

GOVERNMENT OF MEGHALAYA
DIRECTORATE OF SCHOOL EDUCATION & LITERACY

RFP DOCUMENT

FOR

ICT@SCHOOL SCHEME UNDER BOOT MODEL

IN 241 SECONDARY SCHOOLS

FOR 2010-11

IMPLEMENTING AGENCY

DIRECTORATE OF SCHOOL EDUCATION & LITERACY

KENNELWORTH ROAD, LAITUMKHRAH

SHILLONG – 793 003

Ph: 0364 – 2226062, 2225083 Fax: 0364 - 2226062

OFFICE OF THE DIRECTOR, SEL

KENNELWORTH ROAD, LAITUMKHRAH, SHILLONG – 793 003

**TIME-TABLE FOR
ICT@SCHOOLPROGRAMME.**

DATE OF COMMENCEMENT OF SALE OF BIDDING DOCUMENT:	
LAST DATE FOR SALE OF BIDDING DOCUMENT:	
TIME AND DATE OF PRE BID MEETING:	
LAST DATE AND TIME FOR RECEIPT OF TECHNICAL BIDS:	
TIME AND DATE OF OPENING OF TECHNICAL BIDS:	
DATE AND TIME OF OPENING THE FINANCIAL BIDS:	

VALIDITY OF BID: 120 DAYS FROM THE DATE OF OPENING OF TECHNICAL BID

PLACE OF PRE BID MEETING, OPENING OF BIDS

AND ADDRESS FOR COMMUNICATION

DIRECTOR OF SCHOOL EDUCATION & LITERACY

KENNELWORTH ROAD, LAITUMKHRAH

SHILLONG – 793 003

Ph: 0364 – 2226062, 2225083 Fax: 0364 – 2226062

SECTION-1

REQUEST FOR PROPOSAL (RFP)

1. The Director, SEL Meghalaya Shillong invites sealed Proposal (Technical & Financial) for implementation of ICT@School Project in 241 Secondary schools in the State of Meghalaya including supply of hardware, software, non-technology infrastructure, capacity building of teachers, development of e-content on a **BOOT** (Build, Own, Operate, and Transfer) basis for a period of 5 years i.e. 2011 to 2013.
2. A complete set of RFP Document may be purchased by any interested eligible bidder on the payment of a non-refundable tender fee of Rs. 1000/- (One Thousand) only in the form of Cash/Demand Draft in favour of DIRECTOR, SEL payable at Shillong. The RFP Document may be obtained during office hours on working days.
3. Interested eligible Bidders may obtain further information from office of the Director of School Education & Literacy, from **14.12.2011** to **23.12.2011**
4. Pre-bid meeting will be held on **10.01.2012** at **12:00 Hrs.** In the Conference Hall of the DSEL, at Kennelworth Road Laitumkrah.
5. Interested and eligible Bidders are required to submit the Qualification, Technical and Financial Bids in three separate sealed envelopes. The Technical and Financial Bids should be accompanied by the Earnest Money worth Rs. 50,000/- (Rupees Fifty Thousand) only payable to the Director of School Education & Literacy, Meghalaya. The Bid Security should be included in the same envelope containing the Technical Bid. The Technical and Financial Bid along with Earnest Money must be delivered to the Office of the Director of School Education and Literacy on or before **17.01.2012** at **15:00 Hrs.**
6. The envelope containing the Technical Bid and the Earnest Money will be opened on the **17.01.2012** at **3:30 p.m** in presence of Bidders or their authorised representative who chooses to attend in the event of the date specified. On the event of the day of opening being declared as a government holiday the due date for submission and opening of bids will be on the next working days.

Scope of the bid

Within the guidelines of ICT@School programme of MHRD, the DSEL intends to implement ICT@School in 241 secondary Schools in 7 districts of Meghalaya. Towards this end, the DSEL proposes to impart computer education students in 241 Secondary Schools. The proposal is that selected bidder will provide computer hardware, software and connected accessories for imparting computer education and training of teachers, etc, on BOOT basis. Technical and Financial Bids are therefore invited from the eligible firms, to participate in the bidding process for following.

- a) To provide Computer Education to the students from Class 9 to Class 12 as per MBOSE syllabus and also requisite training to the instructor.
- b) To develop and provide e-content material to the students of these schools.
- c) Provide computer hardware, software and related accessories.
- d) Provide training to the instructor on Computer education.

