



DEPARTMENT OF HIGHER EDUCATION

GOVERNMENT OF MADHYA PRADESH

Request for Proposals (RFP)

(Two-Envelope Bidding Process)

Procurement of Services

**Selection of Agency for providing Digital Training to Faculty Members and
Technical Support Staff of 55 PM CoE Colleges of Madhya Pradesh.**

RFP No: 01/SPD/WB/2025/Faculty Training

Issued on: January 2025

State Project Directorate
Higher Education Department, Madhya Pradesh
Ground Floor, Satpura Bhavan
Arera Hills, Bhopal -462004, (MP), India
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Disclaimer:

All information contained in this tender document provided/ clarified are in the good interest and faith. This is not an agreement, and this is not an offer or invitation to enter into an agreement of any kind with any party.

Though adequate care has been taken in this tender document, the interested Bidders shall satisfy it-self that the document is complete in all respects. The information published in this document is not intended to be exhaustive. Interested Bidders are required to make their own enquiries and assumptions wherever required.

Intimation of discrepancy, if any, should be given to the specified office immediately. If no intimation is received by this office by the date mentioned in the document, it shall be deemed that the tender document is complete in all respects and Bidders submitting their proposal are satisfied that the tender document is complete in all respects. **Department of Higher Education (DHE) Madhya Pradesh** reserves the right to reject any or all of the proposals submitted in response to this tender document at any stage without assigning any reasons whatsoever. DHE also reserves right to withhold or withdraw the process at any stage with intimation to all who have submitted their proposal in response to this tender. DHE reserves the right to change/ modify/ amend any or all of the provisions of this tender document without assigning any reason. Any such change would be posted it on <https://mptenders.gov.in/> portal or on the website of DHE www.highereducation.mp.gov.in

Neither DHE nor their employees and associates will have any liability to any prospective respondent interested to apply or any other person under the law of contract to the principles or resolution or unjust enrichment or otherwise for any loss, expense or damage which may arise from or be incurred or suffered in connection with anything contained in this tender document, any matter deemed to form part of this tender document, the award of the assignment, the information and any other information supplied by or on behalf of DHE or their employees or otherwise arising in any way from the selection process for the assignment.

Information provided in this document or imparted to any respondent as part of tender process is confidential to DHE and shall not be used by the respondent for any other purpose, distributed to, or shared with any other person or organization.

Glossary:

Abbreviations	
CA	Chartered Accountant
DHE	Department of Higher Education Madhya Pradesh
EMD	Earnest Money Deposit
EPF	Employee Provident Fund
ESIC	Employee State Insurance Corporation
GoI	Government of India
GoMP	Government of Madhya Pradesh
GST	Goods and Service Tax
MS	Microsoft
MP	Madhya Pradesh
PBG	Performance Bank Guarantee
PSU	Public Sector Undertaking
SL	Service Levels
SLA	Service level Agreement
AD	Additional Director

Key Dates for Single-Stage, Two-Envelope, Bidding Procedure, Adopted through e-Portal

Tender reference	01 /SPD/WB/2025/Faculty Training
Period of sale of Tender documents starting and End dates	13/01/2025 to 05/02/2025
Pre-Bid Meeting	20/01/2025, 14:00 hrs
Date for Start of submission of Tender Document	24/01/2025, 18:00 hrs
Last date for submission of Tender Document online	05/02/2025, 12:00 hrs (noon)
Time & Date of Opening of Technical Proposal of the Tender	06/02/2025, 15:00 hrs
Time & Date of Opening of Financial Proposal of the Tender	The Date shall be informed to the Technically Qualified Bidders
Place of Pre-bid Meeting, Opening of Technical Proposal & for Clarification of Bid Department's address for communication	State Project Directorate (RUSA) Higher Education Department, Madhya Pradesh Ground Floor, Satpura Bhavan Arera Hills, Bhopal -462004,(MP), India E-mail: spdmpwb@gmail.com
Pre-bid meeting	Bidders can attend the Pre-bid meeting online or by physical presence at the place mentioned above on the scheduled date. Online link will be shared 2 days prior to the pre-bid conference in Higher education web site. http://www.highereducation.mp.gov.in
Bid validity Period	180 days from the date of bid submission
Bid security (Earnest Money Deposit)	Rs. 70,000/-
Selection Criteria	Selection will be based on technically responsive and Lowest financial proposal.

Request for Proposal
(Two-Envelope Bidding Process)

Contract Title: Selection of Agency for providing Digital Training to Faculty Members and Technical Support Staff of 55 PM CoE Colleges of Madhya Pradesh.

RFP Reference No.: 01/SPD/WB/2025/Faculty Training

1. The Project Director, State project Directorate (SPD), Department of higher Education (DHE) Government of Madhya Pradesh intends for the Procurement of Selection of Agency for providing Digital Training to Faculty Members and Technical Support Staff of 55 PM CoE Colleges of Madhya Pradesh.
2. The Project Director, State project Directorate (SPD, Department of Higher Education (DHE), now invites Online Bids from eligible Bidders for Procurement of Selection of Agency for providing Digital Training to Faculty Members and Technical Support Staff of 55 PM CoE Colleges of Madhya Pradesh.
3. Bidding will be conducted through <https://mptenders.gov.in/> Portal through National competitive procurement using a Request for Proposal (RFP).
4. Tender document can be downloaded from the website <https://mptenders.gov.in/> free of cost and information of tenders can be viewed in the DHE website <http://www.highereducation.mp.gov.in>.
5. Tenderers submitting the Bids shall pay a non-refundable fee of Rs 5,000 (five Thousand Only) towards the cost of Tender Document. Bidders are required to pay Tender Document Fee and for payment to visit the web site of MP treasury and pay the processing fee as per the process: -
mptreasury.gov.in → Cyber Treasury → Unregistered User → Common Challan → Department → 38 Higher Education → fill the mandatory information → Select Head of Account → 0202-01-103-0665 → University and Higher Education College - Other-Receipts → Click to Add Challan → Confirm
6. Bidders must upload their bid documents through online mode only on the portal <https://mptenders.gov.in/>. Bidders to pay processing fee amount to mp tender portal Online only.
7. EMD shall be submitted online on the eProcurement web site only on or before bid closing date & time. All Bids must be accompanied by a EMD or Bid Security as per the following.

Sl No	Description	EMD Amount to be paid online in Rs	Period of Completion
1	Selection of Agency for providing Digital Training to Faculty Members and Technical Support Staff of 55 PM CoE Colleges of Madhya Pradesh.	Rs. 70,000/-	2 months

8. EMD exemption will only be provided as per MP Store and Purchase Rules 2022 to companies registered with MP MSME Department for Manufacturers or Service providers and bidders to submit the Bid security declaration.

9. Bidder shall pay EMD online through Banking Agency of MP tender e-portal **or** in the form of Fixed Deposit or Bank Guarantee along with the Technical Bid proposal in separate envelopes to be submitted at SPD office within 2 days of last date of Bid Submission date.
10. EMD in any other form will not be accepted failing which the tender shall be rejected summarily. Bidders who are not providing the EMD along with Bid proposals (Except those who are submitting MP MSME registration) are to be considered as non-responsive bid proposals.
11. All prospect Bidders including MSME registered in any State / UT / GoI are allowed to participate. However, EMD and Tender document fee exemption will be provided as per MP Store and Purchase Rules 2022 to companies registered with MP MSME Department. Bidders seeking exemptions for EMD shall submit the Bid security declaration format.
12. Any further corrigendum/ addendum shall be uploaded on the e-procurement portal website: <https://mptenders.gov.in/>.
13. MP Procurement rules 2022 are applicable for this Tender.
- 14. Department may extend the contract on mutual agreed terms and conditions, not later than six months from the date of this contract signed.**
15. The bidder is responsible for registration on the e-procurement portal <https://mptenders.gov.in/> at their own cost. The bidders are advised to go through the e-procurement guidelines and instructions, as provided on the e-procurement website, and in case of any difficulty related to e-procurement process, may contact the helpline number 18002588684. bidders shall submit their Proposals electronically on the portal: <https://mptenders.gov.in/>.
16. Bidders are required to sign their bids online using class-III Digital Signature Certificates, they are advised to obtain the same at the earliest.
17. For further information regarding issue of Digital Signature Certificate, the bidders are requested to visit website <https://mptenders.gov.in/> . DHE will not be responsible for delay in issue of Digital Signature Certificate. If bidder is bidding first time for e tendering, then it is obligatory on the part of bidder to fulfil all formalities such as registration, obtaining Digital Signature Certificate etc. well in advance. Bidder must positively complete online e-tendering procedure at: <https://mptenders.gov.in/>,
18. DHE shall not be responsible in any way for delay/difficulties/ inaccessibility of the down loading facility from the website for any reason whatsoever.

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23.2 Section 1: Instructions to Bidders

1. Introduction

- 1.1** Education is an important instrument for overall growth of any state – leading to holistic progress of the nation. It is very important that faculty members imparting knowledge to the students remain updated with recent technology and digital world.
- 1.2** The Government of Madhya Pradesh (GoMP) is implementing the Madhya Pradesh Higher Education Quality Improvement Project (MPHEQIP), The main thrust of project will be using funds allocated for eligible government colleges and universities through two windows: (1): Strategic Plan Grants support to HEIs, and (2): Establishment of Centers of Excellence. The Strategic Plan Grants (Window 1) will provide financing to enable colleges and universities to pursue the goals set out in their respective Strategic Plans which will be prepared by all government colleges and university departments under the project. It is expected that through these Plans, institutions will improve institutional performance around quality in HE, equitable access and better capacity utilization, strengthened quality assurance including activities aimed at making students more employable, skills development, and strengthened institutional mechanisms for governance and management. Strategic Plans will be developed through consultations with key stakeholders, especially students and faculty, before being finalized.

2 INSTRUCTIONS TO BIDDERS

- 2.1** Bidders are required to carefully read the contents of this document including Technical Capabilities.
- 2.2** Technical Bid documents which are to be uploaded online by the Bidders as per time schedule (key Dates).
- 2.3** Bidders are to complete the tender form and provide all the other documents/information in sufficient detail. Submittals from bidders will be evaluated on the basis of their experience and their technical, and financial capability to perform the contract. Poor past performance record such as abandoning of works; blacklisting by any government organization or agency; not properly completing contracts; litigation history, financial failure, etc., may lead to rejection.
- 2.4** All documents must be in English language and each page of the tender document must be signed, numbered & stamped as a token of acceptance of the terms & conditions of the RFP document. Any unsigned and unstamped document will not be considered.
- 2.5** Bidders should note that late or delayed bid proposals will not be accepted in mptender.gov.in portal.

- 2.6** Bidders and/or successful bidder who are/is found to have made any misleading or false representations in the tender including any statements, attachments, document, Performa's & Annexure submitted as proof of the requirements, shall be considered as non-responsive bid proposal and disqualified.
- 2.7** The successful bidder shall have to ensure the following within 15 days of issue of letter of acceptance to avoid cancellation of acceptance.
 1. Payment of Security Deposit / Performance Security.
- 2.8** The ITB sets out the bidding procedure and provides necessary details for the Bidders to prepare their Bid/s for the subject Project/s. The prescribed formats for submission of Bids are as per the Section-4 of the RFP.
- 2.9** The Bidders are advised to submit their Bids complying with the requirements stipulated in the RFP document. The Bids may be rendered disqualified in case of receipt of incomplete Bids and/or the information is not submitted as per the prescribed formats.
- 2.10** The Bidder submitting the tender will be considered to have accepted all the terms and conditions and no further terms and conditions will be accepted. No enquiries in written or orally will be entertained with regard to acceptance/rejection of the tender. Any attempt on the part of the tenderer to influence any official/officer of this Organization will disqualify the tender.
- 2.11** While every effort has been made to provide comprehensive and accurate background information and requirements and specifications, however Bidders should from their own conclusions about the methodology/ solution needed to meet the requirements of the proposed training session for completion of the bid proposal / project in time as mentioned in the RFP.
- 2.12** All information provided by bidders may be treated as contractually binding on the bidders, on successful award of the assignment by the Department based on this RFP.
- 2.13** 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. Any notification of preferred Bidder status by Department shall not give rise to any enforceable rights by the Bidder. The Department may cancel this public procurement at any time prior to a formal written contract being executed by or on behalf of the Department.
- 2.14** This RFP supersedes and replaces any previous public documentation & communications, and Bidders should place no reliance on such communications.

3 DIRECTIONS TO THE BIDDERS

- 3.1** The bidders shall submit the proposal for the Services as per scope of work mentioned in this RFP.

