

**ZONE-I****Request For Bid  
for**

**IMPLEMENTAION OF RANI LAXMIBAI ATMA RAKSHA PRASHIKSHAN – SELF DEFENSE  
TRAINING UNDER SAMAGRA SHIKSHA FOR GIRL STUDENTS – 6<sup>th</sup> TO 12<sup>th</sup> ( SECONDARY)  
CLASSES OF SCHOOLS UNDER GOVERNMENT MANAGEMENT IN ANDHRA PRADESH FOR THE  
YEAR 2025-26**

**Government of Andhra Pradesh  
Department of School Education**



**समग्र शिक्षा  
Samagra Shiksha**



**O/o the State Project Director, Samagra Shiksha,  
KBC Boys High School Premises,  
Opposite Rythu Bazar, Patamata,  
Vijayawada, Krishna District, Andhra Pradesh – 520010**

## Disclaimer

The information contained in this Request For Bid (the “RFB”) document and/or subsequently provided to Bidder(s) in connection to this RFB, whether verbally or in document or in any other form, by or on behalf of the State Project Director, Andhra Pradesh Samagra Shiksha Society, Government of Andhra Pradesh (hereafter referred to as the “Authority”) or any of its employees or advisors, is provided to the Bidder(s) on the terms and conditions set out in this RFB document and all other conditions subject to which such information is provided in writing.

This RFB document is intended to be and is hereby issued only to the prospective Bidders. The purpose of this RFB document is to provide the Bidder(s) with information to assist the formulation of their Bids. This RFB document does not purport to contain all the information that each Bidder may require. This RFB document may not be appropriate for all persons, and it is not possible for the Authority, its employees, or advisors to consider the investment objectives, financial situation and particular needs of each Bidder who reads or uses this RFB document. The assumptions, assessments, statements, and information contained in the RFB document may not be comprehensive, complete, accurate, or adequate. Each Bidder shall, therefore, conduct its own investigations and analysis and shall check the accuracy, adequacy, correctness, reliability and completeness of the assumptions, assessments, statements, and information contained in this RFB document and where necessary obtain independent advice from appropriate sources. The Authority, its employees and advisors make no representation or warranty and shall incur no liability under any law, statute, rules, or regulations as to the accuracy, adequacy, correctness, reliability, or completeness of the RFB document.

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The Authority also accepts no liability of any nature whether resulting from negligence or otherwise howsoever caused arising from reliance of any Bidder upon the statements contained in this RFB document.

The Authority may in its absolute discretion, but without being under any obligation to do so, update, amend or supplement the information, assessment or assumptions contained in this RFB document before the last date of Bid submission with reasonable time to Bidders to submit modifications, if any.

The issue of this RFB document does not imply that the Authority is bound to select a Bidder or to appoint the selected Bidder, as the case may be and the Authority reserves the right to reject all or any of the Bids without assigning any reason whatsoever.

The Bidder shall bear all the costs associated with or relating to the preparation and submission of its Bid including but not limited to preparation, copying, postage, delivery fees, expenses associated with any demonstrations or presentations which may be required by the Authority, or any other costs incurred in connection with or relating to its Bid. All such costs and expenses will remain with the Bidder and the Authority shall not be liable in any manner whatsoever for the same or for any other costs or other expenses incurred by a Bidder in preparation or submission of the Bid, regardless of the conduct or outcome of the Bidding Process.

## 1. Request for Bid

The State Project Director, Andhra Pradesh Samagra Shiksha Society (“APSSS”), Government of Andhra Pradesh (“GoAP”) (hereinafter referred to as “**Authority**”) requests bids from eligible firms (hereinafter referred to as “**Bidder**” or “**Vendor**”) through Government of Andhra Pradesh (“GoAP”) e-procurement portal i.e., <https://tender.approcurement.gov.in>

IMPLEMENTAION OF RANI LAXMIBAI ATMA RAKSHA PRASHIKSHAN – SELF  
DEFENSE TRAINING UNDER SAMAGRA SHIKSHA FOR GIRL STUDENTS – 6th to  
12th ( SECONDARY) CLASSES OF SCHOOLS UNDER GOVERNMENT  
MANAGEMENT IN ANDHRA PRADESH FOR THE YEAR 2025-26

The **Authority** reserves the right to accept / reject all or any of the Bids submitted towards the RFB without assigning any reason thereof.

**State Project Director, Andhra Pradesh Samagra Shiksha Society.**

## RFB Data Sheet

	Particulars	Details
1.	Bid Inviting and Accepting Authority hereinafter referred to as the “ <b>Authority</b> ”	State Project Director, Andhra Pradesh Samagra Shiksha Society, Government of Andhra Pradesh.
2.	Method of Selection	<b>Quality base selection (QBS)</b>
		1 Following the ranking of the Technical Proposals, the selection is based on quality only (QBS), the top 3 rankers are invited to negotiate the Contract.
3.	GoAP E-Procurement Portal	<a href="https://tender.apecurement.gov.in">https://tender.apecurement.gov.in</a>
4.	Contract Period	The State Project Director invites interested and eligible organizations/firms in the field of Rani Laxmibai Atma Raksha Prashikshan- Self Defense Training programme for Girl Students of 6 <sup>th</sup> to 12 <sup>th</sup> ( Secondary) classes of Schools under Government management in Andhra Pradesh for 2 months
5.	RFB Reference Number	< SS-21023/13/2022-GCDOSS-21023/13/2022-GCDO-1.>
6.	Availability of RFB documents	From 14.08.2025 up to 23.08.2025 at 05:30 PM <a href="https://tender.apecurement.gov.in">https://tender.apecurement.gov.in</a>
7.	Last Date of submission of Bid	23.08.2025, 5:30 P.M.
8.	Bid Processing Fee	<b>Rs.25,000/-</b> Non-Refundable. This shall be paid through online Electronic Payment Gateway service provisioned on the GoAP e-procurement portal.
9.	Earnest Money Deposit (EMD)	<p>The EMD of <b>Rs-2,00,250 (Rupees Two Lakhs two hundred fifty only)</b> shall be submitted in the form of Unconditional Bank Guarantee in favour of the State Project Director, Andhra Pradesh Samagra Shiksha Society, Government of Andhra Pradesh. Copy of the Bank Guarantee to be uploaded in the GoAP e- procurement portal.</p> <p style="text-align: center;">(or)</p> <p>The Bidder shall pay EMD amount through online transaction through the Electronic Payment Gateway service provisioned on the GoAP’s e-procurement portal in favour of the State Project Director, Andhra Pradesh Samagra Shiksha Society, Government of Andhra Pradesh.</p> <p>The EMD submitted by the unsuccessful bidders shall be return without interest after finalization of the tender.the EMD of the successful bidder shall be returned without interest after successful completion of the entire contract obligations, as applicable.</p>

10.	Pre-Bid Meeting Date, Time, and Venue	On 18.08.2025 at 10:00 AM, In the O/o The State Project Director, Samagra Shiksha, KBC Boys High School Premises, Opposite Rythu Bazar, Patamata, Vijayawada, Krishna District, Andhra Pradesh – 520010. E-Mail- <a href="mailto:apssastategcdo@gmail.com">apssastategcdo@gmail.com</a> Phone: 9490186805
11.	Date and Time for Opening of Bid in the GoAP e- procurement portal	On 25.08.2025 at 11:00 AM, In the O/o The State Project Director, Samagra Shiksha, KBC Boys High School Premises, Opposite Rythu Bazar, Patamata, Vijayawada, Krishna District, Andhra Pradesh – 520010.
12.	Bid Validity Period	The Bid shall remain valid up to a period of at least <b>90 days</b> from the last date for submission of the Bid.

## SECTION – 1

**PREAMBLE:**

Empowering the girl student to fight back against crime is the aim of this training programme. Even in this modern era, violence against girl students is common and there comes the need to learn the techniques of self-defence. Girl student needs to learn practical defence techniques in a safe environment from experienced and friendly martial arts instructors. Under Samagra Shiksha, this programme for girl students is a great way to relieve stress and learn valuable self-defence skills.