SECTION-II

Instruction to Bidders

1. Background:

The **ICT@Schools Scheme*** is a partnership of the Government of Meghalaya with the Ministry of Human Resources Development, Government of India, aimed at providing state of the art Information and Communication Technology facilities in the secondary and senior secondary classes. The funding for the scheme is provided by both partners in the ratio 90:10 respectively. The scheme is being implemented by the state with the following objectives:

- i. To establish an enabling environment to promote the usage of ICT in all Government and Government aided secondary and senior secondary schools in the state.
- ii. To ensure the development and dissemination of appropriate e-content in English.
- iii. To ensure capacity building of students, including those with special needs, in the use of ICT and ICT assisted learning.
- iv. To ensure capacity building of the teachers in the use of ICT and ICT enabled teaching learning methods.

Meghalaya has been implementing this scheme since 2008-09 and 75 numbers of secondary and senior secondary schools have been covered under the scheme till date.

The Government of Meghalaya has defined a detailed curriculum for ICT for secondary and senior secondary classes. This curriculum defines the state's expectations, course, curricular materials, training needs and evaluation standards.

To support this curriculum and the needs of students and teachers, the state has also established a mechanism for selection, validation and supply of e-content as well as appropriate software tools to all the secondary and senior secondary schools of the state. The collections will be updated and revised as per the state's educational needs, from time to time.

Government of Meghalaya proposes to expand this scheme to an additional number of 241 secondary and senior secondary schools. The project will commence in the academic year 2012. The project will involve establishing appropriate infrastructure, provide appropriate manpower and realize the objectives of the project in strict compliance of the stipulations within this document and in the agreement (SLA) to be entered into.

In pursuance of this goal, the Director of School Education & Literacy, invites proposals from interested parties to participate in the present project. Such interested parties ("Bidders") are required to submit detailed proposals as per the provisions of the Request for Proposal document ("Proposals").

After the process of selection, as detailed in the *RFP document*, the selected agency ("Successful Bidder") will enter into a tripartite agreement ("Service Level Agreement") with the Director of School Education & literacy Government of Meghalaya and the Principal / Head Teacher of the respective school and perform its obligations as stipulated therein in respect of the project. The model agreement (SLA) forms part III of this *RFP document*.

* Note: *Details of the scheme may be refer to www.education.nic.in or www.megeducation.gov.in*

2. **List of Deliverables:**

The successful bidder is expected to deliver the following as a part of the fulfillment of obligations under the agreement.

- i. Establish the ICT infrastructure in each of the allotted schools as per the detailed specifications and norms agreed to.
- ii. Appoint trained ICT teachers as per the prescribed qualifications and deploy them in each of allotted schools.
- iii. Organise timetables, course work, course materials, and evaluation processes in consultation with the school as per the prescribed curriculum for both teachers and students of the school.
- iv. Enable and facilitate access to all the teachers of the school at all times during school hours and to the students at least as per the prescribed time schedule.
- v. Establish the process for and ensure the maintenance, repair, updation/upgradation of the ICT infrastructure as per the agreement.
- vi. Maintain records and submit monitoring, evaluation, completion and such other reports in compliance of the agreement.
- vii. Facilitate the inspection and evaluation of the implementation as and when the State or its representative, or the Central Government or its representative undertakes such a task.

3. **Schedule of delivery:**

The successful bidder is expected to deliver each of the deliverables within the prescribed time-frame specified for it in the SLA. Failure to ensure successful delivery shall invite penalties as defined in the SLA.

Note: Each of the seven deliverables listed above will have various components unique to each State's or even school's requirement. The time schedule for their delivery will also consequently be different. The model time schedule may be suitably modified to conform to the requirements of each project.

4. **The bidding process:**

A three bid process in two stages will be followed. Potential bidders may submit their proposal as three sets of documents in duplicate in separate sealed envelopes as detailed below:

4.1. First stage:

- a. Documents establishing the qualification of the bidder as per the criteria set out in the RFP document;
- b. A proposal defining the technology mix and plan of action to realize the goals of the project.