- 3.2 The bidders have any doubt about the meaning of any portion of the RFP Scope or find discrepancies / omission in the tender documents issued or shall require clarification on any of the technical aspect, scope of work etc., shall submit the clarification to the Department before the pre-bid meeting date as mentioned in the Key dates.
- 3.3 The prospective bidder requiring any clarification on the tender shall submit the Queries in **Editable Word or Excel format along with pdf** as per the format shown:

Clarifications : Technical / Commercial / General				
Page No.	Clause No.	Details of Clarification as per Bid Document	Bidders Query	Clarification by DHE
1	2	3	4	5

- 3.4 The bidder shall incur all expenses related to preparation of the bid proposals, site visits, attending to the meetings with the Department. Proposed items shall be as per the specifications mentioned in the RFP. Technically Nonresponsive bidders’ financial proposal will not be opened.
- 3.5 The bidder shall not cause any damage to any equipment / assets of the DHE during the Contract period, in any manner whatsoever.
- 3.6 Bidders are reminded that, if necessary, at its sole discretion of Department may ask for any clarification regarding the submitted tender and/or other documents.

4 DEFINITIONS AND INTERPRETATIONS

4.1 DEFINITIONS

- 1 “Agreement”, “Contract” shall mean the agreement entered between the Department and Bidder/ the Supplier, as recorded in the Contract Form signed by the parties, including all attachments and appendices thereto and all documents incorporated by reference therein.
- 2 “Authorised Signatory” of the bidder is the person in favour of whom bidder is submitting power of attorney along with response to this bid.
- 3 “Bidder”, “Vendor”, “Supplier”, “Service Provider”, “Seller” means the respondent to the RFP document and an Entity / Individual who participate in online Bidding.
- 4 “Successful Bidder” refers to the bidder who gets selected by the Department after completion of evaluation process.
- 5 “RFP”. “Tender”, “RFP”, “Bid document’ means the ‘Request for Proposal Document.

- 6 “Bid or Detailed Bid or Proposal” shall mean proposal submitted by the Bidder for the Procurement, in response to this RFP including clarifications and/or amendments to RFP, if any.
- 7 “Bid Security” shall mean the security furnished by the Bidder in the form of Online Payment, as stipulated in the RFP document.
- 8 “Bid Evaluation Committee” shall mean the committee constituted by the Department for evaluating the Bids.
- 9 “The Services” means providing “face to face”/ “Physical digital” training services.
- 10 “Goods/ Solution / Services / Work / System”, “Solution” or “Work” or “System”, “IT System” means all services, scope of work and deliverables to be provided by a Bidder as described in the RFP and include services ancillary to the solution, such as coordinating with the additional director of the DHE and the DHE.
- 11 “Project Location” are 30 locations, 3 locations per Divisions of MP as decided by the Additional Director, Department of Higher Education, Madhya Pradesh as included in the RFP for training of Faculty members and 10 locations, 1 location per Division of MP as decided by the Additional Director, Department of Higher Education, Madhya Pradesh as included in the RFP for training of Support Staff.
- 12 “Department” shall mean Department of Higher Education, Government of Madhya Pradesh
- 13 “Batch” means the batch of Faculty Members or Support Staff.
- 14 “The Contract Price” means the price payable to the Supplier under the Contract for the full and proper performance of its contractual obligations.
- 15 “Commercial /Financial Bid proposal” shall have the meaning as set forth in the RFP document.
- 16 “Due Date” shall mean the last date for submission/receipt of the Bid, as mentioned in the RFP document.
- 17 “Firm” shall mean a single legal entity, which is a Registered Body.
- 18 “Authority” shall mean Department.
- 19 “Letter of Acceptance” or “LOA” means the letter issued by Department to the Successful Bidder to complete the scope of work of the proposed training session in conformity with the terms and conditions set forth in the RFP.
- 20 “Preferred Bidder” shall mean the successful Bidder, whose Bid is declared as technically responsive bid with the lowest price offer quoted for the project as a result of the Bid evaluation process as set forth in this RFP document.
- 21 “Training Session” shall mean as mentioned in the scope of work.

22 “Completion Period” shall mean the total period in which the bidders to complete the scope of work and certified by Authority or its nominated agency.

23 “Technical Criteria” or “Criteria” shall mean the criteria stipulated in the RFP, which is required to be complied by the Bidder based on his Technical Bid to become eligible for opening and evaluation of his Commercial/ Financial Bid proposal.

24 Any other term(s) not defined herein above but defined elsewhere in this RFP shall have the meaning(s) ascribed to such term(s) therein and shall be deemed to have been included in this Section.

4.2 INTERPRETATION

In the interpretation of this RFP, unless the context otherwise requires:

1. The singular of any defined term includes the plural and vice versa, and any word or expression defined in the singular has the corresponding meaning used in the plural and vice versa;
2. Reference to any gender includes the other gender;
3. Unless otherwise stated, a reference to a Clause, Sub-Clause, Paragraph, Subparagraph, Annex, Exhibit, Attachment, Schedule or Recital is a reference to a Clause, Sub-Clause, Paragraph, Subparagraph, Annex, Exhibit, Attachment, Schedule or Recital of this RFP;
4. A reference to any agreement is a reference to that agreement and all annexes, attachments, exhibits, schedules, appendices and the like incorporated therein, as the same may be amended, modified, supplemented, waived, varied, added to, substituted, replaced, renewed or extended, from time to time, in accordance with the terms thereof;
5. The terms “include” and “including” shall be deemed to be followed by the words “without limitation”, whether or not so followed.
6. Any reference to a person shall include such person’s successors and permitted assignees.
7. A reference to a “writing” or “written” includes printing, typing, lithography and other means of reproducing words in a visible form;
8. Any date or period set forth in this RFP shall be such date or period as may be extended pursuant to the terms of this RFP;
9. A reference to “month” shall mean a calendar month, a reference to “week” shall mean a calendar week and a reference to “day” shall mean a calendar day, unless otherwise specified.
10. The terms "hereof", "Herein", "hereto", "hereunder" or similar expressions used in this RFP mean and refer to this RFP and not to any particular Article, Clause or Section of this RFP. The terms "Article", "Clause", “Paragraph” and “Schedule” mean and refer to the Article, Clause, Paragraph and Schedule of this RFP so specified;

11. The descriptive headings of Articles and Sections are inserted solely for convenience of reference and are not intended as complete or accurate descriptions of content thereof and shall not be used to interpret the provisions of this Agreement;
12. All capitalized words and expressions used in the RFP but not defined therein shall have the same meaning as ascribed to them in the Agreement.
13. Each Bidder shall submit only one bid. A Bidder who submits or participates in more than one Bid (either solely or as consortium member, if permitted) will cause all the proposals with the Bidder's participation to be disqualified.
14. This RFP is not transferable

5 Documents Constituting Bid

The documents constituting the Bid shall be as follows:

5.1 TECHNICAL BID WITH ONLINE SUBMISSION OF BID SECURITY

In order that Bidder(s) qualify to bid for this RFP, Bidder(s) shall be liable to submit a Technical Bid in the form and manner set forth in the RFP Document along with all documents required to be submitted as per the said Annexure including without limitation to any Understanding and the Bid Security. The said Technical Bids shall be evaluated by Department in its sole discretion.

6 Preparation of Bid

6.1 Language of Bid

The Bid prepared by the Bidder, as well as all correspondence and documents relating to the Bid exchanged by the Bidder and Department shall be written in English language only.

6.2 Bid Currency

All prices quoted in the Bid shall be quoted in Indian Rupee(s) (INR).

6.3 Authentication of Bid

The Technical Bid will be received online on the portal www.mpetenders.gov.in. The Technical Bid will be opened in the Department's office as mentioned in key date. If desired, the bidders or their duly authorized representatives may remain present at the time of opening of tender.

The Technical Bid shall preferably be type written and shall be signed by a person or persons duly authorized by the Bidder. The person or persons signing the Bid shall initial all pages of the Bid.

6.4 Validation of Interlineations in Bid

Any interlineations, erasures or overwriting shall be valid only if the person or persons signing the Bid have authenticated the same with their respective signature alongside such interlineations, erasures, or overwriting.

7 Bid Preparation Costs

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 proposal, in providing any additional information required by Department to facilitate the evaluation process, and in negotiating a definitive contract or all such activities related to the bid process. Department will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the bidding process.

8 Site Visit

The Bidder may visit and examine the site and obtain for itself on its own responsibility all information on the existing processes and functioning that may be necessary for preparing the Proposal document. The visit may not be used to raise questions or seek clarification on the RFP. All such queries or clarifications must be submitted in writing. The cost of such visits to the site(s) shall be at Bidder's own expense.

9 Venue & Deadline for Submission of Bids

The Bids, in its complete form in all respects as specified in the RFP, must be submitted to online in mptende.gov.in as specified in NIT.

10 Late Bids

- 10.1** Bids received after the due date and the specified time (including the extended period if any) for any reason whatsoever, shall not be entertained and shall be returned unopened.
- 10.2** The bids submitted by telex/ telegram/ fax/ e-mail etc. shall not be considered. No correspondence will be entertained on this matter.
- 10.3** Department shall not be responsible for any delay in uploading the documents through on-line portal. No further correspondence on the subject will be entertained.
- 10.4** Department reserves the right to modify and amend any of the above-stipulated condition/criterion depending upon Project priorities vis-à-vis urgent commitments.

11 Withdrawal, Substitution and Modification of Bids

- 11.1** The Bidder may withdraw, substitute, or modify its bid after submission online prior to the deadline of bid submission date. All documents must be duly signed, page numbers, company seal and proposal to be signed by an authorized representative and shall include a copy of authorization letter (power of attorney).
- 11.2** A notice may also be sent by an electronic means by email, but in this case it should include a scan of the mailing receipt showing both the sender's and receiver's address for the signed hardcopy of the notice, and a scan of the power of attorney
- 11.3** Bid withdrawal notices received after the bid submission deadline will be ignored, and the submitted bid will be deemed to be a validly submitted bid.
- 11.4** No bid may be withdrawn, substituted, or modified in the interval between the bid submission deadline and the expiration of the bid validity period specified by the Bidder in the bid submission form, or any extension thereof agreed to by the Bidder.

12 Financial bid

- 12.1** The bidder shall have to quote Lowest Price Offer in format referred in Price Schedule / Bill of Quantities (BoQ) sheet online.
- 12.2** Prices quoted by the Bidder shall be fixed during the Bidder's performance of the Contract and not subject to variation on any account. Bid submitted with an adjustable price quotation shall be treated as nonresponsive and shall be rejected.
- 12.3** Prices shall be quoted as specified in Price Schedule. The breakup of price components is required solely for the purpose of facilitating the comparison of Bids by the Purchaser. This shall not in any way limit the Purchaser's right to contract on any of the terms offered.
- 12.4** Bidder submitted price shall include for inland transportation, insurance, and other local services or expenses required to convey the services to their destination. In quoting prices, the Bidder shall be free to use any transportation and may obtain insurance services from any agency.
- 12.5** The Lowest Price Offer shall be quoted in figures as well as in words. If any difference in figures and words found, The amount in figure shall be treated as valid and correct.
- 12.6** The bidder shall have to quote rates inclusive of all duties, taxes, royalties, and other levies including GST; and Department shall not be liable for any additional costs over and above the quoted price.

13 BIDDING PROCESS / SUBMISSION OF TENDER

- 13.1** Duly filled and signed Tenders should be submitted online. Proposal shall contain (A) Technical proposal and Financial / commercial Bid proposal, on or before due date as mentioned in RFP.
- 13.2** If the Bidder withdraws his offer before the said date, the earnest money (EMD) will be forfeited in full.
- 13.3** The decision of the Department to this effect shall be final and binding on the tenderer(s). The Technical bid will be opened in front of the Committee, at the Department's Office.
- 13.4** The Bidding document and Contract shall be written in English. All correspondence and other documents pertaining to the Bid/Bid proposals / Contract, which are exchanged by the parties, shall be written in English.

14 Validity of Offer

- 14.1** The Proposal shall remain valid for a period not less than days as mentioned in the Key dates details from the date of opening of technical bid (Offer Validity Period). Department reserves the right to reject any Proposal that does not meet this requirement. Validity of proposal shall be extended for a specified additional period at the request of Department, if needed during the Bid evaluation period
- 14.2** A bidder agreeing to the request will not be allowed to modify the proposal but would be required to extend the validity of its EMD for the period of extension.

15 Site visit and verification of information

- 15.1** While preparing the Bid, the Bidder shall consider the information provided in this RFP in totality and is expected to carefully examine the contents of all the documents provided. Failure to comply with the requirements of the RFP will be at the Bidder's own risk and may lead to disqualification of the bid as being non-responsive.
- 15.2** The Scope of work details given in this RFP are based on the Department' Committee recommendations. However, the Bidders shall be wholly responsible for all the details of their Bids, the physical and site conditions, etc. In essence, after the Bid is submitted, the Bidder shall be responsible of all the data, which forms the basis of the Bid and shall have no claims whatsoever on Department or its agencies or its Advisors regarding the accuracy of the information, etc. furnished in the RFP.
- 15.3** It would be deemed that prior to the submission of the Proposal, the Bidder has:
 - a. Made a complete and careful examination of requirements and other information set forth in this RFP document.
 - b. Examined all the relevant information as it has received from Department in respect of the project.