This program blends a great physical workout with practical real-life self-defence techniques and is ideal for girl students. Samagra Shiksha provides realistic, effective self-defence training for girl students studying in Govt. Schools and Colleges of 6<sup>th</sup> to 12<sup>th</sup> classes. The girl students get awareness, prevention, risk reduction, risk avoidance and self-realization of their own physical power through this training. These tools greatly increase personal protection options to combat crime. When one can recognize and respond effectively to potentially dangerous situations, they are more confident in their everyday activities. The purpose of the training is to provide the student with short-term goals of self-protection that reinforce the long-term goal of earning the black belt.

At this backdrop, the school going girl students are the worst sufferers and they have every chance of being affected. Sometimes, the girls have to travel alone on a long way from their home to reach a Secondary or Higher Secondary School either on foot or by bicycle or by bus. The parents habitually stoop to this apprehension and restraint the girl children to attend schools regularly. Herein lay chances of dropout the girls from their secondary or higher secondary schools.

The State Project Director is to outsource the entire Training delivery to **Private Martial Art Training Academies or Institutions as partners** for the roll out. These **Private Martial Art Training Academies or Institutions should be able to provide training instructors** to give training in Self-defence in the selected schools for 1335 in Zone-I consisting of ANAKAPALLI (243 Schools), ASR (171 Schools), MANYAM (148 Schools),

SRIKAKULAM (392 Schools), VISAKHAPATNAM (112 Schools) AND VIZIANAGARAM (269 Schools) of the State Government.

This Expression of interest is intended to shortlist the partners for providing following 2 months self-defence training in all the Government High Schools/Colleges situated in the State of Andhra Pradesh for the girl students of 6<sup>th</sup> to 12<sup>th</sup> ( Secondary) classes of Schools under Government management. The actual figure of schools/colleges may vary at the time of final allocation.

## **2.PROGRAMME:**

The entire programme is scheduled for 2 months during the academic year 2025-26 covering 20 classes and duration of each class shall be 90 minutes. The course will be provided mainly on the techniques of self-defence to the girl students.

The Karate training taught through the Self-defence programme not only fights the external enemies but also fights the inner enemies such as anger, frustration, temptations and helps to face the problems of life with confidence and ease.

## **3. Scope of Work:**

The State Project Director invites interested and eligible organizations/firms in the field of Rani Laxmibai Atma Raksha Prashikshan- Self Defense Training programme for Girl Students of 6<sup>th</sup> to 12<sup>th</sup> ( Secondary) classes of Schools under Government management in Andhra Pradesh. Agencies / Organization will be selected based on the evaluation of proposal submitted by the Training Partners in response to the RFP.

- Empowering the girl student to fight back against crime is the aim of this training programme. Even in this modern era, violence against girl students is common and there comes the need to learn the techniques of self-defense. Girl student needs to learn practical defense techniques in a safe environment from experienced and friendly martial arts instructors. Under Samagra Shiksha, this program for girl students is a great way to relieve stress and learn valuable self-defense skills.
- This program blends a great physical workout with practical real-life self-defense techniques and is ideal for girl students. Samagra Shiksha provides realistic, effective self-defense training for girl students studying in Govt. Schools and Colleges from 6<sup>th</sup> to 12<sup>th</sup> ( Secondary) classes .



- The girl students get awareness, prevention, risk reduction, risk avoidance and self-realization of their own physical power through this training. These tools greatly increase personal protection options to combat crime. When one can recognize and respond effectively to potentially dangerous situations, they are more confident in their everyday activities.
- The purpose of the training is to provide the student with short-term goals of self-protection that reinforce the long-term goal of earning the black belt. At this backdrop, the school going girl students are the worst sufferers and they have every chance of being affected. Sometimes, the girls must travel alone on a long way either from their home to reach a Secondary or Higher Secondary School on foot or by bicycle or by bus. The parents habitually stoop to this apprehension and restraint the girl children to attend schools regularly. Herein lay chances of dropout the girls from their secondary or higher secondary schools.
- The State Project Director as per the provisions and sanctions made by Government of India for Self Defense Training under the Rani Laxmibai Atma Raksha Prashikshan scheme to impart training on self-defense for girls studying across girl students studying in Govt. Schools and Colleges of 6<sup>th</sup> to 12<sup>th</sup> classes in 1335 Secondary Schools of Andhra Pradesh.
- This RFP is intended to shortlist the agencies for providing 20 classes and duration of each class shall be 90 minutes over 2 months self-defense training in all the Government schools situated in the State of Andhra Pradesh for the girl students in Govt. Schools and Colleges of 6<sup>th</sup> to 12<sup>th</sup> (Secondary) classes.
- Deployment of Self-Defense Trainer: A trainer, specialized/skilled/qualified in at least one of the style /forms of martial arts (as mentioned) shall be appointed and deployed by the service provider agency to carry out the training in the allocated schools.
- Following forms of martial arts from which self-defense techniques will be taught to the girl students during the training in schools:
  - Physical Techniques
  - Scenario-based Training
  - Taekwondo
  - Karate
  - Judo
  - Guard Breaker Techniques
  - Dynamic Defense Drill

- Foundational Fitness Techniques
  - Sparring Techniques
  - Striking and Defense Flow
  - Preparation Protocols
  - Foundational Defense Dynamics
  - Skill Sequencing
  - Block Techniques
  - Striking-Escaping Techniques
  - Krav Maga
  - Wrestling Boxing Drills
  - Kickboxing Techniques
  - Jiu-Jitsu Basics
  - Grappling and Ground Defense
  - Weapon Defense
  - Mental Conditioning and Situational Awareness
- The service provider agency shall provide certificates to the students on completion of training program.
  - Physical Education teacher/trainer shall be coordinator for this activity at school level under the guidance of Head of the School and shall participate in the training as trainee to ensure that the training can be carried out smoothly.
  - Online Monitoring Tool: The District Educational Officer / Addl Project Director will provide online Monitoring tool, to monitor the self-defense training delivery at school on real time basis.
  - In every district, the top students and trainers will be identified for further support and guidance in self-defense training, including participation in competitions and other activities, fostering awareness about regional, national and Commonwealth Games. This initiative aims to cultivate a larger pool of skilled individuals moving forward.
  - Create testimonials and display best practices by creating a repository of training videos featuring girl students, trainers, school principals, and any other relevant stakeholder.

#### 4. THE SYLLABUS FOR THE SELF DEFENSE SKILLS TRAINING:

##### Training Aspects:

Training in the dojo (Training hall) is different in its methods. This involves keeping to a strict time-table accepting the rhythm of group work with the presence of an instructor who will guide their progress in stages and correct their mistakes. The girl students enter the class after the rituals and respect paid with sincerity to the training hall and Instructor. The students are expected to follow a code of strict discipline throughout the class.

- 3.1. Historical background of karate-do and principles of ki-ai (super power); vulnerable areas of the body.
- 3.2. Body conditioning and flexibility exercises.
- 3.3. Different types of stances, punches, hokos and balancing; blocking techniques (uke-waza) and kicks.
- 3.4. Different Katas (forms).
- 3.5. Complete basic karate, perfect kicks, blocks and attacks with movements.
- 3.6. Self-defense tactics. Advanced exercises of Kumites.
- 3.7. Ippon-kumite (one-step sparing techniques).
- 3.8. Samban-kumite (three-step sparing techniques).
- 3.9. Kyo-kushi-kukumite [1-3] (pre-planned fighting).
- 3.10. No-contact fighting.
- 3.11. Ju-kumite (full-contact fighting with guards).
- 3.12. Shiai-kumite (contest-sparing techniques).
- 3.13. Very high proficiency in performance of karate basic, fighting and Kata
- 3.14. Specialization training can be (a) Katas, (b) karate teaching methods, (c) Shiai (contests) or (d) Kobudo weapons training.

