

**DIRECTORATE OF SCHOOL EDUCATION  
PUDUCHERRY**

**TENDER NOTIFICATION – 2023 – 2024  
EXPRESSION OF INTEREST INVITED FROM INSTITUTIONS  
FOR IMPARTING TRAINING FOR TEACHERS FOR TRANSITION OF GOVT.  
SCHOOLS TO CBSE SYLLABUS IN ALIGNMENT WITH NEP 2020**

Directorate of School Education, Puducherry invites proposals through Tender for **“Imparting Training for Teachers for transition of Govt. schools to CBSE syllabus in alignment with NEP 2020”** from reputed institutions who are in the realm of imparting training to teachers and who have an outcome oriented experience of at least 5 years.

The Tender document can be submitted through online. The **last date & time for submission of Tender Document is 03.08.2023 before 06.00 pm**

**DIRECTORATE OF SCHOOL EDUCATION  
PUDUCHERRY – 605009**

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**TENDER DOCUMENT FOR IMPARTING TRAINING FOR TEACHERS TO  
ACCOMMODATE WITH THE SWAP OF SYLLABUS IN ALIGNMENT WITH NEP 2020**

**Disclaimer and Notice to reader**

This Request for Proposal (RFP) is issued by **DIRECTORATE OF SCHOOL EDUCATION (DSE)**, Government of Puducherry. Whilst the information in this RFP has been prepared in good faith, it is not and does not purport to be comprehensive or to have been independently verified. Neither DSE, nor any of their officers or employees, nor any of their advisers nor consultants, accept any liability or responsibility for the accuracy, reasonableness or completeness of, or for any errors, omissions or misstatements, negligent or otherwise, relating to the proposed Project, or makes any representation or warranty, express or implied, with respect to the information contained in this RFP or on which this RFP is based or with respect to any written or oral information made or to be made available to any of the recipients or their professional advisers and, so far as permitted by law and except in the case of fraudulent misrepresentation by the party concerned, and liability therefore is hereby expressly disclaimed.

The information contained in this RFP is selective and is subject to updating, expansion, revision and amendment. It does not, and does not purport to, contain all the information that a recipient may require. Neither DSE, nor any of their officers, employees nor any of its advisors nor consultants under takes to provide any recipient with access to any additional information or to update the information in this RFP or to correct any inaccuracies therein which may become apparent. Each recipient must conduct its own analysis of the information contained in this RFP or to correct any inaccuracies therein and is advised to carry out its own investigation into the proposed Project, the legislative and regulatory regime which applies thereto and by and all matters pertinent to the proposed Project and to seek its own professional advice on the legal, financial, regulatory and taxation consequences of entering into any agreement or arrangement relating to the proposed Project.

Information provided in this RFP to the Bidder(s) is on a wide range of matters, some of which may depend upon interpretation of law. The information given is not intended to be an exhaustive account of statutory requirements and should not be regarded as a complete or authoritative statement of law. The DSE, accepts no responsibility for the accuracy or otherwise for any interpretation or opinion on law expressed herein. The DSE accepts no liability of any nature whether resulting from negligence or otherwise howsoever caused arising from reliance of any Applicant upon the statements contained in this RFP.

The DSE 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 RFP. By reading this report the reader of the report shall be deemed to have accepted the terms mentioned herein above.

## Important Information

Sl. No.	Information	Details
1.	RFP No.	<b>234/DSE/CBSE/TchrTrng/2023-24</b>
2.	Tender documents available place	Tender documents can be downloaded from <a href="https://pudutenders.gov.in">https://pudutenders.gov.in</a>
3.	Last date for submission of written queries for clarifications	18.07.2023 @ 6:00 pm Email : <a href="mailto:dse-edn.pon@nic.in">dse-edn.pon@nic.in</a> & <a href="mailto:ssapondy@ymail.com">ssapondy@ymail.com</a>
4.	Date of pre-bid meeting (only through webinar)	19.07.2023 @ 11:00 am Meeting Link: <a href="https://sspdly.webex.com/sspdly/j.php?MTID=m4afd53460b6ae602639ca76981e2b583">https://sspdly.webex.com/sspdly/j.php?MTID=m4afd53460b6ae602639ca76981e2b583</a>
5.	Last date (deadline) for submission of bids	03.08.2023 @ 6.00 pm
6.	Tender document fee	Rs. 1,050/-
7.	EMD	Rs. 20,00,000/-
8.	Performance Security	2% of total contract value
9.	Bid Validity	180 days from Bid Due Date
10.	Tender submission	Two Part Tender (Pre-Qualification cum Technical Bid and Financial Bid) should be submitted electronically through the e-Tender portal <a href="https://pudutenders.gov.in">https://pudutenders.gov.in</a>
11.	Opening of Technical Bids	04.08.2023 @ 11.00 am
12.	Place, Time and Date of opening of Financial proposals received in response to the RFP notice	<to be intimated later>
13.	Contact person for any queries etc.	<b>The Director of School Education</b> <b>Phone : 0413 - 2207376</b>
14.	Addressee and address at which communications needs to be sent	<b>Director of School Education,</b> <b>P.K.C. Educational complex,</b> <b>Anna Nagar, Puducherry - 605005.</b> <b>Email : <a href="mailto:dse-edn.pon@nic.in">dse-edn.pon@nic.in</a> &amp; <a href="mailto:ssapondy@ymail.com">ssapondy@ymail.com</a></b>

## Critical Dates

SN	Critical Dates	DD	MM	YYYY	Hrs	Mins
1	Publishing Date	14	07	2023	10	00
2	Bid Submission Start Date	20	07	2023	10	00
3	Seek Clarification Start Date	14	07	2023	11	00
4	Seek Clarification End Date	18	07	2023	18	00
5	Pre Bid Meeting Date	19	07	2023	11	00
6	Bid Submission End Date	03	08	2023	18	00
7	Bid Opening Date	04	08	2023	11	00

## General Instructions

- (1) The Bidders shall read all the instructions, terms & conditions etc. contained in the Bid documents very carefully, before quoting the rates.
- (2) The RFP documents to be downloaded from the online portal <https://pudutenders.gov.in>
- (3) Both Technical and Financial bids should be submitted through online on the above web portal. After submission of the bid the bidder can re-submit revised bid any number of times but before last time and date of submission of bid as notified.
- (4) The bidders shall quote his rates keeping in mind the requirement, terms & conditions etc.
- (5) Bidders not registered on the website mentioned above are required to get registered beforehand. If needed they can be imparted training on online bidding process as per details available on the website.
- (6) For any technical related queries please contact e-procurement cell of Government of Puducherry during the office hours.
  - i. Helpdesk No.0413 – 2220225
  - ii. Email : support-eproc@nic.in
- (7) The intending bidder must have valid class-III digital signature to submit the bid
- (8) On opening date, the bidder can login and see the bid opening process.
- (9) Bidder can upload documents in the form of PDF format on or before the Bid Due date.