- c. Made a complete and careful examination to determine the difficulties and matters incidental to the performance of its obligations under the Contract Agreement, including but not limited to
- d. The Project Site(s)
- e. Availability of suitable materials, manpower and technology.
- f. All other matters that might affect its performance under the Contract Agreement

16 PROJECT SITE

- 16.1** Digital Training to be Provided for Faculty Member and Technical Support Staff of 55 PM CoE Colleges of Madhya Pradesh at 3 locations per division for faculty members and 1 location per division for Technical Support Staff as decided by Additional Director, DHE is to be delivered as mentioned in Scope of work for the purpose of implementing the training program.
- 16.2** Under no circumstances, the bidder shall not use the project site for any purpose other than the purposes of the scope of work as mentioned in the RFP and contract agreement signed.

17 Local conditions

- 17.1** Each Bidder is expected to become fully acquainted with the local conditions and factors, which may affect the performance of the contract and /or the cost.
- 17.2** The Bidder is expected to know all conditions and factors, which may have any effect on the execution of the contract after issue of letter of Award as described in the bidding document. The Department shall not entertain any request for clarification from the Bidder regarding such local conditions.
- 17.3** It is the Bidder's responsibility that such factors have been properly investigated and considered before submitting the proposal. No claim, what-so-ever, including that for financial adjustment to the contract awarded under the bidding document will be entertained by the Department.

18 Amendment of Bidding Documents

- 18.1** At any time before the Deadline for Submission of Bids, Department may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective Bidder, modify the RFP by amendment.
- 18.2** Any amendments / modifications to the RFP Document, which may become necessary for any reason, shall be through the issue of addendum(s) to the RFP which shall set forth the said amendments / modifications thereto (hereinafter referred to as the "Addendum(s).". If required, in order to allow prospective Bidders reasonable time in which to take the Addendum(s) into account in preparing their respective Bids

18.3 Department reserves the right to extend the Deadline for the Submission of Bids. However no request from the prospective Bidder(s), shall be binding on Department for the same.

19 Compliant Proposals / Completeness of Response

19.1 Bidders are advised to study all instructions, forms, terms, requirements and other information in the RFP documents carefully. Submission of the bid shall be deemed to have been done after careful study and examination of the RFP document with full understanding of its implications.

19.2 Failure to comply with the requirements may render the Proposal non-compliant and the Proposal may be rejected.

19.3 Bidders must:

- a. Include all documentation specified in this RFP;
- b. Follow the format of this RFP and respond to each element in the order as set out in this RFP
- c. Comply with all requirements as set out within this RFP.

20 Pre Bid Conference

20.1 A pre-bid conference will be held on the date specified in the RFP (Schedule of Bidding Process), as mentioned at the Key dates table at the location specified by Department.

20.2 The purpose of the pre-bid conference will be to clarify queries of the Bidders related to the Project and Project site and RFP document, if any.

20.3 Pursuant to the Pre Bid Meeting, the terms and conditions of the RFP Document will be frozen with or without amendments thereto as applicable.

20.4 Non-attendance at the Pre-Bid Meeting will not be a cause for disqualification of a Bidder. However, the terms and conditions of the Addendum(s) will be binding on all the Bidders irrespective of their attendance at the Pre-Bid Meeting

20.5 Department shall not be responsible for ensuring that the Bidders' queries have been received by it. Any requests for clarifications after the indicated date and time may not be entertained by Department.

20.6 The Bidders should submit the queries in writing or e-mail and the same should reach to Department at least two (2) working days before the pre-bid conference.

20.7 Minutes of the pre-bid conference shall be uploaded in the mptender.gov.in portal.

21 Key Requirements of the Bid

21.1 Right to Terminate the Process

1. Department may terminate the RFP process at any time and without assigning any reason. Department makes no commitments, express or implied, that this process will result in a business transaction with anyone.

21.2 This RFP does not constitute an offer by Department. The Bidder's participation in this process may result selecting the Bidder for execution of the contract.

22 Joint venture / Consortiums/ Sub-contracting

22.1 Joint Venture / Consortium are not allowed for this Tender

22.2 As per scope of the RFP, the subcontracting is explicitly prohibited.

22.3 If the Bidder later considers subcontracting for certain reasons, the Bidder has to obtain written permission from the SPD before contracting any work to subcontractors. SPD at its own discretion may permit or deny the same. The bidder should then provide subcontracting details to the SPD and if required, SPD may evaluate the same.

22.4 In case if subcontracting is later permitted at any time, the contracting vendor is responsible for all the services provided to the SPD regardless of which entity is conducting the operations. The contracting vendor is also responsible for ensuring that the sub-contractor comply with all security requirements of the contract and SPD can obtain independent audit report for the same.

23 Submission of Bids

- 23.1** The complete bidding process will be online (e-Tendering) in Two cover system. Electronic submission of bids shall be in accordance with the instructions given in the Table below:

Particulars	Instructions
Cover 1 (Technical Proposal)	<p>Proof of submission of RFP Document Fee and Scanned copy of EMD. Bidder to submit all the formats of Covering letter, Bidders information sheets</p> <p>Financial Eligibility criteria documents shall be prepared in accordance with the requirements specified in this RFP document. Experience / work order certificates, completion certificates should be submitted through online bid submission process</p> <p>The Bidder shall furnish documentary evidence / undertakings for all the mentioned requirements along with the technical bid proposal.</p>
Financial Proposal	<p>The Financial Proposal shall be prepared in accordance with the requirements specified in this RFP and in the format prescribed by mptender.gov.in of the RFP.</p> <p>Financial Proposal should be submitted online only on www.mpetenders.gov.in</p>

Note: Department will conduct the bid evaluation based on documents submitted through online e-tendering portal.

23.2 Bid Security (Earnest Money Deposit (EMD))

The Bidder shall furnish, as part of the Technical Part of its Bid, either a Bid-Securing Declaration or a Bid Security, as specified in the BDS, in original form and, in the case of a Bid security, in the amount and currency specified in the BDS.

23.2.1 A Bid Securing Declaration shall use the form included in RFP.

23.2.2 If a Bid Security is specified, the Bid security shall be a demand guarantee of the following forms:

a. Online payment to the mp tender portal,

23.2.3 Any Bid not accompanied by a substantially responsive Bid Security shall be rejected by the Purchaser as non-responsive.

23.2.4 Bid Security of unsuccessful Bidders shall be returned as promptly as possible upon the successful Bidder's signing the contract and furnishing the Performance Security pursuant .

23.2.5 The Bid Security may be forfeited

- a. if a Bidder withdraws its Bid during the period of Bid validity specified by the Bidder in the Letter of Bid – Technical Part and repeated in the Letter of Bid - Financial Part – Financial Part, or any extension thereto provided by the Bidder; or
- b. if the successful Bidder fails to:
 - i. sign the Contract in accordance with RFP,
 - ii. the Buyer may, declare the Bidder ineligible to be awarded a contract by the buyer for a period of time ; or
 - iii. furnish a performance security in accordance within the time period mentioned in RFP.
 - iv. if a Bidder withdraws its Bid during the period of Bid validity specified by the Bidder on the Letter of Bid – Technical Part and repeated in the Letter of Bid - Financial Part

23.2.6 If a Bid security pursuant to ITB 23.2.5

- (a) if a Bidder withdraws its Bid during the period of Bid validity specified by the Bidder on the Letter of Bid – Technical Part and repeated in the Letter of Bid - Financial Part, or
- (b) if the successful Bidder fails to sign the Contract in accordance with ITB 30 &31; or furnish a performance security in accordance with ITB 32. The Purchaser may, declare the Bidder ineligible to be awarded a contract by the Purchaser for a period of time as per the decision of Purchaser.

23.2.7 The Bid Security must be in the name of the Bidder that submits the Bid.

24 Bid opening

24.1 All Bids shall be opened in the presence of the Bidder’s representatives who choose to attend the Bid opening sessions on the specified date, time and address.

24.2 Department reserves the right at all times to postpone or cancel a scheduled bid opening. Even if required can cancel the existing BID without providing any clarification whatsoever to anyone other than the competent authorized department and can also go for re-bidding at any instance of time in between the period of Bid Sale Start Date to Bid Closing or during the evaluation on before or after the declaration or opening of Financial BID

24.3 Bid opening shall be conducted in 2 (two) stages;

Stage 1 – Technical proposal -Online

Stage 2 - Financial Proposal- online

- 24.4** The venue, date and time for opening the technical proposal are mentioned in the RFP information sheet. The department's appointed Committee will evaluate bids based on financial capability, experience and documentary evidences submitted and
- 24.5** Only those bidders qualified in technical bid, will be considered for financial bid opening on www.mpetenders.gov.in. The lowest quoted price for the turn basis shall the successful bidder to whom contract will be awarded.

25 Disqualification

- 25.1** Even though the Bidder meets the pre-qualifying criteria, they could be disqualified if they have:
- a. Submit the tender document after the date mentioned in advertisement.
 - b. Made misleading or false representations in the forms, statements and experiences submitted in proof of the qualification requirements.
 - c. Submit the tender document, which is not accompanied by the required documents or is non-responsive.
 - d. Failed to provide any clarifications related thereto.
 - e. Where the bidder has already submitted the tender document and is a member of entity, which has already submitted the tender document, or vice versa.
 - f. The successful bidder is not allowed to sub-lease the assigned spaces.
 - g. Violates any other condition mentioned herein before/herein after.
 - h. If any such information which would have entitled Department to reject or disqualify the Bidder, becomes known after the bidder has been pre-qualified, Department reserves the right to cancel the pre-qualification of the bidder at any later stage, without assigning any reason thereof.
 - i. Bidders who canvass or attempt to influence the pre/post – qualification or selection process shall necessarily be disqualified from the process at any stage.
 - j. Where the bidder has been declared as defaulter or blacklisted by Department before the date of opening of techno commercial Bid.

26 Taxes

- 26.1** The Bidder shall be responsible for all the income tax, statutory taxes, statutory dues, local levies, GST, etc., to be paid to Government / Statutory bodies / Authorities, etc., for the services rendered by it. There will be no tax liability upon the Department whatsoever on any account.

- 26.2** The Bidder indemnifies Department from any claims that may arise from the statutory authorities in connection with this License.
- 26.3** The Bidder should ensure enforcement of Applicable Laws including Labour Laws, Minimum Wages Laws, etc., and at no point of time should the Department be drawn into litigation on these counts.

27 Preliminary responsiveness

Prior to evaluation of Bids, the Department shall determine whether each Bid is responsive to the requirements of this RFP document. A Bid shall be considered responsive if:

- a. It is received as per the format defined in RFP document.
- b. It is received by the Bid Due Date including any extension thereof pursuant to Clauses of this RFP;
- c. It is signed, stamped, all pages are numbered. Scan copy uploaded proposal shall be clearly readable with indexing mentioning the Clauses for each document submitted in the proposal;
- d. It is accompanied by the Earnest Money Deposit (EMD);
- e. It is accompanied by the Power(s) of Attorney, if applicable;
- f. It contains all the information (complete in all respects) as requested in this RFP document (in formats same as those specified);
- g. It quotes complete scope of Work as indicated in the RFP documents, addendum (if any) and any subsequent information given to the Bidder;
- h. It does comply with all the Technical specifications and General Terms and conditions;
- i. It does not contain any condition or deviation;
- j. The bidder has submitted all additional information or clarification as sought by Department within the prescribed period;
- k. Bids without duly signed integrity pact;

28 Bid evaluation- technical presentation

- 28.1** Bidders satisfying in support of the Qualification for financial eligibility criteria and Experience will be informed to provide the presentation on the proposed training structure and schedules to the committee appointed by Department for further technical bid evaluation process.
- 28.2** Preliminary Technically Responsive bidders will be informed to provide the to provide the presentation on the proposed training structure and schedules to confirm the proposal offered is exactly as per the Bid Requirements. Noncompliance to provide the presentation and not attending the presentation will be considered as Non-responsive Bid proposal.

- 28.3** Bidders after the presentation to the committee, will be thoroughly evaluated by the Department on compliance of pre-qualification criteria / Technical Specifications / Requirements / Scope of Work. Bidders are expected to submit detailed documentary evidence for in support of the Qualification and Experience the Technical Specifications / Scope of Work, Annexures etc.
- 28.4** Department shall inform the technically responsive Bidders about the date and venue of the opening of the financial proposals.
- 28.5** Bidder's whose lowest financial bid proposal submitted shall be judged as successful bidder and eligible for award of Contract.
- 28.6** At any time during the Bid evaluation process, Department / Committee may seek oral/ written clarifications from the Bidders. The Department / Committee may seek inputs from their professional and technical experts in the evaluation process.