4.2. Second stage:

- a. Documents setting out the bidder's technical proposal in response to the RFP
- b. Documents setting out the bidder's financial proposal in response to the RFP

Note: The proposed technology mix and action plan suggested in part (b) of the first stage of the bid process is intended to inform the choice of hardware and software. The process allows bidders to suggest competitive solutions, which conform to the latest technologies, and at the same time is appropriate, cost effective and easier to manage.

The evaluation of the bids will be carried out in two stages. Following the first stage, bidders meeting the experience, expertise, financial capability and other criteria as laid out in the RFP shall be shortlisted as “Qualified Bidders”.

All “Qualified Bidders” will be invited to participate in the second stage. The technical proposals of only the qualified bidders will be considered at the second stage. Compliance and suitability of the technical plan proposed by the bidder will be evaluated against criteria laid out in the RFP and the bidders qualifying at this stage will be shortlisted as “Technically Qualified Bidders” and would be considered at the third stage.

The financial proposals of the shortlisted technically qualified bidders will be evaluated as per criteria laid out in the RFP in order to identify the preferred bidder.

5. Availability of Request for Proposal (RFP) Document:

The Request for Proposal (RFP) document along with all annexures, appendices together referred to as the RFP document may be downloaded from our website <http://www.meghalaya.nic.in> or <http://www.megeeducation.gov.in> or from the office of the Director of School Education and Literacy, Kennelworth Road, Laitumkhrach Shillong-3 on or before **23.12.2011**.

In case the document is downloaded from the internet, the cost of the RFP document should be enclosed along with the proposal in the form of a demand draft payable to the DSEL at Shillong.

6. Eligibility criteria for bidders

The bidder can be an Organisation, Institute, Company, Corporation, Society, Trust, Firm, registered/incorporated in India. They should have credible indications of their capability to participate in the ICT implementation on their own. This could be evidenced by their products, work experiences, participation in similar projects.

The bid can be submitted by any of the above agencies, in their individual capacity or as a consortium of not more than three companies. In the case of such a consortium, each of the bidding partners would have to be individually eligible to carry out a significant part of the implementation and together, the consortium should be capable of undertaking all components of the implementation. The bidder or at least one member of the consortium, must have been in the business of sale, supply, installation and maintenance of IT hardware and software, and empanelled for this purpose with the Government of Meghalaya or any other State Government or Central Government agencies like the DGS&D.

Or

Maintenance of ICT facilities including computer systems, peripherals, UPS, management of operating systems and software, in geographically dispersed locations, particularly remote rural locations in the State of Meghalaya or similar locations in any State of the Indian Union.

The bidder or at least one member of the consortium must have a sound understanding of and demonstrable capability to provide and manage an educational support system, particularly in remote rural schools. To this effect, they must have been in the business of organising and management of ICT based educational services like teacher training, publishing of ICT based digital content and its implementation in schools, or other forms of ICT based teaching and learning in schools.

In case the bidder has a demonstrable expertise of only one of the above areas, the bidder may necessarily partner with other agencies and the bid be made by the consortium. Proposals submitted by a consortium should further comply with the following:

i) The number of members in the consortium will not exceed three. One of the members will be designated as the Lead Member of the consortium and others as Operating Members. The members of the consortium shall enter in to a Memorandum of Understanding for the express purpose of this project, explicitly agreeing to remain partners throughout the period of contract and extended periods if applicable, and this document will be submitted along with the proposal.

The members of the consortium shall execute a Power of Attorney in favour of the Lead Member authorising that member to participate, negotiate, enter into contract and undertake the project on their behalf as per the SLA.

ii) The proposal should clearly delineate the roles, functions, responsibilities and deliverables against each member separately. Each member of the consortium would explicitly agree to fulfill each and every part of their obligation within the project individually and collectively. This agreement will constitute a part of the MOU as well as the Power of Attorney defined above. However the State shall deal only with the Lead Member, who in turn will ensure the delivery of all parts of the SLA. Every member of the consortium, individually and as a group would be liable for any violation or non-compliance or non-delivery on the part of the consortium as a whole or any of its partners.

iii) A bidder who chooses to submit a proposal in their individual capacity cannot simultaneously participate in this tender as a member of any other consortium. No agency can be a member of more than one consortium simultaneously. Any such submission will automatically disqualify their proposals.

7. The present project involves the implementation of the ICT programme in 241 schools across the state of Meghalaya as per details below.