## Validity of the Proposal

The Proposal shall be valid for a period of not less than 180 days from the Proposal Due Date (the “PDD”).

## Pre-Bid Queries

Prospective Bidders may submit the queries regarding the document as per the timelines given. The queries should be addressed to the Director of School Education, Puducherry mentioned below. The queries must be asked in the following format and may be sent to through mail: [dse-edn.pon@nic.in](mailto:dse-edn.pon@nic.in) and [ssapondy@ymail.com](mailto:ssapondy@ymail.com)

S. No.	Relevant Clause of RFP	Page No of RFP	Query

## Submission of Proposal

The Bidders shall submit electronically the Proposal with all pages numbered serially and by giving an index of submissions. Each page of the submission shall be signed by the Authorized Representative of the Bidder as per the terms of the RFP. In case the proposal is submitted on the document downloaded from Official Website, the Bidder shall be responsible for its accuracy and correctness as per the version uploaded by the Authority and shall ensure that there are no changes caused in the content of the downloaded document. In case of any discrepancy between the downloaded or photocopied version of the RFP and the original RFP issued by the Authority, the latter shall prevail.

The proposal shall need to be submitted online on the tender portal <https://pudutenders.gov.in>; Manual/ Offline bids shall not be accepted under any circumstances. The Technical and Financial bids must be submitted online in their respective folders, one clearly marked “Technical Proposal” and the other clearly marked “Financial Proposal”. It is further provided that

- i. The folder marked —Technical Proposal shall contain:  
Technical Proposal in the prescribed format along with Forms and supporting documents in ‘pdf’ format
- ii. The folder marked —Financial Proposal shall contain:  
The Financial Proposal “BOQ” in the excel format shall be downloaded from the tender portal and to be filled and uploaded in the same portal.

## Financial Proposal

Bidders shall download the financial bid “BOQ” in Excel form from the tender portal and shall submit it in the same portal. While submitting the Financial Proposal, the Bidder shall ensure the following:

- i. All the costs associated with the project shall be included in the Financial Proposal
- ii. The bid price will include all taxes and levies and shall be in quoted in Indian Rupees.
- iii. The total amount indicated in the Financial Proposal shall be without any condition attached or subject to any assumption, and shall be final and binding. In case any assumption or condition is indicated in the Financial Proposal, it shall be considered non-responsive and liable to be rejected.

## Background:

The DSE, Puducherry invites proposals through tender for “**Imparting training for Teachers for transition of Govt. schools to CBSE syllabus in alignment with NEP 2020**” from reputed Teacher Training Agencies/Concerns/Institutions who are well experienced in outcome based training. Previously, the respective State Board Syllabuses were followed in the Government Schools located in various regions of the UT of Puducherry. Presently, it has been decided to follow CBSE Syllabus instead of State Board syllabus from the academic year of 2023-24. Hence, all the teachers, viz. PSTs, TGTs, Lecturers etc. are to be imparted appropriate training to accommodate themselves for the smooth swap of syllabus in alignment with National Education Policy 2020 (NEP 2020).

Offering quality education is a constitutional mandate for any State. The UT of Puducherry cannot compromise the quality of education imparted, due to the swap of syllabuses. Though the syllabuses are framed on the basis of the singular platform of National Curriculum Framework, the pedagogical approaches, nature of class room activities, methods of evaluations etc. have their own specificities, which a successful teacher needs to acclimatize to ensure the best delivery. Hence, the rationale for this training arises which places the teachers on track with the alignment to NEP.

### 1. Objective:

To accommodate, equip the teachers and make them acclimatize with the transition of Govt. schools to CBSE syllabus and aligning with the expectations of the NEP 2020. The teachers should be well trained in such a way that they should not have even minimum constraint to handle the content of the CBSE syllabus and should be competent to deliver the maximum outcome in alignment with NEP 2020.

The agency, which takes up the responsibility will make their own master trainers ready to impart the trainings along with training the master trainers including that of the Directorate, develop the modules and presentations, frame the evaluation and impact study strategies, administer objective impact study in the actual class room and evaluate the outcome of student levels, submit objective, clear and measurable impact study reports with cognizable impacts. The total duration of the project is for 24 months, with one cycle of initial Main Training spell for all the government school teachers and with subsequent remedial training for 5 cycles or more as per the requirement, till 100% of the teachers register expected outcomes.



## 2. Total Number of Government School Teachers to be trained:

Regions	Primary School Teachers (PSTs)	Trained Graduate Teachers (TGTs)	Lecturers	Total
Pondicherry	987	1031	384	<b>2402</b>
Karaikal	398	269	94	<b>761</b>
Mahe	45	79	40	<b>164</b>
Yanam	94	105	16	<b>215</b>
<b>UT</b>	<b>1524</b>	<b>1484</b>	<b>534</b>	<b>3542</b>

## 3. Outcomes:

The outcomes expected are as follows:

- All the teachers understand the differences between the CBSE and State Board content delivery and its implication with NEP 2020.
- All the teachers are equipped to handle the content of CBSE Syllabus with ease and understand the rationale of evaluation techniques of CBSE.
- All the teachers ensure Rational, Effective and Efficient usage of existing physical infrastructure towards handling the syllabus.
- Making the effect of the training visible in all their approaches at the class room in particular and school level in general.
- Being an example to emulate.

## 4. Scope of Work

The agency has to execute a baseline study of the existing scenario, keeping in mind the gaps between the CBSE and the State Board Syllabuses followed viz. Tamilnadu, Andhra Pradesh and Kerala. Based on the baseline study, the agency has to design training modules for the various grades of teachers considering the caderwise and subjectwise disaggregation. The agency has to make the well trained master resource persons available for training, which may include the selected members of DSE.