29 Right to accept any bid and to reject any or all bids(s)

- 29.1** Department reserves the right to accept or reject any bid, and to annul the tendering process/ public procurement process and reject all bids 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 Department action.
- 29.2** Conditional Bids- Conditional bids shall not be accepted on any ground and shall be rejected straightway. If any clarification is required, the same should be obtained during pre-bid meeting exercise.

30 Appointment of Bidder

Award criteria

- 30.1** After selection of technically responsive and financially lowest offer submitted by the bidder in terms of clauses of this RFP, a letter of award (the "LOA") shall be issued. Successful bidder (supplier/ Bidder) shall, within 7 (seven) days of the receipt of the LOA, sign and return the copy of the LOA in acknowledgement as unconditional acceptance thereof.
- 30.2** In the event the acceptance of the LOA duly signed by the bidder is not received by the stipulated date, the department may, unless it consents to extension of time for submission thereof, forfeit the earnest money deposit of such Bidder as damages on account of failure of the Bidder to acknowledge the LOA.
- 30.3** In case the tendering process / public procurement process has not been completed within the stipulated period, Department may like to request the Bidders to extend the validity period of the bid

- 30.4** Issue of letter of acceptance (LOA) shall not be construed as any right given in favour of the Bidder, and department reserves the right to annul the process of award, including signing of contract agreement, of this project without any liability or any obligation for such annulment, and without assigning any reasons thereof.
- 30.5** Upon issue of LOA to the Bidder, department will release the EMD of all unsuccessful Bidders, as per the online portal process except the successful bidder.
- 30.6** After acknowledgement of the LOA as aforesaid by the successful bidder , it shall cause the bidder to execute the contract agreement within the period prescribed. The bidder shall not be entitled to seek any deviation, modification, or amendment in the contract agreement.
- 30.7** Upon the successful Bidder's furnishing of Performance Bank Guarantee, Department will notify each unsuccessful Bidder and return their EMD.
- 30.8** Department shall reserve the right to negotiate with the Bidder whose bid has been ranked best value bid of the proposed Project basis the evaluation criteria. On this basis the draft contract agreement would be finalized for award and execution.

31 Performance security

- 31.1** A Performance Security shall be required.
- 31.2** The amount of the Performance Security shall be **3% of the total contract Price**, Successful Bidder to submit within 15 days from the date of Work order is issued, Contract Agreement will be signed post submission of the Performance Security, Performance Security shall be valid 60 days beyond the Warranty period.
- 31.3** The Performance Security shall be in the form of Freely Convertible Irrevocable Bank Guarantee/ Demand Draft issued by one of the Nationalized Banks as acceptable to the Department
- 31.4** The Performance security shall be in the Indian Rupees currencies of payment of the Contract, in accordance with their portions of the Contract Price.
- 31.5** Discharge of the Performance Security shall take place:
- a) Commissioner and Project Director
- Higher Education Department,
5th Floor, Satpura Bhavan, Arera Hills
Bhopal (MP), India

- 31.6** In case, the Bidder fails to submit Performance Security within the time stipulated, the Department at its discretion may cancel the Letter of Award issued to the Bidder without giving any notice and may invoke the EMD of such Preferred Bidder.
- 31.7** No interest will be payable to the tenderer on the Performance Security deposited with the Department
- 31.8** The amount of Performance Security as Security deposit shall be forfeited if the Bidder abandons or fails to perform the contract at any time during the implementation Period. Further, if it is observed at any time during the Contract implementation/ execution & contract period the party has submitted fake/bogus documents in tender to gain the contract then the contract shall be terminated and performance security shall also be forfeited.
- 31.9** The amount of the performance security as security deposit shall be forfeited if the Bidder fails to perform the contract at anytime and in such other events as are elsewhere provided in the contract.

32 Release of performance security

The Performance Bank Guarantee will be released only after meeting all of the following conditions:

- 32.1** After successful completion of warranty period of this project;
- 32.2** Payment of all the penalties; if any;
- 32.3** If any deficiency noticed at the time of handing over the Bidder has to get rectified/replaced the same at his own cost within 15 days otherwise Department will get it rectified at the risk and cost of the Bidder.
- 32.4** On production of clearance for all applicable dues, if any.
- 32.5** Signing of contract agreement

33 Contract Agreement

- 33.1** The Contract sets forth the detailed terms and conditions for grant of the contract to the successful Bidder, including the scope of the services and obligations.
- 33.2** Subsequent to Department issuing Letter of Award (LOA) to the Bidder, the Bidder shall execute the Contract Agreement with the Department within a period of Fifteen days from the date of issue of the Letter of Award subject to the condition that the Performance Security has been deposited by the Bidder within the prescribed period.
- 33.3** The draft contract agreement is provided in the RFP.

33.4 Failure of the Bidder to furnish the Performance Security or execute the Agreement within the prescribed time shall cause the EMD of the Bidder to be liquidated. The Bidder will be liable to indemnify Department for any additional cost or expense, incurred on account of failure of the Bidder to execute the Contract Agreement.

33.5 Notwithstanding anything to the contrary mentioned above, Department at its sole discretion shall have the right to extend the time lines for execution of Contract Agreement on the request of the Bidder, provided the same is bona-fide.

34 FAILURE TO AGREE WITH THE TERMS AND CONDITIONS OF THE RFP

Failure of the successful Bidder to agree with the Draft Contract Agreement and Terms & Conditions of the RFP within the timelines provided in the LOA shall constitute sufficient grounds for the annulment of the award, in which event Department shall forfeit the Earnest Money Deposit of the successful Bidder and may also invoke the performance bank guarantee of the successful Bidder.

Section 2: ELIGIBILITY CRITERIA

The Department shall use the criteria and methodologies listed in this clause to determine the Technically responsive bid proposal. The Technically responsive bid proposal is the Bid of the Bidder that meets the qualification criteria and whose Bid has been determined to be:

35 Financial and legal Capability

The Bidder shall furnish documentary evidence that it meets the financial requirement(s) certificate to be issued by Chartered Accountant along with Audited Balance Sheet with this Tender that it meets the following financial requirement(s):

- i. Bidder should have a Minimum average annual turnover in training related experience during last Three financial years (FY2021-22, FY 2022-23, and FY2023-24) from training function as per following:

Details	In Rs.
Bidder 's Turn over in Rs	Rs 1.00 Crore

Certificate to be issued by Chartered Accountant along with Audited Balance Sheet, UDIN no. with this Tender.

- ii. Bidder shall have Financial Net worth positive for the FY 2023-24 Chartered account Certificate with UDIN no. confirming the Net worth is positive
- iii. The Bidder should be a legally registered entity in India since last 5 (Five) years as on the date of submission of bid.

Bidder to submit Documentary evidence of Registration along with the Bid proposal.

36 Experience

The Bidder shall furnish documentary evidence to demonstrate that it meets the following experience requirement(s):

Bidder should have executed contracts for conducting "Face to Face" IT related training for faculty members in Government / Autonomous Government Institutions / Universities / UGC recognized government educational institutions/ Higher Secondary Government Educational Institution. Bidder to submit the details as per Note to bidders. Satisfactorily completed during the last 5 years with value of each contract to be at least as per the following table:

Government / Autonomous Government Institutions / Universities / UGC recognized government educational institutions/ Higher Secondary Government Educational Institution	Minimum Single Work Order value in Rs	Minimum Two Work orders each value in Rs.	Minimum Three Work orders each Value In Rs
	Rs. 18 lakhs	Rs 12 Lakhs	Rs. 9 lakhs

Bidder to submit the documentary evidence along with the Bid proposal confirming works executed with contracts awarded and completion certificates from Government / Autonomous Government Institutions / Universities / UGC recognized government educational institutions/ Higher Secondary Government Educational Institution or Certificate from CA confirming training completed and payment received.

- 36.1** Bidder should have executed Face to Face IT related training for faculty members in minimum one (1) Government / Autonomous Government Institutions / Universities / UGC recognized government educational institutions/ Higher Secondary Government Educational Institution of Madhya Pradesh during the last 5 years as on the date of submission.

The Bidder to submit along with the Bid proposal the Documentary evidence substantiating training executed with Contracts Awarded and on-going/ completion certificates from the Government / Autonomous Government Institutions / Universities / UGC recognized government educational institutions/ Higher Secondary Government Educational Institution or Certificate from CA confirming training completed and payment received.

- 36.2** Bidder should have at least one (1) functional registered training center in the State of Madhya Pradesh.

- 36.3** Bidder should have at least ten (7) years of experience of conducting “Face to Face” training for faculty members in Government / Autonomous Government Institutions / Universities / UGC recognized government educational institutions/ Higher Secondary Government Educational Institution.

- 36.4** Bidder should have provided training to minimum 2000 number of faculty members in one single year during the last Five (5) Years from the submission of the bid. Bidder to submit Documentary evidence in this regard.

37 Other Evidence

The Bidder shall furnish documentary evidence / undertakings in addition to the above mentioned Financial and Technical eligibility Criteria, to demonstrate that the services it offers meet the following usage requirement proposal.

- 37.1** The written confirmation of authorization to sign on behalf of the Bidder shall consist of: Power of Attorney along with Board Resolutions if Company OR partnership agreement mention the authorized signature or if Proprietary confirming the Proprietary evidence the signatory of the Proposal to commit the Bidder.

- 37.2** Bidder should give a declaration on its letterhead that they have never been blacklisted/banned (temporary or permanent) and disqualified by any regulator/statutory body/public sector undertaking in India or internationally.

- 37.3** Bidder to submit the documentary proof such as PAN, Incorporation Certificate, GST Registration Certificate, GST returns during the last 3 months on the date of Bid submission.

- 37.4** Bidder must submit their ITR for the last 3 Financial years FY 2021-22, FY 2022-23 and FY 2023-24.
- 37.5** Bidder are required to deploy trainers who are Graduates and have ten (10) plus years of experience in IT related training to faculty members.
- Bidder to submit CVs verified by the bidder organization along with the tender document.
- 37.6** Bidder to submit the undertaking that no deviation certificate for the Scope of work, Commercial Terms and conditions.
- 37.7** Bidder those are opting for exemptions as per MP SPR 2022 procurement rules to submit the undertaking in lieu of EMD/ Bid security the Bid security declaration as per format attached.
- 37.8** Bidder to submit training proposal for managing the training program at multiple locations along with the detail training module.
- 37.9** Bidder should have at least 50 number of experienced professional to support the training sessions either on permanent rolls or on contract basis. Bidder to attach list of all such professional.
- 37.10** Bidder firm should be ISO 9001-2015 QMS certified. Bidder to submit the valid ISO 9001-2015 QMS certificate.
- 37.11** Bidder should be a National Skill Development Corporation (NSDC) training partner. Valid Certificate from NSDC in this regard to be submitted by the bidder.
- 37.12** Bidder to provide undertaking that they will accept the Department Repeat orders against this Contract placed for further training, on the same rates, terms & Conditions, but in any case, not later than six months from the date of this contract signed.

38 Evaluation Criteria

38.1 The Department shall use the criteria and methodologies listed in this Section to evaluate Bids. By applying the criteria and methodologies the Department shall determine the Most Advantageous Bid. This is the Bid that meets the Qualification Criteria and has been determined to be:

- a) Preliminary evaluation will be carried out based on the financial eligibility and Experience criteria, other documentary evidence defined in the section 2, Eligibility Criteria.
- b) Technical and Financial evaluation is based as per the Eligibility, Work experience criteria.
- c) Bidder who are preliminary technically responsive will be informed, **if required**, to provide the presentation on the proposed training structure and schedules whenever required at Bhopal Office.
 - d) Preliminary Technically Responsive bidders will be informed if required to provide the presentation on the proposed training structure, schedules and modules to confirm the proposal offered is exactly as per the Bid Requirements. Noncompliance to provide the presentation and not attending the presentation will be considered as Non-responsive Bid proposal.
 - e) Bidders after the presentation to the committee, will be thoroughly evaluated by the Department on compliance of pre-qualification criteria / Technical Specifications / Requirements / Scope of Work. Bidders are expected to submit detailed documentary evidence for in support of the Qualification and Experience the Technical Specifications / Scope of Work, Annexures etc.
 - f) Department shall inform the technically responsive Bidders about the date and venue of the opening of the financial proposals.
 - g) Bidder's whose lowest financial bid proposal submitted shall be judged as successful bidder and eligible for award of Contract.
 - h) At any time during the Bid evaluation process, Department / Committee may seek oral/ written clarifications from the Bidders. The Department / Committee may seek inputs from their professional and technical experts in the evaluation process.

- i) Bidders proposal, who are qualified in the demo, if Conducted, shall be considered as responsive and will be eligible for opening the financial bid proposal.
- j) Among the bidders who have qualified the Technical responsive and whose financial Bid with the lowest cost offered in totality shall be termed as L-1 Bid and shall be Awarded the BID.