Sl. No	Districts	No. of schools
1.	East Garo Hills	21
2.	East Khasi Hills	63
3.	Jaintia Hills	24
4.	Ri Bhoi	14
5.	South Garo Hills	15
6.	West Garo Hills	78
7.	West Khasi Hills	26

It would be deemed that by submitting a proposal, the bidder has:

- made a complete and careful examination of the RFP document and agrees to all conditions and implications that arise from it;
- sought, obtained and perused all relevant information for the submission of the proposal;
- made a thorough examination of all aspects of the project including, but not limited to:
 - i. the project sites;
 - ii. existing facilities, infrastructure and structures, if any and its present condition;
 - iii. status and condition of utilities in the neighbourhood of the project sites
 - iv. conditions that are likely to affect transportation, communication, access, disposal, handling, storage and safety of goods, travel and access by personnel
 - v. all other prevailing conditions that may affect the bidder's performance under the SLA.

Any error or incomplete submission arising out of an interpretation of the RFP document, its annexures or any information passed on to the bidder by the State of Meghalaya or any of its officials, the State of Meghalaya shall not be liable and no request for redressal of grievance or reconsideration can be accommodated.

The DSEL reserves the right to annul the entire or part of the bidding process or to reject any or all proposals if:

- at any time during the bidding process, any material misrepresentation is made or discovered;
- the bidder does not respond to queries or requests for clarifications or requests for additional information; or
- the bidder or their representatives or any person on their behalf attempts to influence the process of tender in any manner whatsoever

In case of rejection of one or more proposals after the opening of bids, and the bids belong to the lowest bidders, the DSEL reserves the right to continue with the bid and invite the next lowest bidder to match the price quoted by the lowest bidder.

Any measure, taken to modify the bid process as mentioned above, will be at the sole discretion of the State of Meghalaya represented by the DSEL and is not negotiable.

Submission of proposal

Qualification Proposal:

Part 1

The following certificates with all supporting documents are to be submitted as part of the qualification proposal in the bid formats:

- Letter of Intent and submission of proposal
- Certificate of being an IT/Education business/ Certificate of Experience (details of same/similar projects).
- Copy of Memorandum of Understanding entered into in the case of a consortium
- Power of Attorney authorising signatory of proposal to function as Lead Member of the consortium
- Certificate of incorporation of bidder (in case of a consortium applying, of each of the partners)
- Details of bidder / members of the consortium
- Certificate of non-collusion
- Certificate of non-debarment or disqualification (include details of such cases/litigations/pending cases, etc.)
- Cost of RFP Document (enclose receipt of payment or DD in case of download)
- Bid Security
- Statement of financial capability
- Annual reports
- Check-list of certificates/documents required for the qualification proposal

Part 2

Proposal highlighting how the bidder / consortium intends to fulfill the requirements of the project and realise the objectives of the project. This shall include a proposed technology mix and a plan of action in sufficient detail to enable its evaluation on feasibility, appropriateness and cost.

Technical Proposal:

The following certificates with all supporting documents are to be submitted as part of the technical proposal in the bid formats prescribed:

- Detailed specifications of all infrastructure and components of the proposed system.
- Details of implementation including time schedules, staffing, management of system and ensuring delivery of products and services
- Details of support system for maintenance, repair, monitoring and supervision of project implementation
- Checklist of certificates/documents required for the technical proposal

Financial Proposal:

The following certificates with all supporting documents are to be submitted as part of the financial proposal in the bid formats prescribed:

- Price proposal for the project
- Financial assumptions
- Detailed break up of prices for infrastructure components including installation, and commissioning
- Detailed break up of prices for ICT components

Evaluation of proposals

The evaluation of the proposals will be conducted by a Committee specifically constituted for the purpose.

Evaluation of Qualification Proposals:

Bidders fulfilling the basic eligibility criteria will be shortlisted. The capability of the eligible bidder will be established using a rating list as prescribed in the bid format, which will include previous experience, performance in similar projects and financial soundness. Only bidders qualifying at this stage will be considered at the next stage of evaluation.

Evaluation of the Technical Proposals:

The technical proposal primarily details a potential plan for the realisation of the objectives of the ICT programme. The evaluation of the technical proposal, therefore, will be made on the appropriateness and completeness of the proposal.