S.N O	Name of the Martial art	session wise syllabus	class		
			6 <sup>th</sup>	7 <sup>th</sup> and 8 <sup>th</sup>	9 <sup>th</sup> , 10 <sup>th</sup> , 11 <sup>th</sup> and 12 <sup>th</sup>
1	1st Month Syllabus	Day 1	Pre-Test BASIC----- Warmup exercises, Punches	Pre-Test Warmup Exercises, Punches, Stans	Pre-Test Warmup exercises , High kick Arm Grab Defence

S.N O	Name of the Martial art	session wise syllabus	class		
			6 <sup>th</sup>	7 <sup>th</sup> and 8 <sup>th</sup>	9 <sup>th</sup> , 10 <sup>th</sup> , 11 <sup>th</sup> and 12 <sup>th</sup>
2		Day 2	Warmup exercises and Fist	Elbows: Front elbow, back elbow, face elbow, down elbow	Act of turning in and fitting into the ground
3		Day 3	Warmup and Elbow Technique s	Fist: Front fist, side fist, down fist, reverse fist, back fist	Act of Balance breaking ,Turning kick /Turning Back
4		Day 4	Blocks: X- Upper Block, X- Down Block	X-down block, X- Upper block, inner middle block, outer middle block	Handle Techniques ,Learning human weak points ,Body Throw.
5		Day 5	Blocks: Inner Middle Block, Outer Middle Block,Dou ble hand Down block,Dow n block & Upper block	Double hand down block, down block, upper block	Throat Choke Techniques,Higher technique Arm Grab Defense ,physical defense techniques for a front attack .
6		Day 6	Kicks: Rising Kick, Inside to Outside, Outside to Inside	Rising kick, inside to outside, outside to inside	Act of Balance breaking ,Joint Locks and Hold Down Techniques
7		Day 7	Kicks: Side kick, Front kick, Turning kick,	Lowerbelt kick, turning kick, front kick, side kick	Kicking ,punching,blocking,thr owing ,falling, escaping etc .Punch blocking and knee strikes .

S.N O	Name of the Martial art	session wise syllabus	class		
			6 <sup>th</sup>	7 <sup>th</sup> and 8 <sup>th</sup>	9 <sup>th</sup> , 10 <sup>th</sup> , 11 <sup>th</sup> and 12 <sup>th</sup>
			Lowerbelt Kick		
8		Day 8	Moving down punch, face punch, middle punch	Scissor outside to inside, scissor back kick jumping	Elbow strikes and punch blocking , Throwing, Fall and Stances
9		Day 9	Moving front fist, side fist	Front leg hooking kick, turnora kick	Kicking techniques ,Defense Against Chokes ,punching,blocking,th rowing ,falling, escaping etc .Punch blocking and knee strikes .
10		Day 10	Practicing of all technique s learned from Day 1 to Day 09	Practicing of all techniques learned from Day 1 to Day 09	Take down defense ,front and round house kicking
11	2nd Month Syllabus	Day 11	Middle Punch &Pushing Kick Basic Technique s: Neck Attack	Moving punches Neck attack, Head attack	Nice leg sweep ,punching basics and footwork
12		Day 12	Face Punch, Turning Kick Knife Attack	Moving elbows Knife attack	Two turns and ground fighting , escapes from mount and guard.
13		Day 13	Down Punch, Lower kick Kidnappin g & Catching attacks	Moving Fist Hair ang back hug attack	Striking and defense techniques

S.N O	Name of the Martial art	session wise syllabus	class		
			6 <sup>th</sup>	7 <sup>th</sup> and 8 <sup>th</sup>	9 <sup>th</sup> , 10 <sup>th</sup> , 11 <sup>th</sup> and 12 <sup>th</sup>
14		Day 14	Rising kick & Front fist Hand Catch	Moving blocks Kidnapping	Physical defense techniques for a front attack.
15		Day 15	Side fist, Down fist, Back fist Front kick, Ap chagi	Scissor lower kick, Scissor turning kick Scissor lower kick, Scissor turning kick Inward twist joint lock, Press joint lock	Strategies for staying safe in public places .
16		Day 16	Elbows: Down elbow, Face elbow Round house kick	Scissor front kick, Scissor side kick Catching hand	Joint locks and hold down techniques.
17		Day 17	Scissor outside to inside, Scissor back kick jumping Twisting kick	Warmup, Referee movement, Player movement , Fighting movement, meditation Finger snap	Grappling techniques , Spin hit techniques.
18		Day 18	Front leg hooking kick Pushing Kick	Jumping front kick, jumping side kick Back leaning, Hand pulling	Fighting stances , Ground fighting controls and turns .
19		Day 19	Warmup and Turnora kick Outward	Scissor Rising kick, Scissor inside outside Tripping up,	Blocking ,Kicking ,defense ,bear hug techniques

S.N O	Name of the Martial art	session wise syllabus	class		
			6 <sup>th</sup>	7 <sup>th</sup> and 8 <sup>th</sup>	9 <sup>th</sup> , 10 <sup>th</sup> , 11 <sup>th</sup> and 12 <sup>th</sup>
			Twist, Joint lock	Tripping snap	
20		Day 20	Evaluation Post test	Evaluation Post test	Evaluation Post test

## 5. SERVICE TERMS:

Following Service Level Terms will have to be adhered by the selected Martial Arts Training Institution.

- 5.1 Complete the syllabus as per the timeline.
- 5.2 Conduct practical sessions as per the syllabus.
- 5.3 Facilitate good exposure of self-defence by the girls.
- 5.4 Arrange/facilitate the training keeping in view of the future sustenance of the training.

## 6. TIMINGS OF THE SELF DEFENSE CLASSES:

- 6.1 Every instructor who has been provided by Training Academy has to take two/three classes per week up to 20 classes and duration of each class shall be 90 minutes
- 6.2 Timing of these classes should be according to the instructions of the Headmaster/Principal of the school/college.
- 6.3 The PETs concerned have to be present during the sessions commenced by the professionals.
- 6.4 Please specify the mandatory classes to be taken for practical classes.

7. **COVERAGE:** The programme has to cover all the 1335 Government Schools.

## 8. CERTIFICATION:

The service provider / agency shall be accountable for ensuring that certification of trainees is completed within 20 sessions of training completion.

**9.ELIGIBILITY AND QUALIFICATION CRITERIA:**

The bidding firm should comply with the following eligibility criteria. The Bidder must submit documentary evidence in support of their claim for fulfilling the criteria mentioned here in below. The bids received without the documentary evidence shall be rejected summarily. Non-compliance of any eligibility criteria shall lead to disqualification of the concerned Bidder at the Technical Bid stage.