(b) Commercial Evaluation process

- a. The financial Bids of only the technically qualified bidders will be opened for evaluation in the presence of the bidder's representatives.
- b. The bid value shall include all taxes and levies, including GST (Goods and Services Tax), and shall be in Indian Rupees (₹).
- c. Any conditional bid would be rejected.
- d. If there is a discrepancy between words and figures, the amount in words will prevail.
- e. Results of the financial Bid opening will be published on the mp tenders portal in determining bidder that offer of the Technically Responsive and the total Financially lowest evaluated cost to the Department shall be judged as Eligible for Contract Award.

Section 3: GENERAL CONDITIONS

This section should be read in conjunction with other sections of RFP. The words and expressions, which are defined in this Section of RFP i.e. Instructions to Bidders (ITB), have the same meaning when used in the other Sections of RFP, unless separately defined. Notwithstanding anything to the contrary contained in this RFP, the detailed terms specified in the draft Contract shall have overriding effect; provided, however, that any conditions or obligations imposed on the Bidder hereunder shall continue to have effect in addition to its obligations under the Contract.

iv. The bidder shall be responsible for any injury or damage caused to or suffered by any person or property arising out of or relating to the service of proposed training program and the consequential claim or claims shall be borne by the bidder who shall indemnify the Department in respect of any such claim or claims.

v. Proprietary Data/ Patent Rights

a) All documents, reports and other information provided by Department or submitted by the Bidder to Department shall remain or become the property of the Department. The Bidder, as the case may be, are to treat all information as strictly confidential. Department will not return any Proposal or any information related thereto. All information collected, analyzed, processed or in whatever manner provided by the Bidder to Department in relation to the project shall be the property of Department.

b) The Bidder shall protect the intellectual property that they own or control (e.g., general professional experience, tools or third-party software) and that is reflected in deliverables. The Bidder shall specifically preserve the right to use the methodology or the material underlying it for other engagements, as long as Bidder do not use or disclose Department confidential or pre-existing proprietary information.

c) Patent Rights

a. In the event of any claim asserted by a third party of infringement of copyright, patent, trademark, industrial design rights, etc. arising from the use of the Goods/Service or any part thereof in India or abroad, the bidder shall act expeditiously to extinguish such claim. If the bidder fails to comply and the Department is required to pay compensation to a third party resulting from such infringement, the Bidder shall be responsible for the compensation including all expenses, court costs and lawyer fees. The Department will give notice to the bidder of such claim, if it is made, without delay.

- b. The Department will give notice to the bidder of any such claim without delay, provide reasonable assistance to the bidder in disposing of the claim, and shall at no time admit to any liability for or express any intent to settle the claim.

vi. Roles & responsibilities

8 Department

Department agrees to observe, comply, and perform the following:

- i. Classroom with computer lab to be provided by respective Additional Directors of the Divisions.
- ii. Venue of the training to be intimated to the successful bidder by the Additional Directors of the Divisions.
- iii. Topic of the training will be provided by the Department.
- iv. Department/ADs shall appoint one or more officers of suitable seniority in rank and tenure to act as the point of contact for the Bidder within Department office and who would assist in the implementation of the training session and for enabling the resolution of any issues that may arise in the implementation of the training sessions;
- v. At the end of the Contract Period, all rights given to the Bidder shall be terminated automatically.

a. Bidder

9 The Bidder role, responsibilities and obligations relating to the Project are provided herein below:

- i. The bidder shall acquaint him of all the site condition/ training labs, classrooms.
- ii. The Bidder will be responsible for the services as required in the scope of work mentioned under this RFP document.
- iii. The Bidder to arrange the accommodation, lunch/dinner and travel of the trainers during the training period.
- iv. The bidder to communicate with the Additional Director, DHE of the concerned Division and finalize the venue of the training at least before 1 week of the training.

- v. The Bidder shall appoint one or more experienced & qualified Digital/IT related trainer suitable during the tenure for the project. Also the successful bidder to appoint one project manager as a point of contact for the department within the bidder organization. It is clarified that information of such Project Manager shall communicated in writing by the Bidder to Department within 15 (fifteen) working days from the Contract agreement date.
- vi. The Bidder shall be solely and exclusively responsible for all such trainers, employees, workmen, personnel and staff employed for the purposes of implementing the Project.
- vii. The Bidder shall be responsible for damage caused to the public/property at the time of Implementation of the project: Department shall not be responsible or liable or made a party to any damages or accidents which may happen during the time of training or tenure of the project.
- viii. Any damage to other services arising during training period by the Bidder, shall have to be addressed by the Bidder within 7 days and rectified maximum within 30 days. Beyond the specified tenure, Department may take disciplinary actions such as fine, termination, blacklisting or combination of all with forfeit of PBG.
- ix. If circumstances for delay is beyond the control of the bidder which is acknowledged by the Department, then competent authority may have right to take necessary decision in the matter. Disciplinary actions are subjected to the jurisdiction of Commissioner Higher Education, GoMP.
- x. The bidder hereby agrees and undertakes that during the execution of this agreement it will not employ any personnel/individual below the Minimum Wages fixed by appropriate Government on this behalf from time to time, as per the provisions of Minimum Wages Act 1948 (Both the State and Central Minimum Wages act must be adhered. In case of any contradiction, Higher Minimum Wages must be followed. It is to be noted, In NO CASE, DHE shall be liable or be a party to any claim / penalty from any Law Enforcement Agencies / Statutory bodies for default / non-adherence to minimum wages act. The finalized Bidder shall be solely responsible for any default / non-adherence to minimum wages act and subsequent legal actions / penalties).

vii. Payment terms

- (a) ***Advance Payment: -Not Applicable***
- (b) Milestone Payment schedules as per following:
 - a. Advance Payment: -Not Applicable.

- b. 100% of the Value shall be paid by SPD, Bhopal on acceptance of completion of the training in at the locations across the state of Madhya Pradesh on confirmation from the respective Additional Directors.
- (c) TDS at applicable rates will be deducted at source before releasing the payment.
- (d) **Details of Documents to be furnished by the Bidder :**
 1. Agency Invoice (2 copies)
 2. List of Trainers deployed location wise.
 3. Training Completion certificate issued by Additional Director, DHE officer (1 copy)

viii. Liquidity damages / Penalties for Delay

Liquidity damages shall be imposed as Penalties for the delay in Completion of the activities as per following:

- a) SPD will impose the LD for the delay or non-completion of training during the agreed contract as per following:
 - In the event of delayed completion of training sessions beyond the agreed training period, the Service Provider shall be liable to pay liquidated damages at the rate of 0.5% per week per batch of the total cost of training.
 - However, no penalty will be imposed for the durations leading to delays in implementation due to reasons solely attributable to the Department.

ix. Time Extension-

Shall be given with the recommendations of the Executive committee, approval shall be accorded by Competent Authority on case-to-case basis with / without imposing fine for Delay.

x. Decision Authority:

Commissioner, Higher Education is the decision Authority in all respects for the Pre-award and Post award.

xi. Department, authority to recover the cost in case of any default

- a) If the Bidder shall neglect or fail to do anything which he is required to do under the Provisions of the contract, the Department or any other authorized Person may serve a notice on the Bidder asking him to do the things agreed upon as Aforesaid and on their neglect or failure to do as directed, cause the same to be done and recover the cost thereof from the Bidder without prejudice to any other rights, the Department may have on account of such default.
- b) the Bidder has to handover the complete project as per the scope of work, Bill of Quantities. In case of any non-completion of training/damage/loss/mishandling observed, expenditure occurred there upon to make it in good condition would be deducted from the performance Security Deposit.

xii. Compliance to rules, regulations, instructions, and statutory provisions

- a) It will be the responsibility of the Bidder to ensure the compliance of all the instructions/provisions issued time to time by Department or Colleges or any other department of the M.P. Govt., or any other authority are strictly adhered to. Any violation of any lawful provision will be treated, as a violation of the terms and conditions of contract and action will be taken against the Bidder as per provision of the contract.
- b) Bidder responsibility for public liability and against all claims, act losses, Insurance etc
- c) The Bidder shall indemnify the Department against all claims, actions, demands, losses, charges, and cost of expenses, which the Department has to incur, or which may occur on account of infringement of any of these conditions by the Bidder or on any other account whatsoever. The Bidder shall obtain a public liability policy of insurance in respect of Department allotted to him.

xiii. INDEMNITY

- a) The Bidder shall undertake to observe, adhere to, abide by, comply with and notify the Department about all laws in force or as are or as made applicable in future, pertaining to or applicable to them, their business, their employees or their obligations towards them and all purposes of this RFP and shall indemnify, keep indemnified, hold harmless, defend and protect the Department and its employees / officers / staff / personnel / representatives / agents from any failure or omission on its part to do so and against all claims or demands of liability and all consequences that may occur or arise for any default or failure on its part to conform or comply with the above and all other statutory obligations arising therefrom.

- b) The Bidder shall always be responsible for any injury or damage caused or suffered by any person or property arising out of or related to the training sessions and the consequential claim shall be borne by the Bidder who will also indemnify and safeguard the Department in respect of any such claim or claims.

xiv. Termination of contract on breach

(a) By department

The Department may, by not less than 30 (Thirty) days' written notice of termination to the Bidder, such notice to be given after the occurrence of any of the events specified in this Clause, terminate this Agreement if:

- i. The Bidder fails to remedy any breach hereof or any failure in the performance of its obligations hereunder, as specified in a notice of suspension pursuant to Clauses of this RFP here in above, within 30 (Thirty) days of receipt of such notice of suspension or within such further period as the Department may have subsequently granted in writing;
- ii. the Bidder becomes insolvent or bankrupt or enters into any agreement with its creditors for relief of debt or take advantage of any law for the benefit of debtors or goes into liquidation or receivership whether compulsory or voluntary;
- iii. The Bidder fails to comply with any final decision reached as a result of arbitration proceedings pursuant to Clauses of this RFP hereof;
- iv. the Bidder submits to the Department a statement which has a material effect on the rights, obligations or interests of the Department and which the Bidder knows to be false;
- v. any document, information, data or statement submitted by the Bidder in its Proposals, based on which the Bidder was considered eligible or successful, is found to be false, incorrect or misleading;
- vi. As the result of Force Majeure, the Bidder is unable to perform a material portion of the Services for a period of not less than 30 (Thirty) days; or
- vii. The Department, in its sole discretion and for any reason whatsoever, decides to terminate this Agreement.
- viii. It is further agreed that the Bidder shall not commit any breach of the terms and conditions of the agreement and in the unlikely event of any other breach, the Department shall give notice calling upon the Bidder to rectify/remedy the breach, to satisfy the Department about there being no breach and satisfy the Department within a period of 30 days from the date of notice otherwise the Department shall be entitled to terminate the agreement without giving any further notice and in that event the Department shall be entitled to recover all its dues which can be adjusted from the dues of Bidder if any found due to him.

(b) By Bidder

The Bidder may, by not less than 30 (Thirty) days' written notice to the Department, such notice to be given after the occurrence of any of the events specified in this Clause, terminate this Agreement if:

- i.** The Department fails to pay any money due to the Bidder pursuant to this Agreement and not subject to dispute pursuant to Clauses of this RFP hereof within 30 (Thirty) days after receiving written notice from the Bidder that such payment is overdue.
 - ii.** The Department is in material breach of its obligations pursuant to this Agreement and has not remedied the same within 30(Thirty) days (or such longer period as the Bidder may have subsequently granted in writing) following the receipt by the Department of the Bidder's notice specifying such breach.
 - iii.** As the result of Force Majeure, the Bidder is unable to perform a material portion of the Services for a period of not less than 30 (Thirty) days; or
 - iv.** The Department fails to comply with any final decision reached as a result of arbitration pursuant to Clauses of this RFP hereof.
- a. The Bidder agrees for the following continuity arrangements to ensure the business continuity of the Bank:
1. In the event of this agreement comes to end on account of termination or by the expiry of the term / renewed term of the agreement or otherwise, the Bidder shall render all reasonable assistance and help to the Department and to any new service provider engaged by the Department, for the smooth switch over and continuity of the services.
 2. In the event of failure of the bidder to render the service, without prejudice to any other right the Department shall have as per this agreement, the Department at its sole discretion may make alternate arrangements for getting the services from any other source. And if the Department gives a prior notice to the bidder before availing such service from any other alternative source, the bidder shall be liable to reimburse the expenses, if any incurred by the Department in availing such services from the alternative source

(c) Acceptance / rejection of tender.

The Commissioner, Higher Education reserves the right to accept or reject any tender without assigning any reason(s).

(d) Jurisdiction of court

The courts located in Bhopal (M.P) only shall have Jurisdiction to try and decide the matter / dispute between the parties.