Completeness of the proposal will be measured on the following:

- the components proposed adequately meet the requirements and are essential to realise the objectives of the project
- the infrastructure and ICT components proposed are state of the art, currently available and can be supported technologically through the life time of the project
- the bidder's ability to source and supply the infrastructure and ICT components as evidenced by arrangements / agreements with manufacturers or dealers for the specific purpose of this project

The other parts of the proposal which will be evaluated include:

- Proposal for implementation including time schedules, staffing, management of system and ensuring delivery of products and services
- Proposal for support system for maintenance, repair, monitoring and supervision of project implementation

Only bidders qualifying at this stage will be considered at the next stage of evaluation.

Evaluation of the Financial Proposals:

The financial proposal consists of two parts, one, consisting of prescribed fixed costs, e.g. teacher salary and two, variable costs as quoted by the bidder. For the fixed cost items, a certificate of acceptance and assurance of compliance will be the minimum eligibility. For the variable cost components, lowest prices will be considered. The total price quoted for the project will be considered for comparison of quotes.

SECTION-III

SERVICE LEVEL AGREEMENT

Service Level Agreement:

This agreement made this day of between the State of Meghalaya on the one part, hereinafter referred to as the State, the Principal/ Head Teacher of _____ (name of school) on the second part, hereinafter referred to as the School, and Shri / Smtof M/s.....hereinafter referred to as the Contractor (which expression shall unless excluded by or repugnant to the context be deemed to include his/ her heirs, executors, administrators and legal representatives) on the third part.

Whereas the State has called for Contract for the implementation of the ICT programme (replace with appropriate title if different) vide letter No. datedand the Contractor has submitted a bid dated for a sum of Rs, which has been accepted by the State vide notification.....datedwhere under the Contractor has made a security deposit of Rs _____ (Rupees _____ only) as per letter No., dated and execute the agreement.

NOW IT IS HEREBY MUTUALLY AGREED AND DECLARED BY AND BETWEEN THE PARTIES HERETO AS FOLLOWS:

General terms of contract

- i. The State shall provide along with the Work Order, a document explicitly defining the deliverables, time schedules for activities, conditions, check lists for compliance, and list of officials of the State responsible for different components of this contract.
- ii. The Contractor shall accept this document and return a signed copy of the same as proof of acceptance within ___ days of the issuance of the work order.
- iii. This document will function as a guide and the Contractor shall strictly comply with any and every provision defined therein.
- iv. The Contractor will indicate the acceptance of the Work Order in writing within the specified period along with a Performance Security of 10% of the total contract value and a signed copy of this Service Level Agreement.

Scope of Work

- The Contractor shall inspect the School premises and draw up a plan of action and time schedule for the preparation of the school premises, in consultation with the school.
- The Inspection and the consequent plan of action, shall include all access issues (for transport of equipment, etc.), civil works, electrical works, and security.
- The actual layout, electrical and civil shall be based on the ground situation and exigencies, the needs of the School as defined by the School and the technological requirements. The plan of action will be a negotiation between the Contractor, the State and the School and will be implemented within the time frame defined by the State.
- The Contractor shall organise to transport, store and secure equipment during the process of establishment of the system at his/her own cost with no liability to the State and the School.
- The Contractor shall ensure the establishment of the civil, electrical, IT or other infrastructure without any interference whatsoever to the School programme.
- The Contractor shall develop and maintain an inventory and the document shall form a part of the completion report to be submitted. A copy of this inventory will be available with the School at all times and shall be made available for scrutiny as and when called for
- The Contractor and the School shall undertake to jointly inspect, test and certify successful implementation at each stage of the process.
- The Contractor shall submit a completion report to the State, duly certified by the School.
- The date of the completion report shall be considered the date of establishment of the IT facility. This date will be used for all future transactions relating to the project, including warranties, payment of bills, period of contract, etc.
- The Contractor shall conduct a formal selection process for appointment of ICT teachers. The State shall be represented on the selection board. Qualifications and experience prescribed by the State shall be strictly complied with. A future discovery of any misrepresentation shall invite immediate removal of the teacher and penal actions against the Contractor.
- The ICT Teacher shall report to the School and perform his/her duties under the supervision of the School authorities. All work conditions, including code of conduct, working hours, attendance and reporting, normally applicable to teachers in the school shall be equally applicable to the ICT Teacher.
- The ICT Teacher's pay and compensations by the Contractor shall be subject to a satisfactory performance report by the School.
- The School shall be free to demand a replacement of the ICT Teacher on grounds of absenteeism, non-performance or competence.
- The Teacher shall implement the time table drawn up by the School and enable the successful attainment of the objectives of the ICT programme. The School shall conduct periodic assessment of the implementation, including evaluation of the students. Milestones identified in the syllabus of the ICT programme shall be used for such evaluation.
- The attainment of students and the successful implementation of the ICT programme shall form an integral part of the report to be made by the Contractor for the release of payments. Unsatisfactory attainments will invite penalties as defined in the SLA