S. No	Eligibility Criteria	Documentary Proof
1	<p>The Bidder member should be a company must be a registered company under the Indian Companies Act, 1956 or the Indian Companies Act, 2013 or Limited Liability Partnership Firm registered under Limited Liability Partnership Firm Act 2008 or any amendments thereafter or a Society/ Trust registered under Registration Act, 1860 or the Act, 1882 and or any other applicable statute conforming to the rules laid down by the concerned State Government.</p> <p>The Bidder should be in Existence for at least Three years as of 31st March 2024.</p> <p>The bidder should be a single entity and no kind of consortium is allowed for the bid.</p>	<p>Certificate of Incorporation by the Registrar of Companies along with memorandum of Association and Articles of Association.</p> <p>Copy of Registered Partnership Deed.</p> <p>In case of Trust/ Society, Valid Registration of respective Government Department.</p> <p>(All the Shareholder / Directors / Partners / Trustees of the entity shall be Indian resident only)</p>
2	The Bidder should have valid documentary proof of GST registration number and PAN Card	Copy of GST registration Certificate and PAN card
3	The Bidder should have an Average Turnover of Minimum Rs.20.00 Lakhs in the last 3 financial years i.e. (FY 2022-2023, 2023-2024 & 2024-2025).	Turnover Certificate from Chartered Accountant with UDIN Number along with Audited financial statements / ITR for the three previous financial years i.e. (FY 2022-2023,2023-2024 & 2024-2025).
4	The firm should have experience of conducting training/workshop for Similar Project to students Central Government, State Government schools during the last three financial years i.e. F.Y. 2022-23, 2023-24, 2024-25	Copy of Work Order/ Contract and Work Completion Certificate



5	The firm should have at least 50 trainers specialized in at least one of the styles of martial arts (on rolls / contract)	List of Trainers with Copy of certificate in any style of martial art
6	Non-Blacklisting: The bidder should not have been blacklisted by any of the Central Government Department and any State Department / PSU on account of corrupt or fraudulent practices.	Notarized non-blacklisting certificate.
7	Authorized Representative from Bidder: A power of attorney / Board resolution in the name of the person signing the bid	Power of Attorney (Notarized) / Board resolution

## 10. BID EVALUATION:

**Quality Based Selection (QBS)** method will be followed during the overall selection process. Based on the evaluation of the technical Bid, the qualified bidders shall be ranked highest to lowest scores in accordance to the marks obtained during the evaluation stage.

The bidder securing the highest evaluated Score will be awarded the certain number of schools observing due procedure. The decision of the Evaluation Committee will be final in allotment of schools to successful bidders.

## 11. Evaluation Criteria :

Sl. No	Scoring Parameters	Basis for Valuation	Division of Marks	Max.Marks
1	The Bidder should be in Existence for at least Three years as of 31st March 2025.	3-4 Years	10 Marks	20
		More than 4 Years and up to 6 Years	15 Marks	
		More than 6 Years	20 Marks	
2	The bidder should have an Average annual turnover of minimum INR 20.00 Lakhs in the last 3 financial years (FY 2022-2023, 2023-2024& 2024-2025).	More than Rs. 20.00 lakhs and up to Rs. 30 Lakhs	10 Marks	20
		More than Rs. 30 Lakhs and up to Rs. 50 Lakhs	15 Marks	
		More than Rs. 50 Lakhs	20 Marks	
3	The firm should have experience of conducting training/ workshop for Similar* Project for the students across – Central Government, State Government	More than 100 schools and up to 150 schools	15 Marks	30
		More than 150 schools and up to 200 schools	20 Marks	
		More than 200 schools	30 Marks	

	schools and colleges during the last three financial years i.e. F.Y. 2022-23, 2023-24, 2024-25.  * Here Similar project experience means: "Project for conducting training/workshop on Self Defense / Safety security for Students/Candidates			
4	No. of trainers specialized in at least one of the styles of martial arts and certificate.	More than 50 and up to 75 Trainers	15 Marks	25
		More than 75 to up to 100 Trainers	20 Marks	
		More than 100 Trainers	25 Marks	
5	Trainers Experience in Self-Defense(Ressume)	More than 7 years of experience	5 marks	5
		Minimum 5 years of experience	2 marks	
	Total			100

## 12. PROJECT IMPLEMENTATION TIMELINE ::

The project duration shall be for 60 Days. The Successful bidder shall complete the project within 60 Days from the date of issue of work order.

According to the provisions of the GR dated 01.12.2016, there is a provision of 0.5% per week and maximum 5% of Contract Value as penalty to be levied on the successful bidder in case of non-completion of deliverables of the project.

**Award of Work Order:** After evaluation, the top 3 bidders as per secured marks will be awarded a certain number of schools as per below-mentioned criteria

S.No	Bidder technical score	Percentage of schools to be awarded
1	1st Highest-scored bidder (H-1)	45%
2	2nd Highest scored bidder (H-2)	30%
3	3rd Highest scored bidder (H-3)	25%

The decision of the Evaluation Committee will be final in the allotment of schools to successful bidders.

**Note-****Allocation Policy in Case of Multiple H1 Status-**

In the event a bidder emerges as H1 for more than two zones, allocation will be restricted to a maximum of two zones per bidder to ensure fair distribution and risk mitigation. The following principles will apply:

**1. Priority of Allocation**

The bidder will be allocated the two zones where they were ranked H1 and have the highest technical score (or as per tender conditions).

This approach ensures wider participation, avoids monopolization, and reduces operational and financial risks associated with awarding multiple zones to a single bidder

**13. PAYMENT TERMS::****Trainer Honorarium:**

The trainer will be paid Rs. 10,000 per school as honorarium after completion of Self Defense Training in the concerned schools as certified by the Head Master and concerned APC, Samagra Shiksha. The honorarium of the trainer will be paid directly to the agency bank account.

**Agency Management charges:**

The successful bidder agency will be paid Rs.1000/- per school after completion of Self Defense Training in the concerned schools as certified by the Head Master and concerned APC, Samagra Shiksha. The Management charges will be paid to the successful bidder agency after distribution of certificates to the trained students in all allotted schools.

**Performance evaluation:**

- a. The curriculum for the self-defense course across the martial arts taught to students ,class wise is designed.
- b. Based on the curriculum, Evaluation parameters should be designed for the course.
- c. Training agency should have a website (Mandatory), trainer profile details should be shared with technical team (TCS) through API.
- d. School allotment should be done for the trainers by the training agency and API should be shared with TCS.
- e. APC will give generate ID for the trainers, Trainer captures attendance under FRS.
- f. Trainer honorarium will be paid based on the attendance through FRS.
- g. Certificates should be given to the course completed students.

## SECTION: 2

This section includes important information related to RFP.

### 1. GENERAL INFORMATION AND GUIDELINES

- The Department invites bids through this Request for Proposals (“RFP”) from eligible Bidders as per the scope of work of this RFP.
- Any contract that may result from this bidding process will be effective from the date of signing of the contract and shall, unless terminated earlier in accordance with its terms, continue for a period as per RFP
- The Department reserves the right to extend the Contract on mutually agreed terms and conditions at the sole discretion of the Department, subject to any obligations under law of the Department.
- Bids must be received not later than the time, date and venue mentioned in the RFP. Bids that are received late or after the due date of submission WILL NOT be considered in this procurement process.
- While every effort has been made to provide comprehensive and accurate background information and requirements and specifications, Bidders must perform their own research and survey, and form conclusions about the solution needed to meet the requirements provided herein.
- All the information supplied by Bidders shall be treated as contractually binding on them, on successful award of the assignment by the Department on the basis of this RFP.
- No commitment of any kind, contractual or otherwise shall exist unless and until a formal written contract has been executed by or on behalf of the Department with the Successful Bidder.
- Any notification of preferred Bidder status by the Department shall not give rise to any enforceable rights by the Bidder. Department may cancel this public procurement at any time, prior to a formal written contract being executed by or on behalf of the Department.
- This RFP supersedes and replaces any previous public documentation and communications, and Bidders should place no reliance on such communications.
- All figures of costs, project values and others shall be mentioned in Indian Rupees only.
- No Bidder shall submit more than one Bid for the Project

## 2.2. INSTRUCTIONS TO BIDDER SUBMISSION OF PROPOSALS

Bidding documents can be seen and downloaded from the website [www.apecprocurement.gov.in](http://www.apecprocurement.gov.in). The bid document must be submitted only in electronic format on the website as per timeline mentioned in Notice Details.