(e) Entire agreement

- a. The Bidder will have to enter into an agreement with the Department for the proper fulfilment of the contract on lines similar to terms of the tender or as modified or added by Department. Such tenderer shall have to furnish non-judicial stamp paper Rs.500/- issued by within ten days from the date of issue of offer letter.

- b. A Contract Agreement shall be executed only on furnishing the Performance Security as per clause of Performance Security.
- c. All documents submit by Bidder at the time of Tender will be the part of Contract Agreement.
- d. This Agreement and the Annexes together constitute a complete and exclusive statement of the terms of the agreement between the Parties on the subject hereof, and no amendment or modification hereto shall be valid and effective unless such modification or amendment is agreed to in writing by the Parties and duly executed by persons especially empowered in this behalf by the respective Parties. All prior written or oral understandings, offers or other communications of every kind pertaining to this Agreement are abrogated and withdrawn; provided, however, that the obligations of the Bidder arising out of the provisions of the RFP shall continue to subsist and shall be deemed to form part of this Agreement.
- e. Without prejudice to the generality of the provisions of above Clause, on matters not covered by this Agreement, the provisions of RFP shall apply.
- f. Department may place Repeat orders against this Contract placed but in any case not later than six months from the date of this contract signed.

(f) Force majeure

a. DEFINITION

- a. For the purposes of this Agreement, “Force Majeure” means an event which is beyond the reasonable control of a Party, and which makes a Party’s performance of its obligations hereunder impossible or so impractical as reasonably to be considered impossible in the circumstances, and includes, but is not limited to, war, riots, civil disorder, earthquake, fire, explosion, storm, flood or other adverse weather conditions, strikes, lockouts or other industrial action (except where such strikes, lockouts or other industrial action are within the power of the Party invoking Force Majeure to prevent), confiscation or any other action by government agencies.
- b. Force Majeure shall not include (i) any event which is caused by the negligence or intentional action of a Party or agents or employees, nor (ii) any event which a diligent Party could reasonably have been expected to both (A) take into account at the time of the conclusion of this Agreement, and (B) avoid or overcome in the carrying out of its obligations hereunder.
- c. Force Majeure shall not include insufficiency of funds or failure to make any payment required hereunder.
- d. No breach of agreement under Force majeure

- a. The failure of a Party to fulfil any of its obligations hereunder shall not be considered to be a breach of, or default under, this Agreement insofar as such inability arises from an event of Force Majeure, provided that the Party affected by such an event has taken all reasonable precautions, due care and reasonable alternative measures, all with the objective of carrying out the terms and conditions of this Agreement.

- e. Measures to be taken
 - i. A Party affected by an event of Force Majeure shall take all reasonable measures to remove such Party's inability to fulfil its obligations hereunder with a minimum of delay.
 - ii. A Party affected by an event of Force Majeure shall notify the other Party of such event as soon as possible, and in any event not later than 14 (fourteen) days following the occurrence of such event, providing evidence of the nature and cause of such event, and shall similarly give notice of the restoration of normal conditions as soon as possible.
 - iii. The Parties shall take all reasonable measures to minimize the consequences of any event of Force Majeure.

- f. Extension of time due to Force Majeure
 - a. Any period within which a Party shall, pursuant to this Agreement, complete any action or task, shall be extended for a period equal to the time during which such Party was unable to perform such action as a result of Force Majeure.

- g. PAYMENTS due to Force Majeure
 - a. During the period of its inability to perform the Services as a result of an event of Force Majeure, the Bidder shall be entitled to be reimbursed for Additional Costs reasonably and necessarily incurred by it during such period for the purposes of the Services and in reactivating the Services after the end of such period.

- h. CONSULTATION

Not later than 30 (thirty) days after the Bidder has, as the result of an event of Force Majeure, become unable to perform a material portion of the Services, the Parties shall consult with each other with a view to agreeing on appropriate measures to be taken in the circumstances.

(g) DISPUTES

- a. If any dispute or difference or claims of any kind arises between the Parties in connection with implementation/ execution, interpretation or application of any terms and conditions or any matter or thing in any way connected with or in connection with or arising out of the Contract Agreement for the Photocopying services or the rights, duties or liabilities of any Party under the Contract Agreement, whether before or after the termination of the Contract Agreement, then the Parties shall meet together promptly, at the request of any Party, in an effort to resolve such dispute, difference or claim by discussion between them. There shall be a Dispute Settlement Committee, which shall try to settle all disputes at the first stage.
- b. The Commissioner, Department of Higher Education shall chair the Dispute Settlement Committee. The authorized representative of the Bidder will be allowed to participate in the Dispute Settlement procedure. If the Committee fails to resolve the issue within 30 (thirty) days of reference for amicable settlement, the parties will be free to redress it in the front of the Additional Chief Secretary, Higher Education, Government of Madhya Pradesh, whose decision in this regard shall be final and binding on both the Parties.
- c. The existence of any dispute or reference of the same for redressal in any forum shall not absolve the Bidder of its liability to continue make the payment as stipulated in the Contract Agreement.

(h) Arbitration & Jurisdiction

- a. All disputes and differences of any kind whatsoever arising out of or in connection with the purchase order shall be referred to arbitration.
- b. The arbitrator may be appointed by both the parties or in case of disagreement each party may appoint an arbitrator and such arbitrators shall appoint an Umpire before entering on the reference. The decision of the Umpire shall be final.
- c. Such arbitration shall be governed by the provisions of Indian Arbitration and Conciliation Act 1996. All arbitration proceedings shall be at Bhopal, Madhya Pradesh, India only. Notwithstanding anything contained herein above, in case of any dispute, claim and legal action arising out of this RFP, the parties shall be subject to the jurisdiction of courts at Bhopal, Madhya Pradesh, India only.

(i) Limitation of Liability

Vendor's aggregate liability under the contract shall be limited to a maximum of the contract value. This limit shall not apply to third party claims for :

- a. IP Infringement indemnity
- b. Bodily injury (including Death) and damage to real property and tangible property caused by bidder's gross negligence.

c. For the purpose for the section, contract value at any given point of time, means the aggregate value of the Contracts placed by Department on the bidder that gave rise to claim, under this RFP. Bidder shall not be liable for any indirect, consequential, incidental or special damages under the agreement.

(j) Non-disclosure Agreement

a. Bidder shall sign a non-disclosure agreement will also be a part of the Contract agreement to agree not to disclose certain proprietary or confidential information explicitly outlined in the agreement before commencement of the project.

(k) Survival

a. Any provision of the Contract / Agreement which, either expressly or by implication, survive the termination or expiration of the Contract / Agreement, shall be complied with by the Parties including that of the provisions of indemnity, confidentiality, nondisclosure in the same manner as if the present Contract / Agreement is valid and in force and effect.

b. The provisions of the clauses of the Contract / Agreement in relation to Documents, data, processes, property, Intellectual Property Rights, indemnity, publicity and confidentiality and ownership survive the expiry or termination of the Contract / Agreement and in relation to confidentiality, the obligations continue to apply unless SIDBI notifies the Vendor of its release from those obligations.

(l) Right to Alter Quantities

a. The Department reserves the right to alter the quantities as per MP SPR 2022 rules. The Department also reserves the right to delete one or more items from scope of work specified in the RFP.

(m) Compliance in obtaining approvals / permissions / licenses

a. The Bidder shall promptly and timely obtain all such consents, permissions, approvals, licenses, etc., as may be necessary or required for any of the purposes of this project or for the conduct of their own business under any applicable Law, Government Regulation / Guidelines and shall keep the same valid and in force during the term of the project.

b. In the event of any failure or omission to do so, shall indemnify, keep indemnified, hold harmless, defend, protect and fully compensate the Department and its employees / officers / staff / personnel / representatives / agents from and against all claims or demands of liability and all consequences that may occur or arise for any default or failure on its part to conform or comply with the above and all other statutory obligations arising therefrom and the Department will give notice of any such claim or demand of liability within reasonable time to the bidder.

Section 4: Bidding Forms

1. Letter of Bid – Technical Part

(To be submitted by Bidder on Company letter head)

Date of this Bid submission: *[insert date (as day, month, and year) of Bid submission]*

RFP No.: *[insert number of Bidding process]*

Request for Proposal details: *[insert identification]*

Alternative No.: *[insert identification No if this is a Bid for an alternative]*

To:

We, the undersigned Bidder, hereby submit our Bid, in two parts, namely:

- b. the Technical Part, and
- c. the Financial Part

In submitting our Bid, we make the following declarations:

- No reservations: We have examined and have no reservations to the bidding document, including addenda issued in accordance with Instructions to Bidders
- Eligibility: We meet the eligibility requirements and have no conflict of interest in submitting the bid proposal
- Bid/Proposal-Securing Declaration: We have not been suspended nor declared ineligible by the Department based on execution of a Bid Securing Declaration or Proposal Securing Declaration in the Department 's country.
- Conformity: We offer to supply in conformity with the bidding document and in accordance with the Delivery Schedules specified in the RFP.
- Bid Validity Period: Our Bid shall be valid for the period specified in RFP (as amended, if applicable) from the date fixed for the Bid submission deadline specified and it shall remain binding upon us and may be accepted at any time before the expiration of that period.
- Performance Security: If our Bid is accepted, we commit to obtain a performance security in accordance with the bidding document.
- One Bid per Bidder: We are not submitting any other Bid(s) as an individual Bidder, and we are not participating in any other bid(s) and meet the requirements.

- Suspension and Debarment: We, along with any of our Bidders, suppliers, consultants, manufacturers, or service providers for any part of the contract, are not subject to, and not controlled by any entity or individual that is subject to, a temporary suspension or a debarment imposed by any of Sate Govt. /Central Govt. / Public sector undertakings.
- State-owned enterprise or institution: [select the appropriate option and delete the other] [We are not a state-owned enterprise or institution] / [We are a state-owned enterprise or institution].
- Binding Contract: We understand that this Bid, together with your written acceptance thereof included in your Letter of Acceptance, shall constitute a binding contract between us, until a formal contract is prepared and executed.
- Not Bound to Accept: We understand that you are not bound to accept the lowest evaluated cost Bid, the Most Advantageous Bid, or any other Bid that you may receive; and
- Fraud and Corruption: We hereby certify that we have taken steps to ensure that no person acting for us, or on our behalf, engages in any type of Fraud and Corruption

Name of the Bidder: **[insert complete name of Bidder]*

Name of the person duly authorized to sign the Bid on behalf of the Bidder: *** [insert complete name of person duly authorized to sign the Bid]*

Title of the person signing the Bid: *[insert complete title of the person signing the Bid]*

Signature of the person named above: *[insert signature of person whose name and capacity are shown above]*

Date signed [insert date of signing] day of *[insert month]*, *[insert year]*

****:** Person signing the Bid shall have the power of attorney given by the Bidder. The power of attorney shall be attached with the Bid Schedules.

2. Bidder Information Form

[The Bidder shall fill in this Form in accordance with the instructions indicated below. No alterations to its format shall be permitted and no substitutions shall be accepted.]

Date: *[insert date (as day, month, and year) of Bid submission]*

RF P No.: *[insert number of Bidding process]*

Alternative No.: *[insert identification No if this is a Bid for an alternative]*

Page _____ of _____ pages

1. Bidder's Name <i>[insert Bidder's legal name]</i>
2. Bidder's registration: <i>[insert actual of registration]</i>
3. Bidder's year of registration: <i>[insert Bidder's year of registration]</i>
4. Bidder's Address in registration: <i>[insert Bidder's legal address of registration]</i>
5. Bidder's Authorized Representative Information Name: <i>[insert Authorized Representative's name]</i> Address: <i>[insert Authorized Representative's Address]</i> Telephone/Mobile/Fax numbers: <i>[insert Authorized Representative's telephone/Mobile / fax numbers]</i> Email Address: <i>[insert Authorized Representative's email address]</i>
6. Attached are copies of original documents of <i>[check the box(es) of the attached original documents]</i> <input type="checkbox"/> Articles of Incorporation (or equivalent documents of constitution or association), and/or documents of registration of the legal entity named above, <input type="checkbox"/> In case of state-owned enterprise or institution, documents establishing: <ul style="list-style-type: none">• Legal and financial autonomy• Operation under commercial law• Establishing that the Bidder is not under the supervision of the Department
7. Included are the organizational chart, a list of Board of Directors,

3. Price Schedule Forms

The Bidder shall fill in Price Schedule forms in accordance with the e portal BOQ format and submit online. Prices quoted shall be inclusive of Taxes, duties, including GST, and on services to be provided at SPD office, Bhopal

Indicative financial proposal Format is attached for information to bidders at Section 7. (Financial shall be uploaded online on mptender.gov.in)

4. Form of Bid Security

E-portal online payment

(Bank Guarantee)

[The bank shall fill in this Bank Guarantee Form in accordance with the instructions indicated.]

