMF Sundargarh also intends to utilize various rates obtained through this tender for requirements across various departments. Bidders are requested to factor this larger demand and give the best possible rate to Collector and Chairperson, DMF Sundargarh.
  - n. Agency should refer to the Tender for details on the technical/functional requirements of the system and the benchmark specifications for the items mentioned in the Financial Formats.
  - o. Line items mentioned in the Financial Formats are for representation purpose and Agency may propose alternate technology / solution (with proper justification). Bidders are required to suitably add line items / merge the cost components depending upon their proposed solution.
  - p. No escalations of prices will be considered under any circumstances.
  - q. Bidders must carefully read the Scope, Technical & Functional Requirements and the SLAs mentioned in this RFP and accordingly propose the software, hardware, accessories and services and their respective quantities required to completely meet the requirements of this RFP.

## **7. GENERAL SECTION – VIII FORMATS FOR THE TECHNICAL BID**

### **7.1 Instructions on Preparation of the Technical Proposal**

#### **a. Bidder's Competence to execute the project**

This document should bring about the capability of the firm to execute this project. Some of the required documents are as follows:

- Experience in Similar projects

#### **b. Technical Proposal:** The technical proposal should specify the following:

- Understanding of the Project
- Clear articulation and description of the design and technical/functional solution.
- Details of the complete solution proposed
- Integration approach with existing Infrastructure
- Reasoning for selection of the proposed technology over other options.
- Strength of the Bidder to provide services including examples or case-studies of similar solutions deployed for other clients
- Presentation on Approach and Methodology for Management of Agreement Requirements specified in the bid. Bidder is required to clearly articulate how the Agreement requirements would be adhered after signing of the agreement.

**This Tender Notice shall be deemed to be part of the Contract Agreement**

## 1. FORMAT FOR PARTICULARS OF THE BIDDER

Details of the Bidder (Company)		
A	Name of the Bidder	
B	Address of the Bidder	
C	Year of Incorporation	
D	Registration Number & Registration Authority	
E	Legal Status (Public/Private)	
F	Name & Designation of the Authorized person to whom all references shall be made regarding this RFP	
G	Telephone No. (with STD Code)	
H	E-Mail of the Contact person:	
I	Website	
K	Financial Detail (Organization's turnover of last three financial years)	FY 18-19:
		FY 17-18:
		FY 16-17:
L	GSTIN Number	
M	PAN	
N	EMD Details	

Date:  
Representative

Signature of Authorized

Name of Agency:

Full Address:

Telephone No.:

## **2. BIDDERS CONSOLIDATED TURNOVER FOR LAST 3 FINANCIAL YEARS**

Date: DD/MM/YYYY

To

**Collector and Chairperson  
District Mineral Foundation,  
Sundargarh (Odisha) Pin 770001**

**Subject:** "Selection of Implementing Agency/ Firm for Supplying of Mobile Computer Buses to reach rural schools and to provide free computer education to generate interest in learning and to increase the quality of education in 5 blocks (Koida, Lahunipada, Gurundia, Balisankara and Hemgir) of Sundargarh District for a Period of 5 Years"

(RFP No: \_\_\_\_\_ Dated: \_\_/\_\_/\_\_\_\_)

Sir/ Madam,

I have carefully gone through the Terms & Conditions contained in the RFP Document for "Selection of Implementing Agency/ Firm for Supplying of Mobile Computer Buses to reach rural schools and to provide free computer education to generate interest in learning and to increase the quality of education in 5 blocks (Koida, Lahunipada, Gurundia, Balisankara and Hemgir) of Sundargarh District for a Period of 5 Years"

I hereby declare that below are the details regarding Overall Consolidated turnover over last 3 financial years for our organization.

Sr. No.	Details	Consolidated Turnover			TOTAL
		Year 2015-16	Year 2016-17	Year 2017-18	
1	Consolidated Turnover of Bidder				

Yours Sincerely,

Signature of Authorized Representative

Name of Agency:

Full Address:

Telephone No.:

Note: CA Certificate to be attached

### **3. Format for Technical Proposal Cover Letter**

Date: DD/MM/YYYY

To

**Collector and Chairperson  
District Mineral Foundation,  
Sundargarh (Odisha) Pin 770001**

**Sub:** Submission of Technical Compliance Proposal

Ref: "Selection of Implementing Agency/ Firm for Supplying of Mobile Computer Buses to reach rural schools and to provide free computer education to generate interest in learning and to increase the quality of education in 5 blocks (Koida, Lahunipada, Gurundia, Balisankara and Hemgir) of Sundargarh District for a Period of 5 Years"

(RFP No: \_\_\_\_\_ Dated: \_\_/\_\_/\_\_\_\_)

Sir/ Madam

Having examined the RFP, the receipt of which is hereby duly acknowledged, we, the undersigned, offer to product and services as required and outlined in the RFP. We attach hereto our responses to Technical Compliance Criteria.

We confirm that the information contained in these responses or any part thereof, including the exhibits, and other documents and instruments delivered or to be delivered to Collector and Chairperson, DMF Sundargarh is true, accurate, verifiable and complete. This response includes all information necessary to ensure that the statements therein do not in whole or in part mislead the department in its short-listing process.