The training for teachers are to be conducted in the respective regions of the UT of Puducherry. The venue of the training is to be decided mutually by both the parties. The trainings have to be conducted in both offline and online mode depending upon the need. The mode, venue, time schedule, content, resource persons, module, etc. to be approved by the DSE. All the expenses related to the total conduct of the training, including the supply of materials to the participants, all other related expenses whatsoever rests with the agency.



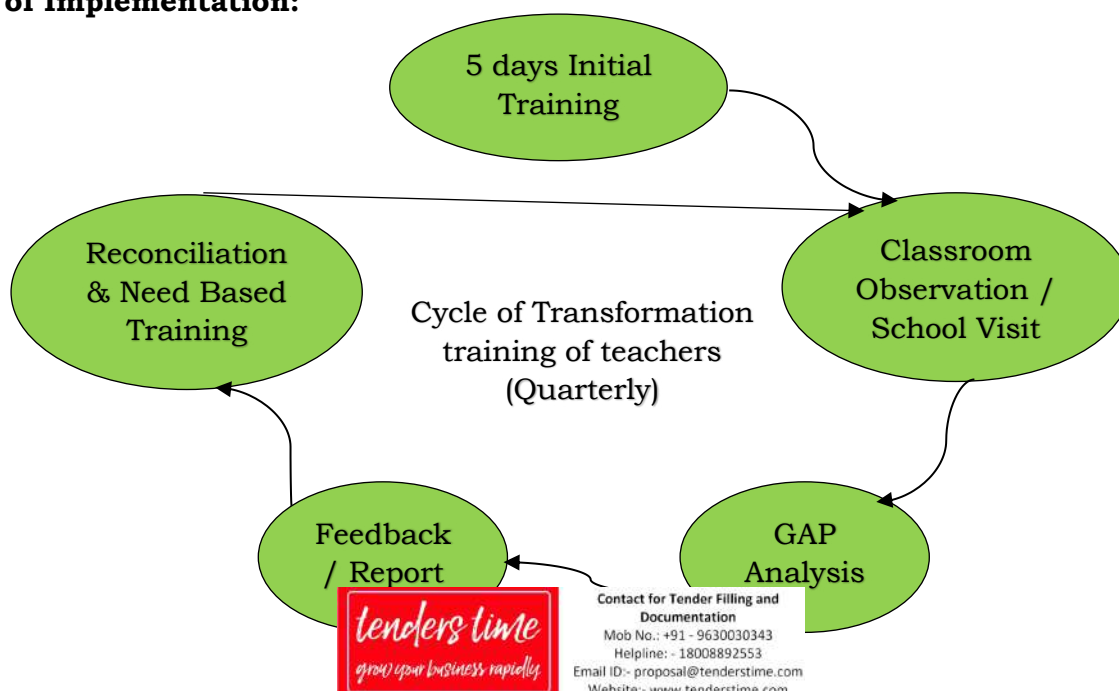
The trainings are to be conducted in cycles. Each cycle consists of number of batches. The conduct of the training to the batches can be accommodated simultaneously in multiple locations also.

Training programme should be designed / scheduled in such a way all the teachers are equipped to handle as per their subject expertise, updated periodically and in time with latest methods, pedagogy technology, etc. Remedial classes to the needy teachers as per the impact study done after a particular period of time interval as decided by both the parties. The training should be upto date and need based as shown below.

Sl. No.	Designation	Areas
1	PST	NIPUN Bharath (FLN), NEP Component, Competency Based learning in the lines of NAS, ICT
2	TGT	NEP Component, Competency Based learning, CBSE curriculum transformation, ICT, Evaluation & Board Examination
3	Lecturer	CBSE curriculum transformation, Content enrichment, Quality aspects, ICT, Evaluation & Board Examination
4	Leadership	School wise GAP analysis, Teachers management, CBSE transformation, curriculum aspects, Vidya Samiksha Kendra

A detailed objective report of the impact studies has to be submitted along with the list of teachers identified for remedy, to the DSE for approval. A team of members from the DSE delegated, are entitled to inspect/monitor/supervise/get clarification/modify/cancel any training on the whole or any part/component of it at any time. No objectionable transaction as observed by the team is admissible during or after the training.

### Plan of Implementation:



**Period of Work:** The work is for a period of 24 months comprising the main cycle and subsequent cycles of training. After the successful completion of 100% outcome the contract may be extended further on mutual agreement.

**Submission of Proposals:** Interested applicants with proven experience in executing similar programmes are requested to submit detailed technical and financial proposals to complete the assignment.

The proposals to be submitted by the agency/firm to undertake this assignment should include the following components:

- Ensure the training proposal has clear and agreed upon practical outlines.
- Company profile (Annexure-I)
- Institutional capacity to undertake and successfully complete the said assignment (Annexure-II)
- Bid Securing-Declaration (Annexure-III)
- Declaration on specific performance (Annexure-IV)
- Prior experience of similar works (at least three), as mentioned in the Scope of Work (Annexure-V)
- Curriculum Vitae Format for Key Resources (Annexure-VI)
- Financial proposal (Annexure-VII)
- Technical proposal with detailed work-plan based on the scope of the work and methodology. (Annexure-VIII)
- Bank Guarantee for Performance Security (Annexure-IX)

## Prices

- The bidder shall indicate the prices in the Financial Proposal in Indian Rupees only.
- Unit and total prices of services offered should be quoted with inclusive of all applicable taxes and duties, and all other cost incidental in Financial Proforma.
- Prices quoted by the bidder shall be fixed.
- The bidder shall submit the quote as per annexure-VII

## 5. Eligibility of the Agency / Institution:

The professional agency should necessarily meet the following eligibility / qualifying criteria:

- (i) Should have valid registration under Society Registration Act / Indian Trust Act or if the agency is an institute then relevant statute for self or of the franchisor from whom affiliation / franchise is proposed.
- (ii) Agency should have experience in undertaking training programme in competency building of teachers for atleast 1000 individuals in a year for a period of 3 years.
- (iii) Bidder should have valid recognition / certification from CBSE Board for providing training to the teachers (Enclose the proof).
- (iv) Should have at least 5 years continuous record (for the academic years 2018-19, 2019-20, 2020-21, 2021-22 & 2022-23) of imparting training to teachers with objective outcomes.
- (v) The bidder must bid for entire scope of work.
- (vi) The bidder can be a proprietary firm / society / a limited company or corporation. No consortium is allowed.
- (vii) The applicant will be required to submit IT returns for each of the last 3 years giving details of turnover. Firm / Company / Bidder must not be in loss for the last 3 years. TAN / PAN must be provided.
- (viii) The bidder should have annual turnover of Rs. 5 crores for the past 3 years.
- (ix) The bidder should have maintained a positive net profit for each of the last three financial years.
- (x) The bidder should engage the trainers who were highly qualified in the subject with more than 5 years' experience in CBSE curriculum. Any replacement of the resource person during the period of contract shall be subject to replace with equal qualification & experience as specified in the bid document with the approval of DSE.
- (xi) The bidder should also setup an office in the Puducherry and engage an Official in the office for communication and monitoring purpose.
- (xii) The bidder should not be blacklisted by any Government Agency or State in the past.
- (xiii) The bidder should furnish the details of litigation / court case etc., if any on other similar projects shown in experience.