[Guarantor letterhead]

Beneficiary: *[Department to insert its name and address]*

RFB No.: *[Department to insert reference number for the Request for Bids]*

Alternative No.: *[Insert identification No if this is a Bid for an alternative]*

Date: *[Insert date of issue]*

BID GUARANTEE No.: *[Insert guarantee reference number]*

Guarantor: *[Insert name and address of place of issue, unless indicated in the letterhead]*

We have been informed that _____ *[insert name of the Bidder, \ (whether legally constituted or prospective) or the names of all members thereof]* (hereinafter called "the Applicant") has submitted or will submit to the Beneficiary its Bid (hereinafter called "the Bid") for the execution of _____ under Request for Bids No. _____ ("the RFP").

Furthermore, we understand that, according to the Beneficiary's conditions, Bids must be supported by a Bid guarantee.

At the request of the Applicant, we, as Guarantor, hereby irrevocably undertake to pay the Beneficiary any sum or sums not exceeding in total an amount of _____ (_____) upon receipt by us of the Beneficiary's complying demand, supported by the Beneficiary's statement, whether in the demand itself or a separate signed document accompanying or identifying the demand, stating that either the Applicant:

- (a) has withdrawn its Bid during the period of Bid validity set forth in the Applicant's Letter of Bid ("the Bid Validity Period"), or any extension thereto provided by the Applicant; or
- (b) having been notified of the acceptance of its Bid by the Beneficiary during the Bid Validity Period or any extension thereto provided by the Applicant, (i) has failed to sign the contract agreement, or (ii) has failed to furnish the performance security, in accordance with the Instructions to Bidders ("ITB") of the Beneficiary's bidding document.

This guarantee will expire: (a) if the Applicant is the successful Bidder, upon our receipt of copies of the Contract agreement signed by the Applicant and the performance security issued to the Beneficiary in relation to such Contract agreement; or (b) if the Applicant is not the successful Bidder, upon the earlier of (i) our receipt of a copy of the Beneficiary's notification to the Applicant of the results of the Bidding process; or (ii) forty five days after the end of the Bid Validity Period.

Consequently, any demand for payment under this guarantee must be received by us at the office indicated above on or before that date.

[Signature(s)]

Name:

Designation:

Employee ID No:

Bank E mail id:

Employee e mail ID

Phone No:

Bank IFSC code:

Note: All italicized text is for use in preparing this form and shall be deleted from the final product.

5. AFFIDAVIT FOR NO BANNING / BLACKLISTING / DELISTING

(TO BE EXECUTED ON COMPANY LETTER HEAD)

Name of the Bidder –

Tender No. –

Tender Issuing Authority :

1. It is to declare that on the date of bid submission i.e. (indicate date) We (Name of the Bidder/Company) are not banned/blacklisted/delisted by any of the Central/State Departments/PSUs/ Government of Madhya Pradesh for any reason and nothing have been concealed in this regard.

2. I/We hereby further declare that none of my/our sister-concern/group/partnership concerns/associate concerns are participating in this tender.

Place:

Date:

Yours faithfully,

Signature of the bidder with seal

(This form shall be duly filled-up and signed by the bidder and to be uploaded on e- tender website & the physical copy of the same is to be submitted after opening of the tender.)

6. FORMAT OF DECLARATION IN LIEU OF EMD/BID SECURITY

(To be executed on the Bidder's Letter Head)

I/We(Insert Name and Address of Bidder) am/are submitting this declaration in lieu of Bid Security/Earnest Money Deposit for the Tender for(Insert Title of the Tender) -----(Tender No.....), thereby fully accepting that I/We will be suspended and shall not be eligible to participate in the Tenders invited by Department of Higher Education, Government of Madhya Pradesh , for a period of Two years from the date of such Suspension Orders, under the following circumstances:-

1. If after the opening of Tender, I/We withdraw or modify my/our Tender during the period of validity specified in the Bid Documents (including extended validity, if any) or do not accept the correction of the Tender Price pursuant to any arithmetical errors.
2. If after the award of work, I/We fail to furnish the required Performance Security or sign the Contract, within the time limits specified in the Departmental Tender Document.

Signature of the Tenderer with seal

7. No Deviations from Terms and Conditions of Bid Document

(To be furnished on Company letterhead of the Bidder)

To:

[Client Name]

[Address]

Dear Sirs,

With reference to above, this is to confirm that, I/We(Insert Name and Address of Bidder) am/are submitting this undertaking of No Deviations from Terms and Conditions of Bid Document for the Tender(Insert Title of the Tender) -----(Tender No.....). We have not changed/ modified the tender documents as appeared on the website/ issued by you and in case of such observance at any stage, it shall be treated as null and void. We hereby confirm that we have not taken any deviation from tender clauses together with other references as enumerated in the above referred NIT.

We hereby confirm our unconditional acceptance to all terms & conditions, compliance to technical specification. In the event of observance of any deviation in any part of our offer later whether implicit or explicit, the deviations shall stand null & void. We confirm to have submitted offer in accordance with tender instructions and as per aforesaid references.

Thanking you,

Yours faithfully,

(Seal and Signature of the Bidder)

Date: _____

Name and Designation: _____

Place: _____

Address and Contact: _____

Section- 5 - Schedule of Requirements/ Scope of Work

SCOPE OF WORK/SERVICE

Bidder to note that the following:

A. Training for Faculty Members

1. Faculty Training Program

The selected agency will conduct training programs for the faculty members of PM-CoE colleges across Madhya Pradesh as per the following details:

- Number of Colleges: 55 PM-CoE colleges across the state.
- Faculty per College: Approximately 30 faculty members per college.
- Total Faculty: 55 colleges \times 30 faculty per college = 1650 faculty members statewide.
- Number of Divisions in the State of MP: 10 divisions (list attached as Annexure A of this section).
- Number of Faculty per Division: $1650 \div 10$ divisions = 165 faculty members per division.
- Faculty to be provided training per Batch: 40 (approx) faculty members per batch.
- Batches per Division for Faculty: $165 \div 40 = 4$ batches per Divisions.
- Number of Batches to trained at one location in one week = 2 Batches of approx. 40 faculty.
- Training Duration: 3 days per batch in the week.
- Hours of Training per day: 6 hours of training per day i.e. 18 hours of training per batch.
- Number of Trainers to be provided by the selected agency: At least 2 trainers per batch with required qualifications as mentioned in this RFP document.
- Selected agency to provide training to the batch in consecutive 3 days with starting date as decided by the Additional Director of the concerned Division.

Note- The above details are indicative and not exhaustive the final figures of number of faculty to be trained may increase or decrease during the time of training.

2. Training Locations

- Training will be conducted at two (2) different locations within each division.
- Training will be provided to two (2) Division in one week i.e. 4 batches will run at a particular time.
- Training to 8 batches will be provided in one week in the two respective division.
- In one week at one particular location two (2) Batch training is to be conducted i.e. if for example training at Bhopal Division is to be provided then Additional Director of the Division will finalize the 2 colleges/venue for the training purpose, at one particular college in one week three days training of two batches will be conducted by the selected agency.

- Locations/ Venue for training will be finalized by the Additional Director of the Division, Department of Higher Education, based on classroom/lab availability.
- The selected agency must coordinate with the Additional Director of the concerned Division to finalize locations/venue for the training at least one week in advance (contact details of the Additional Director is attached as Annexure – A of the RFP document).

3. Weekly Training Plan

- Training will be conducted simultaneously in 2 divisions per week.
- Considering 2 batches per division and 2 divisions per week, training will occur at 4 locations weekly.
- In one week training will be completed for 4 batches in one division and total 8 batches for two divisions.
- Training for all 10 divisions will be completed within 5-8 weeks.
- List of Divisions to be provided training at a particular week is as follows-

S.No.	DIVISIONS	VENUE
1	Bhopal & Narmadapuram divisions	Offline venue to be decided by AD.
2	Rewa and Shadol divisions	Offline venue to be decided by AD.
3	Indore & Ujjain divisions	Offline venue to be decided by AD
4	Sagar & Jabalpur divisions	Offline venue to be decided by AD
5	Gwalior & Chambal divisions	Offline venue to be decided by AD

B. Type of Training and broad areas to be covered & Certification

- The selected agency shall provide comprehensive training to faculty members on the broad areas outlined in **Annexure-B** of this section. The training shall include: presentations on the specified topics, Hands-on practical training sessions, Latest digital literacy sessions, in addition to the mentioned topics, as deemed necessary by the trainers. The topics listed in **Annexure-B** of this section are indicative and not exhaustive, The final Training Module will be decided with the successful bidder prior to starting of the training schedule.
- After Completion of Training the Agency shall provide the certificate of training completion to all the participants. The outlay and design of the certificate will be finalized by the agency after discussion with the Department.

C. Logistics for Trainers

- The selected agency will arrange and bear the cost of accommodation, lunch, and dinner for trainers at the designated training locations at their own expense.
- The selected agency will arrange Commutation/Travel Facility for Trainers at their own expense.

- These arrangements will not be provided or reimbursed by the department in any condition.

D. Logistics for Faculty Members and Technical Support Staff

- The cost of lunch and dinner and stay for the Faculty members and Technical Support Staff at the training locations shall not be provided by the selected agency it will be arranged by themselves on their own.

E. Faculty Travel and Technical Support Staff travel

- Faculty members and technical Support Staff will arrange and bear the cost of their own travel to and from the training locations.
- The selected agency will not be responsible for faculty members' travel arrangements.

F. Finalization of Training Venues

- The agency must coordinate with the Additional Director, DHE of the Division to finalize training venues at least one week before the training commences.
- The decision of the Additional Director, DHE regarding the training venue will be final and binding on the selected agency.

G. Arrangement of Classroom/ Computer Lab for Training purpose

- The Additional Director of the division shall be responsible for arranging the suitable computer lab/training classroom for the training of faculty members. The selected agency's r shall not be required to arrange the training classroom.

This scope of work is binding on the selected agency and must be strictly adhered to during the implementation of the training program.

Annexure – A

AD Office Details				
S.No.	Divisions	AD 's Name	Mail	Contact
1	SAGAR	डॉ रेखा बरेठिया प्रभारी अतिरिक्त संचालक सागर	adhesag@mp.gov.in	9425453114
2	Gwalior	प्रो कुमार रलम प्रभारी अतिरिक्त संचालक ग्वालियर	adhegwa@mp.gov.in	8839679817
3	Indore	डॉ आर सी दीक्षित प्रभारी अतिरिक्त संचालक इंदौर	adheind@mp.gov.in	9425188015
4	Bhopal	डॉ. मथुरा प्रसाद प्रभारी अतिरिक्त संचालक भोपाल	adhebho@mp.gov.in	91 98933 39211
5	Jabalpur	डॉ.श्रीमती संतोष जाटव प्रभारी अतिरिक्त संचालक जबलपुर	adhejab@mp.gov.in	94073 39494
6	Ujjain	डॉ एच- एल- अनिजवाल प्रभारी अतिरिक्त संचालक उज्जैन	adheujain@mp.gov.in	+91 98270 20173
7	Rewa	डॉ आर पी सिंह प्रभारी अतिरिक्त संचालक रीवा	adherew@mp.gov.in	91 89648 12313
8	Narmadapuram	डॉ. मथुरा प्रसाद प्रभारी अतिरिक्त संचालक भोपाल	adhebho@mp.gov.in	91 98933 39211
9	Shahdol	डॉ आर पी सिंह प्रभारी अतिरिक्त संचालक रीवा	adherew@mp.gov.in	91 89648 12313
10	Chambal	प्रो कुमार रलम प्रभारी अतिरिक्त संचालक ग्वालियर	adhegwa@mp.gov.in	8839679817

Annexure – B

Day wise Area/content of session for 3-Day Digital Literacy Training Program

3-Day Digital Literacy Training Program

Day 1: Introduction to ICT in Education & Digital Literacy Essentials

Morning Session:

- Introduction to ICT in Education
 - Importance of ICT in Teaching: Discuss how ICT enhances teaching and learning experiences.
 - Overview of ICT Tools and Their Applications: Introduce various ICT tools (e.g., interactive whiteboards, tablets) and demonstrate their classroom applications.
 - Challenges and Solutions in Implementing ICT in Classrooms: Identify common challenges and discuss effective strategies to overcome them.

Afternoon Session:

- Digital Literacy Essentials
 - Safe and Ethical Use of the Internet: Guidelines for safe browsing, digital citizenship, and understanding copyright laws.
 - Data Privacy and Cybersecurity: Importance of data privacy, best practices for cybersecurity, and protecting personal information.
 - Understanding Cloud Storage and File Management: Introduction to cloud storage solutions (e.g., Google Drive, OneDrive , creating file folders in drive with hyperlink) and techniques for efficient file management.