Validity of the contract

The Contract shall be normally valid for a period of five years from the date of acceptance of the Work Order, as evidenced by the submission of the Performance Security and the Service Level Agreement or upto the date of expiry of the notice period, in the instance of a termination notice issued by the State.

The Contract shall be subject to review at all times during the contract period of the satisfactory compliance and implementation of all aspects of the ICT programme, including and not restricted to upkeep and maintenance of the ICT facilities, conduct of the prescribed programme and its quality. The performance appraisals conducted by or on behalf of the State, including the third party evaluation shall be used as a basis.

The Contractor shall hand over the IT infrastructure to the School at the end of the contract period, in proper working conditions. All software components shall be up to date and upgraded. Licenses if any shall be handed over to the School. A certificate of handing over along with a checklist of all components supplied as per the initial Work Order and a certificate of satisfactory condition of the infrastructure will form a part of the bill for the last quarter of the contract period.

The Contract shall be liable for termination if after due notice and adequate time, explicit and tangible measures are not taken to rectify the faults in the implementation.

Deliverables

The Contractor shall procure, transport, install, operate and maintain the ICT infrastructure including software and all related civil and electrical equipment defined in the Work Order at the School.

The Contractor shall define and organise a mechanism for the regular maintenance and upkeep of all equipment, which shall include an appropriate maintenance contract and replacement of faulty equipment.

The Contractor shall organise a three level complaint redressal mechanism. The ICT teacher deployed at the school shall form the first level, assisted by a service team at the nearest District headquarters or large town/city which shall form the second level. An authorised service centre of the OEM supplying the computers and accessories shall form the third level.

The Contractor shall ensure availability of appropriate spares at each level to ensure repair of equipment and/or replacement within the limits of downtime defined below.

The Contractor shall identify a contact person and a chain of officials for the escalation of complaints, beyond the scope of the ICT teacher.

The response time for attending the faults will be the same day after they are noticed at the first level. In case of upgradation of faults to the second level, the time for attending a fault by the service team shall be within 48 hours failing which the vendor will arrange temporary replacements, till the third level completes the repair.

In case the fault has not been attended to within the stipulated period, it would be open to the School or the State to have the fault rectified through any other source. The Contractor shall bear the costs of such repairs. The expenses so incurred would be deducted from the amount due to the Contractor. Faults include LAN, Internet distribution, Server, desktops, and each piece of hardware and software.

The Contractor shall ensure the upkeep and repair of all civil and electrical works as and when warranted and at regular intervals.

The Contractor shall provide an alternate source of electricity (typically a generator) to ensure that the ICT infrastructure is available to the School on all working days. An appropriate meter will be installed to monitor fuel consumption. Detailed logs of fuel consumption, maintenance and repair of the generator will be maintained, submitted along with the bill and made available for inspection on demand.

The Contractor shall establish a mechanism to keep all software including the Operating System, security software including virus scans, application software and digital content, up to date and upgraded at all times.

The Contractor shall organise internet connectivity to all the computers of a bandwidth as defined in the Work Order.

The Contractor shall ensure access to the ICT facilities to all students and teachers in accordance with the time schedule drawn up by the School. The ICT facilities will include computers and accessories, software and digital content in accordance with the list prescribed by the State.

The Contractor shall allow the ICT facility to be used for appropriate purposes at the instance of the School or the State, in pursuance of the overall objectives of the ICT programme, including capacity building programmes and teacher workshops for content development, etc.