As part of the bid, bidder should submit the technical & commercial bid online in soft copy as follows:

- Bids shall be treated as invalid if scan copies are not submitted online along with bid.
- Bidders should submit concerned information & self-certified scanned copies in.pdf format.
- Bidder must ensure that the information furnished in submitted documents for technical bid does not contain any commercial items/ prices. If any commercial information is present in technical bid, the Department reserves the right to reject the bidder.
- Any deviations in format may make the Bid liable for rejection.
- Bidders are encouraged to visit the Department to familiarize themselves with the requirements and obtain any information required.
- It is required that all the Bids submitted in response to this RFP should be unconditional in all respects, failing which the Department reserves the right to reject the Bid.
- It shall be the responsibility of the Bidder to re-check that each page of the requisite document uploaded as a part of the bid is indexed, stamped and duly signed by an authorized signatory.
- Department reserves the right to accept or reject any or all tenders without assigning any reasons.
- Prior to Contract award, the Employer will verify that the successful Bidder is not disqualified by the any previous contract due to noncompliance with contractual SEA/SH prevention and response obligations. The Employer will conduct the same verification for each key resource proposed by the successful Bidder. If any proposed resource does not meet the requirement, the Employer will require the Bidder to propose a replacement resource.

## 2.3. COMPLETENESS OF RESPONSE

- The Bidders are advised to study all instructions, forms, terms, requirements and other information in the RFP documents carefully. The submission of bid shall be deemed to have been done after careful study and examination of the RFP document with full understanding of its implications.
- The response to this RFP should be full and complete in all respects. Failure to furnish all information required by the RFP document or submission of a bid not substantially responsive to the RFP document in every respect will be at the bidder's risk and may result in rejection of its Bid.

## **2.4. PROPOSAL PREPARATION COST:**

- The Bidder shall be responsible for 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 of Bid, in providing any additional information required by the Department to facilitate the evaluation process, and all other related activities of the Bid process.
- This RFP does not commit the Department to award a contract or to engage in negotiations. Further, no reimbursable cost shall be incurred in anticipation of award of the Contract for implementation of the Project.

## **2.5. RIGHT TO TERMINATION**

The Department may terminate the RFP process at any time and without assigning any reason. The Department makes no commitments, express or implied, that this process will result in a business transaction with anyone. This RFP does not constitute an offer by the Department. The bidder's participation in this process may result in the Department selecting the bidder to engage towards execution of the contract. In the event of such termination, EMD shall be returned, without any interest.

## **2.6. AUTHENTICATION OF BIDS**

The Bid document should be completely read and understood by the Bidder, the various terms and conditions mentioned in the RFP would be binding upon the Bidder. The Bidder should make a declaration of the same in his Technical Bid. A letter of authorization in the name of the person signing the Bid documents shall be supported by a written Power-of-attorney/Board Resolution accompanying the Bid and must be included in the concerned Technical Bid.

## **2.7. INTERLINEATION OF BIDS**

The bid shall contain no interlineations or erasures. In case of any overwriting, the place needs to be signed by the Authorized signatory.

## **2.8. LATE BIDS**

The bids submitted after the due date and the specified time (including the extended period if any) for any reason whatsoever, shall not be entertained.

## **2.9. PATENT CLAIM**

In the event of any claim asserted by a third party of infringement of copyright, patent, trademark or industrial design rights arising from the use of the solution or any part thereof, the Bidder shall expeditiously extinguish such claim.

## **2.10. INTELLECTUAL PROPERTY RIGHTS**

- During and after the end of the contract period or on surrendering or termination of contract, data /content /e-content/ any information generated during this period only for the execution of this project, Department shall own exclusive Intellectual Property Rights of the same, the

Bidder / any associated member of Bidder cannot claim for any rights on the same.

- Department shall own the IPR of the code that would be written in the process of customization of existing solution to meet the requirements of RFP. For this purpose, the Bidder shall handover to the Department, the related source code of the developed or customized software exclusively for this project and the rights of entire data, including backups.
- The Bidder shall hand-over all the raw data to the Department on a regular basis. The department shall own the IPR for e-content created solely as the part of this project. Nothing in this clause shall apply if the software/e-content is being developed and/or provided by the bidder on a non-exclusive license basis.

## SECTION-3

### General Conditions of Contract (GCC)

#### 3.1. Governing Law

Any dispute related to this RFP arising out of any particulars mentioned herein will be subject to jurisdiction of courts located at Andhra Pradesh, Vijayawada only.

#### 3.2. Settlement of Disputes

The performance of the contract is governed by the terms and conditions of the contract, in case disputes arise between the parties regarding any matter under the contract, Party of the contract may send a written Notice of Dispute to the other party. The Party receiving the Notice of Dispute will consider the Notice and respond to it in writing within 30 days after receipt. If that party fails to respond within 30 days, or the dispute cannot be amicably settled within 60 days following the response of that party.

#### 3.3. Arbitration:

- In the case of dispute arising, upon or in relation to, or in connection with the contract between the Department and the successful Bidder, which has not been settled amicably, any party can refer the dispute for Arbitration under (Indian) Arbitration and Conciliation Act, 1996. Such disputes shall be referred to an Arbitral Tribunal consisting of three arbitrators, one each to be appointed by the Department and the successful Bidder, the third arbitrator shall be chosen by the two arbitrators so appointed by the parties and shall act as Presiding Arbitrator. In case of failure of the two arbitrators, appointed by the parties to reach a consensus regarding the appointment of the third arbitrator within a period of 30 days from the date of appointment of the two arbitrators, the Presiding arbitrator shall be appointed by the Department, and any statutory modification or re- enactment thereof, shall apply to these arbitration proceedings.
- Arbitration proceedings shall be held in concern district of Andhra Pradesh and the language of the arbitration proceedings and that of all documents and communications between the parties shall be English.
- The decision of the majority of arbitrators shall be final and binding upon both parties. The expenses of the arbitrators as determined by the arbitrators shall be shared equally by the Department and the successful Bidder. However, the expenses incurred by each party in connection to the preparation, presentation shall be borne by the party itself. All arbitration awards shall be in writing and shall state the reasons for the award.

#### 3.4. Taxes and Duties

The Successful Bidder shall be entirely responsible for all taxes, stamp duties, license fees, and other such levies imposed including Goods and Service Tax (GST).

#### 3.5. Confidential Information

The Department and the successful Bidder shall keep confidential and shall not, without the written consent of the other party hereto, divulge to any third party any documents, data, or other information furnished directly or indirectly by the other party hereto in connection with the Contract, whether such information has been furnished prior to, during or following completion or termination of the Contract.



The Department shall not use such documents, data, and other information received from the successful Bidder for any purposes unrelated to the Contract. Similarly, the successful Bidder shall not use such documents, data, and other information received from Department for any purpose other than the design, procurement, or other work and services required for the performance of the contract.

### **3.6. Change in laws and Regulation**

Unless otherwise specified in the Contract, if after the date of the Invitation for Bids, any law, regulation, ordinance, order or bylaw having the force of law is enacted, promulgated, abrogated, or changed that subsequently affects the Delivery Date and/or the Contract Price, then such Delivery Date and/or Contract Price shall be correspondingly increased or decreased, to the extent that the successful Bidder has thereby been affected in the performance of any of its obligations under the Contract.

### **3.7. Force Majeure**

The successful Bidder shall not be liable for forfeiture of its Performance Security, liquidated damages, or termination for default if and to the extent that it's delays in performance or other failure to perform its obligations under the Contract is the result of an event of Force Majeure. Force Majeure shall not cover the price fluctuation of components.

For purposes of this Clause, Force Majeure means an event or situation beyond the control of the successful Bidder that is not foreseeable, is unavoidable, and its origin is not due to negligence or lack of care on the part of the successful Bidder. Such events may include, but not be limited to, acts of state in its sovereign capacity, wars or revolutions, fires, floods, explosions, epidemics, pandemics, quarantine restrictions, strikes, lockouts, act of God and freight embargoes.

If a Force Majeure situation arises, the successful Bidder shall promptly notify the Department in writing of such conditions and the cause thereof. Unless otherwise directed by Department in writing, the successful Bidder shall continue to perform its obligations under the Contract as far as it is reasonably practical and shall seek all reasonable alternative means for performance not prevented by the Force Majeure event.