Day 2: Tools for Content Delivery & Collaborative Tools and Platforms

Morning Session:

- Presentation Tools
 - Microsoft PowerPoint: Creating engaging and versatile presentations.
 - Canva: Designing creative and visually appealing slides.
 - Prezi: Using dynamic and interactive presentation styles.
- Learning Management Systems (LMS)
 - Moodle: Features, setup, and course management.

- Google Classroom: Integrating with Google apps and managing assignments.

Afternoon Session:

- Video Creation & Editing Tools
 - Camtasia: Basics of creating and editing instructional videos.
 - Adobe Premiere Pro: Advanced video editing techniques.
- File Converter Tools
 - Adobe Acrobat Pro: Comprehensive PDF management and conversion.
 - Convertio: Online conversion for various file formats.
- Research Paper Writing Tools
 - Zotero: Managing references and citations efficiently.
 - Grammarly: Enhancing grammar and writing clarity.
- Plagiarism Detection Tools
 - Turnitin: Checking for originality and academic integrity.
 - Copyscape: Ensuring web content originality.
- Graphics Tools
 - Adobe Illustrator: Creating professional vector graphics.
 - Canva: Designing quick and effective graphics.
- QR Code Generators
 - QRCode Monkey: Creating customizable QR codes.
 - QR Code Generator (goQR.me): Simple and reliable QR code creation.
- Poster, Pamphlet, and Brochure Design
 - Canva: Designing user-friendly posters and brochures.
 - Adobe Spark (Adobe Express): Professional designs quickly.
- Word-to-Speech Tools
 - Natural Reader: Converting text to speech accurately.
 - Google Text-to-Speech: Free and widely compatible tool.
- Microsoft Excel (Key Functions)
 - Pivot Tables: Data analysis and visualization.
 - Vlookup and Conditional Formatting: Simplifying data management.

- Miscellaneous Tools
 - Mail Merge: Personalized communication using Microsoft Word.
 - Digital Signatures: Authenticating documents digitally.

Day 3: AI in education , Interactive and Collaborative Tools, Assessment & Feedback Tools, Advanced Technologies in Teaching

Morning Session:

- Interactive and Collaborative Tools
 - Real-Time Quizzes:
 - Kahoot!: Creating engaging and interactive quizzes.
 - Quizizz: Customizable and self-paced quizzes for students.
 - Collaborative Platforms:
 - Microsoft Teams: Integrating various tools for collaboration.
 - Google Classroom: User-friendly platform focused on education.
 - Digital Whiteboards:
 - Jamboard: Simple Google-integrated digital whiteboard.
 - Miro: Powerful tool for brainstorming and collaboration.

Afternoon Session:

- Assessment and Feedback Tools
 - Creating and Grading Digital Assessments:
 - Canvas Quiz Tool: Robust assessments integrated with LMS.
 - Tools for Feedback and Progress Tracking:
 - Socrative: Providing real-time feedback and analytics.
 - Turnitin: Detailed plagiarism detection and feedback.
- Advanced Technologies in Teaching
 - Basics of Artificial Intelligence in Education: Introduction to AI and its applications in education.

Introduction to Artificial Intelligence

- Definition ,Importance & Basic AI Concepts
 - Overview of AI and its applications in education.

Interactive Activity: Discussing current AI applications.

AI Applications in Education.

- AI-Powered content creation for educators
 - Learning various AI tools.[presentations using tools like Microsoft PowerPoint, Canva, Genially, or Google Slides, as well as online platforms like Google Classroom or Teams .
 - Professional ICT skills ICT for Teachers [experiment with different edTech apps and AI tools , ChatGPT, Grammarly, perplexity AI etc.
 - Creating and learning multimedia learning methodology.
- AI in Classroom Management
 - Traditional Arts and ICT Art Tools for Teaching your Subjects and Promoting Life Skills.
 - practice drawing and painting (doodling, photography, content creation.
 - Guided imagery and short techniques for meditation

Interactive Activity: Case studies of AI integration in education

Review, Evaluation, and Certification

- Review Session:
 - Recap of key concepts and tools covered over the three days.
- Interactive Q&A:
 - Open forum for participants to ask questions and seek clarification.
- Evaluation:
 - Conduct assessments (quizzes, practical tasks) to evaluate participants' understanding and skills.
 - Gather feedback from participants on the training program.
- Certification Ceremony:
 - Distribute certificates of completion to participants.

Section 6: Contract Forms

Letter of Award

letter no. /DHE//RFP/2023

Bhopal , date :

To.

Bidder name

Sub: Letter of Award -Procurement of setting up of (Procurement details to be filled by Department) or on turnkey basis-regarding

Ref: 1. DHE Tender ref No: and mp tender ref No: with Bid Submission date as

2. Your Bid submission through mp tender.gov.in

This is to notify you that your bid as referred above for execution of the “-----”, for the accepted contract amount, in accordance with the Instructions to bidders is hereby accepted by us is as follows.

1. This letter of acceptance is in accordance with the General Conditions of Contract (GCC), Special Terms and conditions as available in the Request for Bid document.
2. Contract price is as per the Financial proposal submitted as per following:

Sl No	Item description	UoM	Qty	Unit value in Rs including GST	Total value in Rs including GST

3. SPD will impose the LD for the undelivered training session or training not as per schedule at the required locations during the agreed contract period as per following:
 - a. SPD will impose the LD for the undelivered training session or training not as per schedule during the agreed contract period as per following:
 - I. In the event of delayed completion of training sessions beyond the agreed training period, the Service Provider shall be liable to pay liquidated damages at the rate of 0.5% per week per batch of the total cost of training.
 - II. However, no penalty will be imposed for the durations leading to delays in implementation due to reasons solely attributable to the Department.
4. Completion period is 5-8 weeks form the date of Contacrt Signing
5. You are requested to furnish the Performance Security for 3% of the Contract value, valid till 60 days beyond the two months of the contract within 15 days from the date of receipt of LOA in the attached Performance Security Forms. Further , you shall sign the Contract Agreement after submission of Performance Security .

SPD-Faculty Training

Please acknowledge the receipt of the Letter of Award (LoA) along with the price schedule duly signed, stamped as Unconditional Acceptance of the LoA

With regards

**Commissioner
Higher Education Department**

1. Format for Contract Agreement , Performance Security- Bank Guarantee
2. Price Schedule

Contract Agreement

[The successful Bidder shall fill in this form in accordance with the instructions indicated]

*THIS AGREEMENT made the [insert: **number**] day of [insert: **month**], [insert: **year**].*

BETWEEN

- (1) [insert complete name of Department], a [insert description of type of legal entity, for example, an agency of the Ministry of of the Government of { insert name of Department }, and having its principal place of business at [insert address of Department] (hereinafter called “the Department”), of the one part, and*
- (2) [insert name of Supplier], a corporation incorporated under the laws of and having its principal place of business at [insert: address of Supplier] (hereinafter called “the Supplier”), of the other part :*

WHEREAS the Department invited Bids for certain Goods and ancillary services, viz., [insert brief description of Goods and Services] and has accepted a Bid by the Supplier for the supply of those Goods and Services

The Department and the Supplier agree as follows:

- 1. In this Agreement words and expressions shall have the same meanings as are respectively assigned to them in the Contract documents referred to.*
- 2. The following documents shall be deemed to form and be read and construed as part of this Agreement. This Agreement shall prevail over all other contract documents.*
 - a. the Letter of Acceptance*
 - b. Letter of Bid - Technical Part*
 - c. Letter of Bid - Financial Part*
 - d. the Addenda Nos. _____ (if any)*
 - e. Special Conditions of Contract*
 - f. General Conditions of Contract*
 - g. the Scope of work (including Schedule of Requirements)*
 - h. the completed Schedules (including Price Schedules)*
 - i. any other document listed in GCC as forming part of the Contract*
- 2. In consideration of the payments to be made by the Department to the Supplier as specified in this Agreement, the Supplier hereby covenants with the Department to provide the Goods and Services and to remedy defects therein in conformity in all respects with the provisions of the Contract.*
- 3. The Department hereby covenants to pay the Supplier in consideration of the provision of the Goods and Services and the remedying of defects therein, the Contract Price or such other sum as may become payable under the provisions of the Contract at the times and in the manner prescribed by the Contract.*

Contract price is as per the Financial proposal submitted as per following:

Sl No	Item description	UoM	Qty	Unit value in Rs including GST	Total value in Rs including GST

a) SPD will impose the LD for the delay or non-completion of three-day training during the agreed contract as per following:

- I. In the event of delayed completion of training sessions beyond the agreed training period, the Service Provider shall be liable to pay liquidated damages at the rate of 0.5% per week per batch of the total cost of training.
- II. However, no penalty will be imposed for the durations leading to delays in implementation due to reasons solely attributable to the Department.

4. Completion period is 2 months form the date of Contarct Signing

IN WITNESS whereof the parties hereto have caused this Agreement to be executed in accordance with the laws of Government of Madhya Pradesh on the day, month and year indicated above.

For and on behalf of the Department:

Signed: [insert signature]

in the capacity of [insert title or other appropriate designation]

in the presence of [insert identification of official witness1]

in the presence of [insert identification of official witness1]

For and on behalf of the Supplier:

Signed: [insert signature of authorized representative(s) of the Supplier]

in the capacity of [insert title or other appropriate designation]

in the presence of [insert identification of official witness]

in the presence of [insert identification of official witness1]

Performance Security

Bank Guarantee

[The bank, as requested by the successful Bidder, shall fill in this form in accordance with the instructions indicated]

[Guarantor letterhead , IFSC code]

Beneficiary: *[insert name and Address of Department]*

Date: *[Insert date of issue]*

PERFORMANCE GUARANTEE No.: *[Insert guarantee reference number]*

Guarantor: *[Insert name and address of place of issue, unless indicated in the letterhead]*

We have been informed that _ *[insert name of Supplier]* (hereinafter called "the Applicant") has entered into Contract No. *[insert reference number of the contract]* dated *[insert date]* with the Beneficiary, for the supply of _ *[insert name of contract and brief description of Goods and related Services]* (hereinafter called "the Contract").

Furthermore, we understand that, according to the conditions of the Contract, a performance guarantee is required.

At the request of the Applicant, we as Guarantor, hereby irrevocably undertake to pay the Beneficiary any sum or sums not exceeding in total an amount of *[insert amount in figures]* (_____) *[insert amount in words]*,¹ such sum being payable in the types and proportions of currencies in which the Contract Price is payable, upon receipt by us of the Beneficiary's complying demand supported by the Beneficiary's statement, whether in the demand itself or in a separate signed document accompanying or identifying the demand, stating that the Applicant is in breach of its obligation(s) under the Contract, without the Beneficiary needing to prove or to show grounds for your demand or the sum specified therein.

This guarantee shall expire, no later than the Day of, 2...², and any demand for payment under it must be received by us at this office indicated above on or before that date.

This guarantee is subject to the Uniform Rules for Demand Guarantees (URDG) 2010 Revision, ICC Publication No. 758, except that the supporting statement under Article 15(a) is hereby excluded.

[signature(s)]

Name of the Signatory

Designation

Employee No.:

IFSC Code

Contact No :

Address of the bank

E-Mail

Note: All italicized text (including footnotes) is for use in preparing this form and shall be deleted from the final product.

¹ The Guarantor shall insert an amount representing the percentage of the Accepted Contract Amount specified in the Letter of Acceptance, and denominated in the currency of the Contract.² Insert the date Sixty days after the expected completion date of warranty period as describe"

¹ The Guarantor shall insert an amount representing the percentage of the Accepted Contract Amount specified in the Letter of Acceptance, and denominated in the currency of the Contract.

² Insert the date Sixty days after the expected completion date of warranty period as describe"

Section 7- Price Schedule format as per MP Tender e -portal

Validate Print Help

Item Rate BoQ

Tender Inviting Authority: Project Director, Higher Education Department, Bhopal, Madhya Pradesh

Name of Work: Selection of Agency for providing Digital Training to Faculty Members and Technical Support Staff of 55 PM CoE Colleges of Madhya Pradesh

Contract No: 01SPD/WB/RFP/2024-25/Faculty Training

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 relevant columns, else the bidder is liable to be rejected for this tender. Bidders are allowed to enter the Bidder Name and Values only)

NUMBER #	TEXT #	NUMBER #	TEXT #	NUMBER #	NUMBER #	NUMBER #	TEXT #
Sl. No.	Item Description	Quantity	Units	Unit price per batch including all taxes, duties and GST in Rs	Total value for all batches including all taxes, duties and GST in Rs	Total value for all batches including GST in Rs	TOTAL AMOUNT In Words
1	2	4	5	13	53	54	55
1	Selection of Agency for providing Digital Training to Faculty Members and Technical Support Staff of 55 PM CoE Colleges of Madhya Pradesh						
101	Faculty Digital Training at identified colleges by AD's office as per scope of work and schedule	40	Batches		0.00	0.00	INR Zero Only
Total in Figures					0.00	0.00	INR Zero Only
Quoted Rate in Words							INR Zero Only