### Requirement and Eligibility of Team Leader / Resource Persons:

Sl. No.	Subject	No. of Resource persons	Sl. No.	Subject	No. of Resource persons
i	English	2	vi	Biology	2
ii	Tamil	1	vii	Accountancy	1
iii	Maths	2	viii	Computer Science	1
iv	Physics	2	ix	Economics	1
v	Chemistry	2	x	Commerce	1

Key Personnel	Educational Qualification	Professional Experience	Experience on Eligible Project
Team Lead Officer	Any master degree or Higher qualification with Research degree in Education	Minimum 15 years in teaching / training for teachers / students	He/ She should have led the team for transaction advisory of atleast 1 Eligible Project.
Resource Persons (Subjectwise as mentioned above)	Any master degree or Higher qualification with B.Ed / M.Ed in the prescribed specialization	Minimum 15 years in teaching / training for teachers / students	Minimum 5 years' experience in CBSE curriculum

### Technical Bid Evaluation

The Technical Proposal shall be evaluated as per Technical Evaluation criteria are given in the table below:

### Pre-Qualification (Essential Documents Checklist):

The following documents are to be provided mandatorily for consideration of the technical bid by the firm.

SN	Particular of Submission	[Y/N]	Responsive /Non Responsive
i	Certified copy of the incorporation/constitution documents provided [Y/N]		Certificate of Incorporation issued by the Government of India/ State Government / recognized Authority. Copy of Certificate of commencement of business

SN	Particular of Submission	[Y/N]	Responsive /Non Responsive
ii	Audited financial turnover statements for FY 2017- 18, 2018-19 and 2019-2020) provided [Y/N]		Audited statements including Balance Sheet/P&L Statement etc.
iii	Firm's history (yrs. of exp. in training business and track record for at least 5 years of similar training programs anywhere in India [Y/N]		Details of Work Experience/ assignments undertaken accompanied by submission of relevant copy of Work order/ completion or Successful Deployment Certificate(s)
iv	Write-up on approach, methodology and work plan for the assignment as per scope of work provided [Y/N]		
v	Key Resources including management team, Resources / trainers / other personnel available, provided [Y/N]		
vi	Is there any previous contract signed with any state like this project.		If yes, proof should be enclosed

### Technical Competency

Sl. No.	Parameters	Marks								
1	<p>The average Annual financial turnover during the last 3 years, ending 31st March of the previous financial year</p> <table><tr><th>Criteria</th><th>Max marks</th></tr><tr><td>Turnover of more than 5 Cr and above</td><td>5</td></tr><tr><td>Turnover of more than 2Cr up to 5 Cr</td><td>3</td></tr><tr><td>Turnover of 1.50 Cr to 2 Cr</td><td>1</td></tr></table>	Criteria	Max marks	Turnover of more than 5 Cr and above	5	Turnover of more than 2Cr up to 5 Cr	3	Turnover of 1.50 Cr to 2 Cr	1	5
Criteria	Max marks									
Turnover of more than 5 Cr and above	5									
Turnover of more than 2Cr up to 5 Cr	3									
Turnover of 1.50 Cr to 2 Cr	1									
2	<p>Experience of the bidder in conducting similar Capacity building of teachers earlier in major States report in the last 3 years ending last of the month previous to the one in which the tenders are invited.</p> <table><tr><th>Criteria</th><th>Max marks</th></tr><tr><td>5 or more Projects</td><td>15</td></tr><tr><td>3 or 4 Projects</td><td>10</td></tr><tr><td>1 or 2 Projects</td><td>5</td></tr></table>	Criteria	Max marks	5 or more Projects	15	3 or 4 Projects	10	1 or 2 Projects	5	15
Criteria	Max marks									
5 or more Projects	15									
3 or 4 Projects	10									
1 or 2 Projects	5									

Sl. No.	Parameters	Marks
3	A Team Leader should be nominated for all communication and monitoring purpose. i.e., ability to engage high-level stakeholders in meetings and technical discussions, excellent written and verbal communication skill, good workshop leading and facilitation skill.	5
4	Biodata of Trainers / Resource Persons in conducting training and analysis related to Teacher with their experience & qualification to be deputed for capacity building. Each Resource Person should be given 2 marks according to their experience & qualification. ➤ More than 15 years – 2 mark ➤ 10 to 15 years – 1 mark	30
5	Special marks for contribution of resource person / agency in teacher training such as National / State Award / Recognition.	5
6	Detailed Work Plan and time of completion with respect to the deliverables (PPT) ➤ Evaluation plan ➤ Understanding of the need ➤ Work plan ➤ Assessment methodology ➤ Training strategy / Module development	40
	<b>Total Marks</b>	<b>100</b>

### **Selection Criteria**

**Qualitative / Technical Assessment:** Bidder should score a minimum of 60 marks out of 100 for getting qualified for financial bid. Then the scored mark of those qualified bidders will be converted to 70% and it will be treated as technical score.

**Note:** In case of receipt of single qualified bid, re-tendering shall be resorted to.

### **Financial / Price Bid Evaluation: Based on Quoted Expenditure:**

Out of the qualified bidders selected as per note for Qualitative / Technical Assessment given above, the financial bids opened for them only. The Bidder has to Bid for the complete spells of trainings and impact studies mentioned and if a firm quotes NIL charges/consideration, the bid shall be treated as unresponsive and will not be considered.