### **3.8. Extension of Time**

If at any time during performance of the Contract, the Successful Bidder encounter conditions impeding timely delivery of the Services, the successful Bidder shall promptly notify Department In writing of the delay, its likely duration, and its cause. As soon as practicable after receipt of the Successful Bidder 's notice, Department shall evaluate the situation and may at its discretion extend the successful Bidder 's time for performance in writing. Delay by the Successful Bidder in the performance of its Delivery and Completion obligations shall render the Bidder liable for disqualification for any further bids in Department, unless an extension of time is agreed mutually.

Notwithstanding anything contained herein, the appropriate authority, without initiating a fresh bidding process / RFP, in its sole and exclusive discretion, has the power to extend the contract further subject to satisfactory performance of the agency. Renewal of the contract would be at the sole discretion of Andhra Pradesh Samagra Shiksha.

### 3.9. Termination

- a) Department may, without prejudice to any other remedy for breach of Contract, terminate this Contract in case of the occurrence of any of the events specified
- b) If the successful Bidder does not remedy a failure in the performance of their obligations under the Contract, within thirty (30) days after being notified in writing or within any further period as Department may have subsequently approved in writing.
- c) If the successful Bidder becomes insolvent or goes into liquidation, or receivership whether compulsory or voluntary.
- d) If the successful Bidder, in the judgment of Department has engaged in corrupt or fraudulent practices in competing for or in executing the Contract.
- e) If the successful Bidder submits to the Department a false statement which has a material effect on the rights, obligations or interests of Department.
- f) If the successful Bidder places itself in a position of conflict of interest or fails to disclose promptly any conflict of interest to Department.
- g) If the successful Bidder fails to provide the quality services as envisaged under this Contract, Department may make judgment regarding the poor quality of services, the reasons for which shall be recorded in writing. Department may decide to give one chance to the successful Bidder to improve the quality of the services.
- h) If the successful Bidder fails to comply with any final decision reached as a result of arbitration proceedings.
- i) If, as the result of Force Majeure, the successful Bidder is unable to perform a material portion of the Services for a period of not less than 60 days
- j) In any event, Department is entitled to terminate if and only if the breach is not remedied within a stipulated time period.
- k) In the event Department terminates the Contract in whole or in part, pursuant to point of GCC

Department may procure, upon such terms and in such manner as it deems appropriate, services similar to those undelivered or not performed, and the successful Bidder shall be liable to Department for any additional costs for such similar services. However, the successful Bidder shall continue performance of the Contract to the extent not terminated.

### 3.10. Conflicts of Interest

- a) A Bidder shall not have a conflict of interest that may affect the Selection Process or the Solution delivery (the "Conflict of Interest"). Any Bidder found to have a Conflict of Interest shall be disqualified. In the event of disqualification, the Department shall forfeit and

appropriate the EMD, if available, as mutually agreed genuine pre-estimated compensation and damages payable to the Purchaser for, inter alia, the time, cost and effort of the Department including consideration of such Bidder's Proposal, without prejudice to any other right or remedy that may be available to the Department hereunder or otherwise.

- b) The Department requires that the Bidder provides solutions which at all times hold the Department's interest's paramount, avoid conflicts with other assignments or its own interests, and act without any consideration for future work. The Bidder shall not accept or engage in any assignment that would be in conflict with its prior or current obligations to other clients, or that may place it in a position of not being able to carry out the assignment in the best interests of the Department.

**c) Bidder shall be deemed to have a Conflict of Interest affecting the Selection Process, if:**

- i. The Bidder, or Associates (or any constituent thereof) and any other Bidder, or Associate (or any constituent thereof) have common controlling shareholders or other ownership interest; provided that this disqualification shall not apply in cases where the direct or indirect shareholding or ownership interest of an Bidder, its Member or Associate (or any shareholder thereof having a shareholding of more than 5 per cent of the paid up and subscribed share capital of such Bidder, Member or Associate, as the case may be) in the other Bidder, or Associate is less than 5% (five per cent) of the subscribed and paid up equity share capital thereof. For the purposes of this Clause, indirect shareholding held through one or more intermediate persons shall be computed as follows:
- ii. Where any intermediary controlled by a person through management control or otherwise, the entire shareholding held by such controlled intermediary in any other person (the "Subject Person") shall be taken into account for computing the shareholding of such controlling person in the Subject Person; where a person does not exercise control over an intermediary, which has shareholding in the Subject Person, the computation of indirect shareholding of such person in the Subject Person shall be undertaken on a proportionate basis: provided, however, that no such shareholding shall be reckoned under this Sub-clause if the shareholding of such person in the intermediary is less than 26% (twenty-six per cent) of the subscribed and paid-up equity shareholding of such intermediary; or
- iii. a constituent of such Bidder is also a constituent of another Bidder; or
- iv. such Bidder or its Associate receives or has received any direct or indirect subsidy or grant from any other Bidder or its Associate; or
- v. such Bidder has the same legal representative for purposes of this Application as any other Bidder; or
- vi. such Bidder has a relationship with another Bidder, directly or through common third parties, which puts them in a position to have access to each other's' information about, or to influence the Application of either or each of the other Bidder; or
- vii. there is a conflict among this and other assignments of the Bidder (including its personnel and other members, if any) and any subsidiaries or entities controlled by such Bidder or having common controlling shareholders. The duties of the Bidder will depend on the circumstances of each case.
- viii. A firm hired to provide solutions for the implementation of any project, and its members

or Associates, will be disqualified from subsequently providing goods or works or services related to the same project.

### 3.11. Code of Integrity

No official of a procuring entity or a Bidder shall act in contravention of the codes which includes

#### a) Prohibition of

- i. making offer, solicitation or acceptance of bribe, reward or gift or any material benefit, either directly or indirectly, in exchange for an unfair advantage in the procurement process or to otherwise influence the procurement process.
- ii. Any omission, or misrepresentation that may mislead or attempt to mislead so that financial or other benefit may be obtained, or an obligation avoided.
- iii. Any collusion bid rigging or anticompetitive behavior that may impair the transparency, fairness and the progress of the procurement process.
- iv. improper use of information provided by the procuring entity to the bidder with an intent to gain unfair advantage in the procurement process or for personal gain.
- v. any financial or business transactions between the bidder and any official of the procuring entity related to tender or execution process of contract, which can affect the decision of the procuring entity directly or indirectly.
- vi. any coercion or any threat to impair or harm, directly or indirectly, any party or its property to influence the procurement process.
- vii. obstruction of any investigation or auditing of a procurement process.
- viii. making false declaration or providing false information for participation in a tender process or to secure a contract.

#### b) disclosure of conflict of interest.

Disclosure by the bidder of any previous transgressions made in respect of the provisions of sub-clause (a) with any entity in any country during the last three years or of being debarred by any other procuring entity.

In case of any reported violations, the procuring entity, after giving a reasonable opportunity of being heard, comes to the conclusion that a bidder or prospective bidder, as the case may be, has contravened the code of integrity, may take appropriate measures.

### 3.12. Corrupt or fraudulent practices

Department requires that the successful bidder must observe the highest standard of ethics during the performance and execution of this contract. For this purpose, the following definitions of unethical behavior will be assumed:

1. "Corrupt practice" means offering, giving, receiving or soliciting of anything in value or

- favor to influence the action of Department official in contract executions, and
2. “Fraudulent practice” means a misrepresentation of facts in order to influence execution of a contract to the detriment of the interests of the Department.
  3. In case of any Bidder being found to be indulging in unethical practices, Department may terminate the contract and take legal action against Successful bidder as well as recover amount of liquidated damage. Department may also declare the Successful bidder blacklisted either indefinitely or for a stated period, for bidding in future works.