We fully understand and agree to comply that on verification, if any of the information provided here is found to be misleading the selection process, we are liable to be dismissed from the selection process or termination of the contract during the project, if selected to do so.

We agree for unconditional acceptance of all the terms and conditions set out in the RFP document and also agree to abide by this RFP response for a period of 90 days from the date fixed for bid opening.

We hereby declare that in case we are chosen as successful bidder, we shall submit the PBG in the form prescribed in the RFP. We do hereby undertake, that until a contract is prepared and executed, this bid together with your written acceptance thereof, the RFP and placement of letter of intent awarding the contract, shall constitute a binding contract between us.

We agree that you reserve the right in absolute sense to reject all or any of the products/ services specified in the RFP response with or without assigning any reason whatsoever.

Date:

Signature of Authorized Representative

Name of Agency:

Full Address:

Telephone No.

#### 4. Format for Relevant Experience

Sl. No.	Name of Project	Year of Project	Page Number
1			
2			
3			
4			

#### Detailed Project Experience

Project Information	
Name of the project	
Client Name	
Name and contact details of the client	
Description of the project	
Scope of services	
Start date	
Completion date	
Duration of the project	
Other Relevant Information (if any)	

Please check (v) on the supporting documents enclosed:

- Work Order received from Client
- Agreement signed between Bidder and Client
- Client Certificate/ others (if any)

## 5. Format for Financial Bid

**Selection of Implementing Agency for Computer on Wheels Project in Five Blocks Block (Koida, Lahunipada, Hemgir, Gurundia and Balisankara) for providing access to knowledge of Computer Education and to increase Computer Literacy among the rural School Children in Sundargarh District for a period of 5 years**

### A. CAPEX Cost (For each bus)

Sr. No	Particular	Total Cost	Total applicable Taxes including GST	Total Cost (3 + 4)
1	2	3	4	5
1	CAPEX IT Hardware, Software & Installations etc.			
		Total CAPEX for each bus		
		Total CAPEX for 5 Nos. Buses		

### B. OPEX Cost (For each bus)

Sr. No	Particular	Total Cost	Total applicable Taxes including GST	Total Cost (3 + 4)
1	2	3	4	5
1	Operation and Maintenance cost for 5 years including Manpower Resources, Training Support as per specification in RFP billed on a monthly basis			
		Total OPEX for each bus		
		Total OPEX for 5 Nos. Buses		

### Consolidated Cost Sheet

Sr. No.	Item	Total Amount
1	CAPEX for 5 Nos. Buses	
2	OPEX for 5 Nos. Buses	
	<b>Grand Total (CAPEX+OPEX) for 5 Nos. Buses</b>	
<b>In Words</b>		

#### Note: -

- Bidder has to quote CAPEX cost after considering terminal value of Bus and other IT based infrastructure at the end of the project.
- Bidder will quote prices of all the items mentioned above inclusive of all taxes, insurance and Transportation up to destination
- Any conditional bids shall be summarily rejected.
- Price should be inclusive of Five Year Warranty and support for project.
- Grand Total cost (CAPEX+OPEX) of financial bid will be considered for evaluation purpose.

Date:

Signature of Authorized Representative

Name of Agency:

Full Address:

Telephone No.

## Annexure 1

### QUALITY COST BASED SYSTEM Illustration

#### STAGE 1: TECHNICAL BIDS EVALUATION

Bidder Details	Technical Mark Obtained
Bidder - 1	92
Bidder - 2	85
Bidder - 3	55 *
Bidder - 4	75

\*Since the eligible technical score should be 70 & above, bidder 3 is rejected

#### STAGE 2: FINANCIAL BID EVALUATION

Bidder Details	Amount
Bidder - 1	1,30,000
Bidder - 2	1,20,000
Bidder - 4	1,00,000

#### Stage 3: Conversion of financial bid amount to score

Bidder Details	Financial Bid Amount	Financial Score ( $F_M/F \times 100$ )
Bidder - 1	1,30,000	$100000/130000 \times 100 = 76.92$
Bidder - 2	1,20,000	$100000/120000 \times 100 = 83.33$
Bidder - 4	1,00,000	100

$F_M$  = Lowest Financial Bid,  $F$  = Quoted Amount

#### Consolidated Technical & Financial Score

Bidder Details	Technical Score	Financial Score
Bidder 1	92	76.92
Bidder 2	85	83.33
Bidder 4	75	100

**Stage 4: Combined Technical and Financial Score (CTFS)**

**With Weightage 80:20**

<b>Bidder Details</b>	<b>Applying weights for the Technical Score &amp; Financial Score</b>	<b>CTFS</b>	<b>Rank of the Bidder</b>
Bidder - 1	$92*(80/100) + 76.92*(20/100)$	<b>88.98</b> (73.6+15.38)	L1
Bidder - 2	$85*(80/100) + 83.33*(20/100)$	<b>84.66</b> (68+16.66)	L2
Bidder - 4	$75*(80/100) + 100*(20/100)$	<b>80</b> (60+20)	L3