The Financial score shall be the financial bid submitted by the applicant and will be calculated as per the following scoring matrix:

S. No.	Criteria	Formulae
1	<b>Financial Score (FS)</b>	
	Using the formula $\{LEC / EC\} \times 100$ , where LEC stands for Lowest Evaluated Cost and EC Stands for Evaluated Cost	$FS = \{LEC / EC\} \times 100$
2	<b>Combined Technical and Financial Score with the weightage of 70:30</b>	$(TS \times 0.70) + (FS \times 0.30)$

The bidder who has obtained the highest combined score will be declared as successful bidder. In case of tie, i.e. two or more bidders obtaining exactly the same marks, final selection will be made as per following criteria:

“Bidder who has quoted lowest rate in the Financial Bid shall be declared as winner”.

### Selection of Successful Bidder

- **Award Criteria** - DSE will award the Contract to the successful bidder whose proposal has been determined to be substantially responsive to the scope of work and has been determined as the most responsive bids as per the process outlined above.
- **Right to Accept Any Proposal and To Reject Any or All Proposal(s)** - DSE reserves the right to accept or reject any proposal, and to annul the tendering process/Public procurement process and reject all proposals at any time prior to award of contract, without thereby incurring any liability to the affected bidder or bidders or any obligation to inform the affected bidder or bidders of the grounds for DSE's action.
- **Notification of Award** - Prior to the expiration of the validity period, DSE will notify the successful bidder in writing or email, that its proposal has been accepted. In case the tendering process/procurement process has not been completed within the stipulated period, DSE, may like to request the bidders to extend the validity period of the bid.
- The notification of award will constitute the formation of the contract.

### 6. Payment and Other Expenses:

The payment will be effected in phased manner after completion of stipulated activities and specified time frame as given below:



### PAYMENT - ACTIVITIES - TIMELINE

SN	Deliverables	Timeline	Payment Milestone
1	Mobilization of key personnel and providing the requisite staff and keeping all ready for Main Cycle of Training. Training Master Trainers from teachers. (5 days training)	ED + 3 Months	<b>10% of Project Cost</b>
2	Imparting Training for 50% of the targeted teachers	ED + 6 Months	<b>20% of Project Cost</b>
3	Imparting Training for 30% of the targeted teachers and completing impact study for the previous 50% teachers trained	ED + 9 Months	<b>20% of Project Cost</b>
4	Imparting Training for 20% of the targeted teachers and completing impact study for the previous 30% teachers trained	ED + 12 Months	<b>20% of Project Cost</b>
5	Completing impact study for the previous 20% teachers trained. On sight inspection and monitoring of Teacher Performance and Imparting subsequent cycles of Training to fill the gap in competencies of the teachers	ED + 18 Months	<b>10% of Project Cost</b>
6	Showcasing the best talents and imparting trainings for exemplar teachers. Submitting the total impact study report of the training establishing the success of the training with substantiation.	ED + 24 Months	<b>20% of Project Cost</b>

**\*ED – Effective Date** (i.e. the date of signing of contract by both parties)

#### Penalties:

- At any point of time it is found that the bidder has made a statement which is factually incorrect or if the bidder doesn't fulfil any of the contractual obligation, DSE may take a decision to cancel the Work Order with immediate effect and/or debar the bidder from bidding prospectively for a period as decided by DSE or take any other action as deemed necessary.
- The successful bidder shall render his services as per scope of work and services defined in the subsequent paras.
- The successful bidder will not further sub-award this work. DSE may cancel the work with immediate effect and/or debar the bidder from bidding prospectively for a period as decided by DSE or take any other action as deemed necessary.

- iv. Any unjustified and unacceptable delay beyond the delivery schedule (where applicable) as per Work Order, will render the bidder liable for penalty at the rate as mentioned in the following paras.
- In case the selected agency is not performing as per the requirement of the DSE, the selected agency will be imposed a penalty up to the 50% amount of payable for the Milestone/Deliverable. The other form of penalty not mentioned in the RFP will be decided by the appropriate authority on the case to case basis.
  - The successful bidder will not refuse to accept DSE Work Order under any pretext. The bidder shall start the work within day 1 from the date of issue of the LOI / WO.
  - If at any point of time during performance of the work order, the bidder encounter conditions impeding timely performance of the ordered services, the bidder shall promptly notify DSE in writing of the fact of the delay, its likely duration and its cause(s).

#### **7. Terms and Conditions to be complied with by the Agency:**

- I) The agency should adhere to all the quality standards in all aspects in the imparting of training.
- II) The Master Trainers/Resource Persons should be erudite and be able to deliver effectively to the trainees, beyond any objection from the other party.
- III) The agency and all their associates and employees should abide by all the rules and regulations stipulated by the Directorate in general and as well as specific.
- IV) A monitoring Committee will be formed by the Directorate to report the proceedings and its probable impacts. The agency is bound to oblige for the suggestions/objections/queries of the committee.
- V) The selected agency would have to execute an agreement with the Department and an amount equivalent to 2% of Total payment shall be deposited as the PBG. The amount shall be refundable at the end of the contract subject to any dispute or claim raised by the department.
- VI) The Trainings are totally outcome based and the impact study should be totally objective with measurable results.
- VII) The agency should strictly stick on to all that are conveyed in this document including the time lines.

## 8. General Terms and Conditions:

- a) The selected bidder will submit a Performance Security for a sum of 3% of the total contract value in the form of Bank Guarantee (BG). Failure to submit the performance guarantee will lead to action as per bid security declaration.
- b) After submission of Performance Security in the form of Bank Guarantee, the selected Bidder is required to execute the Agreement. If the selected Bidder fails to sign the agreement within the stipulated time prescribed in the RFP or as may be agreed by the Authority, action shall be taken against the bidder as per bid security declaration.
- c) The selected agency will not outsource/sublet the management and administration to any other associate/third party under any circumstances. If it so happens then DSE shall have the liberty to terminate the contract and shall also have the right to forfeit the security deposit.
- d) No fee or payment shall be collected from any stakeholder whatsoever apart from the project cost admissible as per this ERP.
- e) The selected agency shall work under the direct control and supervision of the Department of Education, Government of UT of Puducherry.

## 9. Monitoring

Monitoring of the progress made by the institutes will be carried out as follows:

- (a) The Education Department will review the process of conduct of the training cycles, performance of the teachers after training, intermittently as and when required and the corrective measures advocated to be adhered to by the agency.
- (b) The expected minimum outcome of this training programme is the perfect accommodation of the teachers to the swap of syllabus and alignment with NEP 2020, in all their approaches in general and class room activities in particular.
- (c) The results/outcomes of the objective impact study of the Main Training and the subsequent impact studies and subsequent trainings will qualify the agency for the payment of next installment.
- (d) The selected institute shall submit to the DSE monthly report on activities.
- (e) The selected agency shall submit information on the competency progress of the teachers from time to time.
- (f) The selected agency shall be open for inspection by the officials of DSE.