### 3.13. General Conditions

- Successful Bidder shall be deemed, to have exhaustively examined the RFP, to obtain all information and clarifications on all matters whatsoever, that might affect the carrying out of the work and to have satisfied himself as to the adequacy of the Bid. Bidder is deemed to have known the scope, nature and magnitude of the work and as to all work he should complete in accordance with the contracts, whatever be the defects, omissions or errors that may be found in the Bid document.
- Any negligence or omission or failure on the part of the successful bidder in obtaining necessary and reliable information as stated above or on any other matter affecting the successful Bidder shall not relieve him from any risks or liabilities or the entire responsibility for completion of the work in accordance with the Bid Document.

### 3.14. Exit management or Transition

Upon the termination of contract, successful Bidder shall execute the following responsibilities:

1. Successful Bidder shall start executing the knowledge transfer process to Department or any agency nominated Department before day of exit. In case the knowledge transfer is not complete before the date of exit of successful bidder, Department shall extend the date of exit and Bidder shall exit only after the complete knowledge transfer is done. Completion of this process shall be approved by Department.
2. Successful Bidder shall document technical and non-technical areas and handover the same to Department before the exit.
3. All documents, source codes, data dump or any other deliverables / material created only as a part of the project shall be handed over by the bidder to Department before the exit. Bidder to provide Knowledge transfer of entire source code exclusively developed under the project to Department post Go-Live and periodically share the source code to Department with required knowledge transfer. Nothing in this clause shall apply if the software/e-content is being developed and/or provided by the bidder on a non-exclusive license basis.

### 3.15. Limitation of Liability

1. The aggregate liability of Successful Bidder (whether in contract, tort, negligence, strict liability in tort, by statute or otherwise) for any claim in any manner related to this Agreement, including the work, deliverables or Services covered by this Agreement or any third-party claims, shall be the payment of direct damages only which shall in no event exceed the total value of the contract payable under this Agreement.
2. In no event shall either party be liable for any consequential, incidental, indirect, special or punitive damage, loss or expenses (including but not limited to business interruption, lost business, lost profits, or lost savings) nor for any third-party claims even if it has been advised of their possible existence.
3. The allocations of liability in this Section represent the agreed and bargained for understanding of the parties and compensation for the Services reflects such allocations. Each Party has a duty to mitigate the damages and any amounts payable under an indemnity that would otherwise be recoverable from the other Party pursuant to this Agreement by taking appropriate and commercially reasonable actions to reduce or limit the amount of such damages or amounts subject to the limit set hereinabove.

### 3.16. Binding Clause

All decisions taken by the Department regarding the processing of this tender and award of contract shall be final and binding on all parties concerned.

### 3.17. Change Orders

The Department may, at any time, by written order given to Successful bidder make changes within the scope of the contract in any one or more of the following:

1. Designs, specifications, requirements which software or service to be provided under the Contract are to be specifically developed / rendered for the Department
2. The Services to be provided by the successful bidder.
3. Training of personnel of Department in terms of hours/subjects will be without any additional cost.
4. If any such change causes an increase or decrease in the cost of, or the time required for, the successful bidder's performance of any provisions under the Contract, equitable adjustments shall be made in the Contract Price or delivery schedule, or both, and the Contract shall accordingly be amended. Any claims by the successful bidder for adjustment under this clause must be asserted within thirty (30) days from the date of the successful bidder's receipt of the Department's change order.
5. The Department reserves the right to increase or decrease the quantity of the required goods and/or services up to 25% (Twenty Five Percent) at any time, till final delivery date (or the extended delivery date of the contract), by giving reasonable notice even though the quantity ordered initially has been supplied in full.

### 3.18. Additional Instructions to Bidders

1. Work Order(s) will be issued subject to availability of funds.
2. Successful bidders will be provided all the necessary information pertaining to the project by Department.
3. All the rules and regulations of GFR, FMP Manuals, GTC on Gem 4.0 (Version 1.5) & CVC Guideline shall apply.
4. OEM and its resellers are not permitted to participate simultaneously in the same Bid.

Section-4

Annexure

**Cover Letter****(On Bidder's Letterhead)****Dated:** \_\_\_\_\_**To,**\_\_\_\_\_,  
\_\_\_\_\_,  
\_\_\_\_\_,  
\_\_\_\_\_**Sub:** Submission of proposal for "RFP Name"**Ref. tender Id:** \_\_\_\_\_ **-dated:** \_\_\_\_\_

Dear Sir,

having examined the bid, the receipt of which is hereby duly acknowledged, we, the undersigned, offer to provide the professional services as required and outlined in the bid for the we attach hereto our responses to requirements prescribed in the RFP.

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 the \_\_\_\_\_, are 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 \_\_\_\_\_ 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 bidding process, we are liable to be dismissed from the bidding 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 bid document and also agree to abide by this bid response for the bid validity period as mentioned in the RFP. We hereby declare that in case the contract is awarded to us, we shall submit the contract Performance Security as per the applicable format. We agree that you are not bound to accept any bid response you may receive.



We also agree that you reserve the right in absolute sense to reject all or any of the products/ services specified in the bid response. It is hereby confirmed that I/We are entitled to act on behalf of our company/ corporation/ firm/ organization and empowered to sign this document as well as such other documents, which may be required in this matter.

Signature of Authorized Signatory (with official seal)

Name:

Designation:

Address:

Telephone and Fax:

E-mail address:

**Bidder's Financials**  
**(On Letterhead of Bidder's Chartered Accountant)**

**To,**

\_\_\_\_\_,  
 \_\_\_\_\_,  
 \_\_\_\_\_,  
 \_\_\_\_\_,

**Subject:** Financial information of Bidder

Dear Sir,

This is to certify that the Annual Turnover of **M/s.** \_\_\_\_\_ for the following financial years are as under.

<b>Sr. No</b>	<b>Financial Year</b>	<b>Annual Turnover (in INR )</b>
1	2022-2023	
2	2023-2024	
3	2024-2025	

Average Annual Turnover of the Bidder in Financial Years ( \_\_\_\_\_ ) is  
 INR \_\_\_\_\_ (Indian National Rupees \_\_\_\_\_)

**Yours sincerely**

\_\_\_\_\_  
 Signature of Authorized Signatory (with official seal)

Name:

Designation:

Address:

Telephone & Fax:

E-mail Address:

UDIN:

**Declaration for Manpower  
(On Bidder's Letterhead)**

**Dated:** \_\_\_\_\_

**To,**

\_\_\_\_\_,  
\_\_\_\_\_,  
\_\_\_\_\_,  
\_\_\_\_\_

**Ref. tender Id:** \_\_\_\_\_ **dated:** \_\_\_\_\_

**Subject: Declaration for Manpower**

Dear Sir,

We **M/s.** \_\_\_\_\_ -, hereby declare that we have more than \_\_\_\_\_ numbers of experienced professional personnel and especially skilled staff to support the program of work.

Thanking you

Signature of Authorized Signatory (with official seal)

Name:

Designation:

Address:

Telephone and Fax:

E-mail address

**Self-Certificate for Non-Blacklisted**  
**(On Bidder's Letterhead)**

**To,**

\_\_\_\_\_,  
\_\_\_\_\_,  
\_\_\_\_\_,  
\_\_\_\_\_

**Ref. Bid No** \_\_\_\_\_ **dated:** \_\_\_\_\_

Dear Sir,

We **M/s.** \_\_\_\_\_ hereby confirm that we have not been blacklisted or Debarred in any State Govt./Municipal Corporations/Central Govt./any State Govt. Organizations, Urban Local Body and/or its Undertaking company during last 3 years ending last day of the previous month of date of NIT.