## 10. Arbitration and Jurisdiction:

The DSE and the selected agency will make every effort to resolve amicably, any disputes arising between them under or in connection with the work order. If any dispute arises between the parties on aspects not covered by this agreement, or the rights, duties or liabilities under these except as to any matters the decision of which is specially provided for by the general or the special conditions, such dispute will be referred to the sole arbitrator, appointed by the Secretary, DSE and the award of the arbitration, as the case may be, shall be final and binding on both the parties.

The Courts at Puducherry alone shall have jurisdiction to try and/or entertain any suits, complaints and/or any other matter arising out of and/or relating to and/or in connection with this. The Agreement shall be governed by the Court of Puducherry as per the prevailing Indian Contract Act/Laws. All matters, questions, disputes or differences whatsoever arising between the parties under or relating to or arising out of this agreement including its construction, meaning operation or effect or out of or relating to this performance or breach thereof shall be referred to in writing to the DEPARTMENT.

The parties agree that any mutual dispute with regards to terms of this Contract shall be handled through Arbitration, as per the following terms, between them:

THAT, the parties agree that any dispute or difference whatsoever arising between the parties out of/under or in connection with or relating to the construction, meaning, scope, operation, or effect of the contract or the validity or the breach thereof shall be referred to a Sole Arbitrator as appointed under Clause (IV) hereinbelow, and that the award made in pursuance thereof shall be binding on the parties;

AND THAT, the parties agree that in respect of those matters, as are not defined in the terms and conditions of the main contract, or in this Arbitration Agreement, the same shall be decided and settled by the Sole Arbitrator in accordance with the Arbitration and Conciliation Act, 1996 and the amendments thereof as in operation on the date of execution of the Contract;

AND THAT, the parties agree that the place of Arbitration shall be at Pondicherry in the Union Territory of Puducherry;

AND THAT, whenever the parties decide to resort to Arbitration for dispute resolution, the Secretary to the Government of Puducherry..... [Name of concerned Department] shall be the authority to appoint the Sole Arbitrator from amongst a panel of Arbitrators maintained by the Government of Puducherry, and such appointment shall be binding on both the parties :

Provided that before requesting the Secretary.....[Name of concerned Department] for appointing an Arbitrator, the parties shall make a sincere attempt to resolve their dispute, within a time period of 3 months, through mutual conciliation, and

if so felt necessary by the parties under the supervisory guidance of the Secretary.....  
[Name of concerned Department] ;

AND THAT, all costs relating to the Arbitration proceedings, shall be borne equally by both the parties;

AND THAT, the parties agree that the language for making all submissions and evidence will be presented in ENGLISH during the proceedings;

AND THAT, it is agreed between the parties that they shall extend their fullest support and co-operation to the Sole Arbitrator and not seek adjournment of the Arbitration proceedings, without explaining the reasons therefor, in writing, in advance, for seeking of such adjournment, and further that there shall not be more than two such adjournments granted, even when there exists a valid reason for seeking such adjournment. And it is further agreed that the parties should cooperate in completing the arbitration process and the broader dispute resolution within 6 months or at most with an extension, on mutual consent, of another 6 months;

AND THAT, it is agreed by the parties hereto that, in so far as there is an arbitral award for payment of money, the Sole Arbitrator may include in the sum for which the award is made, interest at the RBI repo rate, as on the date on which the cause of action arose, plus 2% on the whole, or any part of the money, for the whole or any part of the period, between the date on which the cause of action arose and the date on which the award is made ;

Provided that, on the sum so directed to be paid by an arbitral award, there shall be no interest payable for three months commencing from the date of award, but thereafter, interest shall be payable at RBI repo rate plus 4% for such period of delay, till the date of payment ;

The Arbitrator shall record, in writing, the arguments of the two parties on each of the points of dispute and pass a speaking order thereon.

## 11. APPLICABLE LAW:

The laws of Government of Puducherry, within the framework of applicable legislation and enactment made from time to time concerning such commercial dealings/processing. Any default in the terms and conditions of the documents by the selected institute will lead to rejection of bid/work and forfeiture of EMD/Security Deposit/Course fee.




**12. GENERAL:**

The DSE reserves the right to accept or reject any of the terms of the Tender documents submitted by the selected agency / institute / concern / firm without assigning any reason whatsoever.

**13. MODE OF SUBMISSION:**

- ❖ Tenderer is required to furnish EMD (Earnest Money Deposit) through Direct Debit/NEFT/RTGS mode only through online in favor of the Director, Department of Education, Puducherry. Payment in other form will not be accepted.
- ❖ Also the tenderer is required to furnish another receipt through Direct Debit/NEFT/RTGS mode only through online in favor of the Director, Department of Education, Puducherry for Rs. 1000/- + SALE TAX @ 5% towards tender fee.
- ❖ Tender documents can be submitted only by online mode through this portal <https://pudutenders.gov.in> and not by any other mode is not acceptable.

  
(P. PRIYTARSHNY)

**DIRECTOR OF SCHOOL EDUCATION**

## Annexure I

### **BIDDERS INFORMATION: FOR INFORMATION PURPOSE:**

<b>Sl. No.</b>	<b>Criteria</b>	<b>To be filled by the Organization / Institution bidding for Imparting Training for Teachers</b>
1	Name of the Organization / Institution with postal address, telephone, Fax and e mail, Contract person	
2	Philosophy and mission of the Organization / Institution	
3	Status of Organization / Institution as recognized by DOE	Self – financing / Aided / Pvt. / Trust / society / Public / Others (to specify with documentary proof )
4	Year of Establishment	Write Up with Proofs attached
	a) PAN/GST registration	
	b) Documents of financial statements: 3 years ITRs, 3 years of Audited Balance sheet and Profit & Loss statements; & Net worth certificates from a statutory auditor	
	c) Copy of Certificate of Incorporation or registration certification along with Memorandum and Articles of Association	
5	Teacher Training Track Record for past 5 years	
	1.	
	2.	
	3.	
	4.	
	5.	
6	Details of any tie-up with other organizations for Academic Excellence and Skill improvement.	
7	Agency's approach towards improving Teaching Competency	
8	Success stories or remarkable achievements	
9	Intellectual asset that the agency posses	
10	Any awards/credentials to mention	



11	Any legal case pending against the Organization / Institution (legal opinion will be taken on these aspects before qualifying the bidder )	
12	Sources of finance of the Organization / Institution	
13	A brief write up on the Organization / Institution	
14	Any other to mention	

Note:

1. If more than one institute/school is managed by the Bidder, the list of all institutes/Schools managed by them for the past 5 years may be provided.
2. DSE reserves the right to accept or reject any of the proposals received without assigning any reason.

**Declaration:**

This is to certify that I am authorized on behalf of the management of .....to participate and submit documents in this tender. The data/information submitted in the application and its enclosures are true to the best of my knowledge. I understand that DSE reserves the right to verify any/all credentials as submitted against this Expression of Interest (EOI). In case any information/document is found to be incorrect at any stage then DSE reserve the right to reject the application/EOI hereby submitted

**Name of the Applicant:**

**Signature:**

**Date:**

**Place:**

## Annexure II

### **AFFIDAVIT**

(On Non- Judicial Stamp Paper duly attested by notary)

I ..... S/o. Shri/Smt..... in the capacity of  
.....M/s.....do hereby declare as  
under:

- a. That no other Firm/Sister concerns/Associate belonging to the same group is participating/submitting in this offer.
- b. That the bidders, their associates, sister concerns etc. have not been black listed by any Institutional agency/Government Department/ Public sector Undertaking in the last three years.
- c. It is certified that I, the undersigned do not have relationship with anyone associated with DSE. In case of concealment of any fact, if detected later on, we may be black listed.
- d. The above statement is true and is submitted against EOI No. \_\_\_\_\_ dt. \_\_\_\_\_ of DSE to impart training to the teachers working in the Government schools in the Puducherry UT.

**Date:**

**Authorized Signatory**

**Name:**

**Designation:**

**Address:**

**Contact No:**

**Email Id**

**Stamp/Seal of the organization**

## Annexure III

### Bid Securing Declaration

(On Bidder's letter head)

To,

Sub : Bid Security Declaration

Ref : Request for Proposal Tender ID \_\_\_\_\_ dt. \_\_\_\_\_

We, the undersigned, declare that:

We understand that, accordingly to your conditions, bids must be supported by a Bid-Securing Declaration.

We accept that we will be automatically suspended from being eligible for bidding in any contract with the Authority for the period of 3 years from the last date, if we are in breach of our obligation(s) under the bid conditions, if we:

- a. Are engaged in any of the prohibited (fraud and corrupt) practice specified in the RFP.
- b. Withdraw our Bid during the period of bid validity as specified in the RFP document and as extended by the Bidder from time to time.
- c. Are found to have a conflict of interest.

We will submit Indemnity Bond for rightful / safe use and avoid loss to the school building.

**Date:**

**Authorized Signatory**

**Name:**

**Designation:**

**Address:**

**Contact No:**

**Email Id:**

**Stamp / Seal of the organization**

## Annexure IV

### **Declaration on specific performance**

To

The Director of School Education,  
DSE,  
PKCE Complex,  
Anna Nagar,  
Puducherry – 605005.

Sir,

I/We hereby submit Offer to manage and conduct teachers training for and within the UT of Puducherry for a period of 2 years as per the EOI separately signed and accepted by me/us and rates quoted by me/us in BoQ. In accordance with Notice inviting EOI No..... dated.....

- a. Should this Offer be accepted, I/We hereby agree to abide by and fulfil all terms and conditions referred to in the EOI document/Work Order etc. and in default thereof, to forfeit and pay to DSE or its successors or its authorized nominees such sums of money as stipulated in Terms & Conditions contained in the EOI document.
- b. I/we confirm having deposited the Earnest Money Deposit (EMD) of Rs..... (Rupees..... Only) vide online in the e-tender portal.
- c. If I/We fail to commence work specified in the EOI documents or I/We fail to deposit the amount of Security deposit specified in the EOI document. I/We agree that DSE shall forfeit the said Earnest money. The said owner shall also be at liberty to cancel the notice of acceptance of offer if I/We fail to remit Security Deposit amount as aforesaid or to execute or to start work as stipulated in the EOI document/perform the contract faithfully.

**Date:**

**Signature of the Party  
with Seal Address**

## Annexure V

### Previous Projects of Firm

<To be submitted on letterhead of responding firm>

(Date and Reference)

To,

.....

.....

### <Name of Project>

1.	Name of the Project:	
2.	Type of Project	
3.	Project Specifications	
4.	Description of services performed by the firm:	
5.	Name of client and Address:	
6.	Name, telephone no. of client's representative:	
7.	Estimated capital cost of Project (in Rs.):	
8.	Start date of the services (month / year):	
9.	Finish date of the services (month / year):	
10.	Brief description of the Project:	

Notes:

1. Use separate sheet for each projects.

## Annexure VI

### Curriculum Vitae Format for Key Resources

Name of the Key Personnel	
Designation	
Date of Birth	
Place of working	
Educational Qualification	<<insert details – _year of passing, percentage details, graduated in, college name, place>>
Language known	
No. of years of Experience (Post qualification)	
Previous project details	For each project <<insert details – _Project name, client name, year, roles & responsibilities of the resource>>
Remarks	

#### Certification:

1. I am willing to work on the Project and I will be available for entire duration of the Project assignment as required.
2. I, the undersigned, certify that to the best of my knowledge and belief, this CV correctly describes my qualifications, my experience and me.

(Signature & Name of the Key Resources)

Place .....

(Signature & Name of the Authorised Signatory of the Applicant)

#### Notes:

1. Use separate form for each Key Personnel and Team Leader
2. Each page of the CV shall be signed in ink by both the Personnel concerned and by the Authorised Representative of the Applicant firm along with the seal of the firm. Photocopies will not be considered for evaluation.