Thank you

Signature of Authorized Signatory (with official seal)

Name:

Designation:

Address:

Telephone and Fax:

E-mail address

**Format for Power of Attorney****(On non-judicial stamp paper of appropriate value & notarized)****Dated:** \_\_\_\_\_**To,**

\_\_\_\_\_,

\_\_\_\_\_,

\_\_\_\_\_,

\_\_\_\_\_

**Ref. tender Id:** \_\_\_\_\_ **dated:** \_\_\_\_\_ -**POWER OF ATTORNEY**

We, **M/s.** \_\_\_\_\_ (name of the firm or company with address of the registered office) hereby constitute, appoint and authorize Mr. or Ms. \_\_\_\_\_ (Name and residential address) who is presently employed with us and holding the position of \_\_\_\_\_ as our Attorney to do in our name and our behalf all or any of the acts, deeds or things necessary or incidental to our RFP for \_\_\_\_\_ including signing and submission of the RFP response, participating in the meetings, responding to queries, submission of information or documents and generally to represent us in all the dealings with Client or any other Government Agency or any person, in connection with the works until culmination of the process of bidding till the Agreement is entered into with \_\_\_\_\_ and thereafter till the expiry of the Project Agreement.

We hereby agree to ratify all acts, deeds and things lawfully done by our said Attorney pursuant to this power of attorney and that all acts, deeds and things done by our aforesaid Attorney shall and shall always be deemed to have been done by us.

Dated \_\_\_\_th day of \_\_\_\_\_

(Signature and Name of authorized signatory)

Seal of firm Company

Witness 1:

Witness 2:

## Appendix to Technical Part

### Code of Conduct for Contractor's Personnel Form

#### CODE OF CONDUCT FOR CONTRACTOR'S PERSONNEL

We are the Contractor, *[enter name of Contractor]*. We have signed a contract with *[enter name of Employer]* for *[enter description of the Works]*. These Works will be carried out at *[enter the Site and other locations where the Works will be carried out]*. Our contract requires us to implement measures to address environmental and social risks related to the Works, including the risks of sexual exploitation, sexual abuse and sexual harassment.

This Code of Conduct is part of our measures to deal with environmental and social risks related to the Works. It applies to all our staff, laborers and other employees at the Works Site or other

**Note to the Bidder:**

**The minimum content of the Code of Conduct form as set out by the Employer shall not be substantially modified.** However, the Bidder may add requirements as appropriate, including to take into account Contract-specific issues/risks.

The Bidder shall initial and submit the Code of Conduct form as part of its bid.

places where the Works are being carried out. It also applies to the personnel of each subcontractor and any other personnel assisting us in the execution of the Works. All such persons are referred to as “**Contractor's Personnel**” and are subject to this Code of Conduct.

This Code of Conduct identifies the behavior that we require from all Contractor's Personnel.

Our workplace is an environment where unsafe, offensive, abusive or violent behavior will not be tolerated and where all persons should feel comfortable raising issues or concerns without fear of retaliation.

#### REQUIRED CONDUCT

Contractor's Personnel shall:

1. carry out his/her duties competently and diligently;
2. comply with this Code of Conduct and all applicable laws, regulations and other requirements, including requirements to protect the health, safety and well-being of other Contractor's Personnel and any other person;
3. maintain a safe working environment including by:
  - a. ensuring that workplaces, machinery, equipment and processes under each person's control are safe and without risk to health;
  - b. wearing required personal protective equipment;
  - c. using appropriate measures relating to chemical, physical and biological substances and agents; and
  - d. following applicable emergency operating procedures.

4. report work situations that he/she believes are not safe or healthy and remove himself/herself from a work situation which he/she reasonably believes presents an imminent and serious danger to his/her life or health;
5. treat other people with respect, and not discriminate against specific groups such as women, people with disabilities, migrant workers or children;
6. not engage in Sexual Harassment, which means unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature with other Contractor's or Employer's Personnel;
7. not engage in Sexual Exploitation, which means any actual or attempted abuse of position of vulnerability, differential power or trust, for sexual purposes, including, but not limited to, profiting monetarily, socially or politically from the sexual exploitation of another;
8. not engage in Sexual Abuse, which means the actual or threatened physical intrusion of a sexual nature, whether by force or under unequal or coercive conditions;
9. not engage in any form of sexual activity with individuals under the age of 18, except in case of pre-existing marriage;
10. complete relevant training courses that will be provided related to the environmental and social aspects of the Contract, including on health and safety matters, and Sexual Exploitation, and Abuse (SEA) and Sexual Harassment (SH);
11. report violations of this Code of Conduct; and
12. not retaliate against any person who reports violations of this Code of Conduct, whether to us or the Employer, or who makes use of the grievance mechanism for Contractor's Personnel or the project's Grievance Redress Mechanism.

## RAISING CONCERNS

If any person observes behavior that he/she believes may represent a violation of this Code of Conduct, or that otherwise concerns him/her, he/she should raise the issue promptly. This can be done in either of the following ways:

1. Contact [*enter name of the Contractor's Social Expert with relevant experience in handling gender-based violence, or if such person is not required under the Contract, another individual designated by the Contractor to handle these matters*] in writing at this address [ ] or by telephone at [ ] or in person at [ ]; or
2. Call [ ] to reach the Contractor's hotline (*if any*) and leave a message.

The person's identity will be kept confidential, unless reporting of allegations is mandated by the country law. Anonymous complaints or allegations may also be submitted and will be given all due and appropriate consideration. We take seriously all reports of possible misconduct and will investigate and take appropriate action. We will provide warm referrals to service providers that may help support the person who experienced the alleged incident, as appropriate.

There will be no retaliation against any person who raises a concern in good faith about any behavior prohibited by this Code of Conduct. Such retaliation would be a violation of this Code of Conduct.

### CONSEQUENCES OF VIOLATING THE CODE OF CONDUCT

Any violation of this Code of Conduct by Contractor's Personnel may result in serious consequences, up to and including termination and possible referral to legal authorities.

#### FOR CONTRACTOR'S PERSONNEL:

I have received a copy of this Code of Conduct written in a language that I comprehend. I understand that if I have any questions about this Code of Conduct, I can contact [*enter name of Contractor's contact person with relevant experience*] requesting an explanation.

Name of Contractor's Personnel: [insert name]

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

Date: (day month year): \_\_\_\_\_

Countersignature of authorized representative of the Contractor:

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

Date: (day month year): \_\_\_\_\_

#### **ATTACHMENT 1: Behaviors constituting Sexual Exploitation and Abuse (SEA) and behaviors constituting Sexual Harassment (SH)**



**ATTACHMENT 1 TO THE CODE OF CONDUCT FORM**  
**BEHAVIORS CONSTITUTING SEXUAL EXPLOITATION AND ABUSE (SEA) AND**  
**BEHAVIORS CONSTITUTING SEXUAL HARASSMENT (SH)**

The following non-exhaustive list is intended to illustrate types of prohibited behaviors:

(1) **Examples of sexual exploitation and abuse** include, but are not limited to:

- A Contractor's Personnel tells a member of the community that he/she can get them jobs related to the work site (e.g. cooking and cleaning) in exchange for sex.
- A Contractor's Personnel that is connecting electricity input to households says that he can connect women headed households to the grid in exchange for sex.
- A Contractor's Personnel rapes, or otherwise sexually assaults a member of the community.
- A Contractor's Personnel denies a person access to the Site unless he/she performs a sexual favor.
- A Contractor's Personnel tells a person applying for employment under the Contract that he/she will only hire him/her if he/she has sex with him/her.

(2) **Examples of sexual harassment in a work context**

- Contractor's Personnel comment on the appearance of another Contractor's Personnel (either positive or negative) and sexual desirability.
- When a Contractor's Personnel complains about comments made by another Contractor's Personnel on his/her appearance, the other Contractor's Personnel comment that he/she is "asking for it" because of how he/she dresses.
- Unwelcome touching of a Contractor's or Employer's Personnel by another Contractor's Personnel.

A Contractor's Personnel tells another Contractor's Personnel that he/she will get him/her a salary raise, or promotion if he/she sends him/her naked photographs of himself/herself.

B SRINIVASA RAO I A S  
 STATE PROJECT DIRECTOR,  
 SAMAGRA SHIKSHA

Digitally signed by  
 BODDA SRINIVASARAO  
 Date: 12-08-2025  
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