Annexure VII

Financial Bid

Validate

Print

Help

Item Rate BoQ

Tender Inviting Authority: Director of School Education, Puducherry

Name of Work: Imparting Training for Teachers for transition of Govt. schools to CBSE syllabus in alignment with NEP 2020

Contract No: No.234/DSE/CBSE/TchrTrng/2023-24

Name of the Bidder/ Bidding Firm / Company :

PRICE SCHEDULE

(This BOQ template must not be modified / replaced by the bidder and the same should be uploaded after filling the relevent columns, else the bidder is liable to be rejected for this tender. Bidders are allowed to enter the Bidder Name and Values only)

Sl. No.	Item Description	Quantity	Units	Rate per unit inclusive of all taxes in Figures to be entered by the Bidder Rs.    P.	TOTAL AMOUNT With Taxes	TOTAL AMOUNT In Words
1	2	3	4	5	6	7
1	Expenses towards deputing a Team in Puducherry (inclusive of Team Leader & others) for 2 years	1	Nos		0.00	INR Zero Only
2	Expenses towards honorarium to the Resource Persons for atleast 4 cycles of training along with classroom observation for 2 years	15	Nos		0.00	INR Zero Only
3	All other expenses like contents, materials, etc. for 2 years	1	Nos		0.00	INR Zero Only
Total in Figures					0.00	INR Zero Only
Quoted Rate in Words		INR Zero Only				

**Note:** The bidder has to calculate the expenses of each item for 2 years and put it in the rate per unit column in the BoQ. Then the BoQ calculate for the total units of each item and shows the total amount for your verification before uploading.



## Annexure VIII

### DESCRIPTION OF APPROACH, METHODOLOGY AND WORK PLAN FOR PERFORMING THE ASSIGNMENT

#### **Approach:**

In this chapter you should explain your understanding behind the rationale of the programme, objectives and approach of the assignment, understanding of the expected outputs and outcomes. You should highlight the problems/project specific risks and explain the mitigation measures you would adopt to address them.

#### **Methodology:**

In this chapter you should explain your methodology in detail for conducting the various activities listed in the Scope of Work of the assignment/

#### **Work Plan:**

The bidders should detail the work plan involving details of all the proposed activities under the assignment, key resources, including both technical and non-technical staff and timeline to complete each activity.

***\*\* Applicants may be required to make a presentation of their technical proposal as required by DSE, Puducherry.***

**Name:**

**Signature of Authorized Representative:**

**Annexure IX**

**Bank Guarantee for  
Performance Security**

To

The Director, Directorate of School Education,  
Government of Puducherry.

In consideration of ..... acting on behalf of the President of India  
..... (hereinafter referred as the “Authority”, which  
expression shall, unless repugnant to the context or meaning thereof, include its  
successor, administrators and assigns) awarding to, having its office at  
..... (hereinafter referred as the “Agency” which expression shall,  
unless repugnant to the context or meaning thereof, include its successor,  
administrators and assigns) awarding to, having its office  
at.....(hereinafter referred as the “Agency” which expression shall, unless  
repugnant to the context or meaning thereof, include its successors, administrators,  
executors and assigns), vide the Authority’s Agreements no..... dated  
..... value at (Rupees.....), (hereinafter referred to as the  
“Agreement”) the assignment of Training Programme in respect of the Project and the  
Agency having agreed to furnish a Bank Guarantee amounting to Rs.....  
(Rupees ..... ) to the Authority for performance of the said  
Agreement.

We, ..... (hereinafter referred to as the “Bank”) at the request of the  
Agency do hereby undertake to pay to the Authority an amount not exceeding

₹..... (Rupees.....) against any loss or damage caused  
to or suffered or would be caused to or suffered by the Authority by reason of any  
breach by the said Agency any of the terms or conditions contained in the said  
Agreement.

2. We, ..... (indicate the name of the Bank) do hereby undertake to pay the  
amounts due and payable under this Guarantee without any demur, merely on a  
demand from the Authority stating that the amount / claimed is due by way of loss  
or damage caused to or would be caused to or suffered by the Authority by reason of  
breach by the said Agency of any of the terms or conditions contained in the said  
Agreement or by reason of the Agency failure to perform the said Agreement. Any  
such demand made on the bank shall be conclusive as regards the amount due and  
payable by the Bank under this Guarantee. However, our liability under this  
Guarantee shall be restricted to an amount not exceeding  
..... (Rupees .....).

3. We,..... (Indicate the name of Bank) undertake to pay to the Authority any money so demanded notwithstanding any dispute or disputes raised by the Agency in any suit or proceeding pending before any court or tribunal relating thereto, our liability under this present being absolute and unequivocal. The payment so made by us under this bond shall be a valid discharge of our liability for payment there under and the Agency shall have no claim against us for making such payment.

4. We, ..... (indicate the name of Bank) further agree that the Guarantee herein contained shall remain in full force and effect during the period that would be required for the performance of the said Agreement and that it shall continue to be enforceable till all the dues of the Authority under or by virtue of the said Agreement have been fully paid and its claims satisfied or discharged or till the Authority certified that the terms and conditions of the said Agreement have been fully and properly carried out by the said Agency and accordingly discharges this Guarantee. Unless a demand or claim under this Guarantee is made on us in writing on or before a period of one year from the date of this Guarantee, we shall be discharged from liability under this Guarantee thereafter.

5. We, ..... (indicate the name of Bank) further agree with the Authority that the Authority shall have the fullest liberty without our consent and without affecting in any manner our obligations hereunder to vary any of the terms and conditions of the said Agreement or to extend time of performance by the said Agency from time to time or to postpone for any time or from time to time any of the powers exercisable by the Authority against the said Agency and to forbear or enforce any of the terms and conditions relating to the said Agreement and we shall not be relieved from our liability by reason of any such variation, or extension being granted to the said Agency or for any forbearance, act or omission on the part of the Authority or any indulgence by the Authority to the said Agency or any such matter or thing whatsoever which under the law relating to sureties would, but for this provision, have the effect of so relieving us.

6. This Guarantee will not be discharges due to the change in the constitution of the Bank or the Agency.

7. We, ..... (indicate the name of Bank) lastly undertake not to revoke this Guarantee during its currency except with the previous consent of the Authority in writing.

8. For the avoidance of doubt, the Bank's liability under this Guarantee shall be restricted to .....Crore (Rupees.....Crore) only. The Bank shall be liable to pay the said amount or any part thereof only if the Authority serves a written claim on the Bank in accordance with paragraph 2 hereof,

on or before (indicate the date falling 2 years after the Bid Due Date specified in the RFP).

Dated, the ..... day of ..... 202\_

For .....

(Name of Bank)

(Signature, name and designation of the authorised signatory)

Seal of the Bank:

**NOTES:**

- (i) The Bank Guarantee should contain the name, designation and code number of the officer(s) signing the Guarantee.
- (ii) The address, telephone no. and other details of the Head Office of the Bank as well as of issuing Branch should be mentioned on the covering letter of issuing Branch.