The Contractor shall maintain records of all complaints and their redressal and establish that all components of the system was in proper upkeep at all times. These records shall form a part of the quarterly compliance report to be submitted along with the bill.

Monitoring and evaluation

The Contractor will establish a system of monitoring of each component of the deliverables listed above and any other system or service which is part of the ICT programme implementation. This system will be independent of the employees of the Contractor directly responsible for the implementation.

The Contractor will submit reports of monitoring, status of the system, completion of activities and such other components of the implementation every quarter, in a format to be provided by the State, duly certified by the Principal / Head Teacher of the school.

The Contractor will facilitate the inspection of the system or any of its component by the State or its representative or the Central Government or its representative and make available to them all information with regard to the implementation sought by them.

The Contractor will facilitate an independent third party evaluation by an agency appointed for the purpose by the State and make available to them all information with regard to the implementation sought by them.

The Contractor will agree to any and all course correctives suggested by the State as a consequence of the monitoring, inspection or evaluation carried out at any point in time during the project. Compliance reports to this effect will be submitted immediately after completion or in any case within the stipulated period.

Payments

The annual price agreed to will be paid in four equal instalments. The Contractor will raise a quarterly bill along with monitoring reports and a Service Compliance Certificate signed by authorised signatories of Contractor & the school. All the rates, terms and conditions of this agreement will be applicable for a period of five years from..... to..... In case of extension, if any, granted by the State, the same terms and conditions of this agreement will be applicable during the extended period.

Penalties

The Contractor shall be liable to be penalised for deficiency of services as defined in the Work Order. The following failures/deficiencies in service will invite penalties as prescribed in the bid format:

Arbitration and Exit Options

The State reserves the right to exit the agreement, giving the Contractor a three month's notice for any reasons, whatsoever. However the State shall bring on record the reasonableness and inevitability of the situation leading to the decision to cancel the Contract. Dues if any at the time of closure of the agreement will be decided on a prorata basis.

The Contractor or any member of the Consortium servicing the Contract, is not permitted to exit the Contract individually or collectively under normal circumstances. If any member or members of the Consortium exit(s) the Contract, adversely affecting or threatening to affect the continuation of the project in any manner whatsoever, the act shall be considered a breach of contract and the State shall proceed to cancel the contract and take appropriate measures to implement the project through alternate means, which can include inviting the next lowest bidder or call for fresh bids to undertake the remaining part of the project.

Any costs accruing due to this cancellation shall be borne by the Contractor. The Contractor would also be liable for penalties including the cost of establishing an alternate mechanism to implement the project and the cost of running the project in the interim.

Contractors whose contracts have been cancelled for any reasons whatsoever, will not be eligible for participation in future bids under the ICT scheme. The disqualification will be equally applicable to all members, in the case of a consortium.

The Contractor will ensure the status of the system and its smooth transfer to any other contractor identified by the State. This condition will be binding and the State will be free to apply penalties as deemed fit in case of any violation.

The authority for redressal of any grievances will be, Government of

The place of Jurisdiction in any case shall be a court of law situated in only.

Bribe

The Contractor shall not under any circumstances offer or give or agree to give to any person connected to the Contract any gift or consideration of any kind and any inducement for reward for doing or forbearing to do or for having done or forborne to do any act in relation to the obtaining or execution of this or any other agreement or for showing or forbearing to show any favour or disfavor to any person in relation to this or any other agreement. Any breach of this condition by the

Contractor or by any one employed by him / her or acting on his/her behalf whether with or without his/her knowledge shall entitle the State to forfeit the Contractor's security deposit, terminate the agreement forthwith and to deduct from the Contractor's bill the amount of any loss or damage resulting from the cancellation thereof without prejudice to any other rights available under the terms of the agreement or under law.

BID FORMATS

PART I: QUALIFICATION PROPOSALS

The following certificates with all supporting documents are to be submitted as part of the qualification proposal:

- a. **To be filled as per format given:**
 - Letter of Intent and submission of proposal
 - Certificate of being an IT/Education business/ Certificate of Experience (details of same/similar projects).
 - Details of bidder / members of the consortium
 - Bid Security/EMD
 - Statement of financial capability
 - Check-list of certificates/documents required for the qualification proposal

- b. **To be submitted from bidders end:**
 - Copy of Memorandum of Understanding entered into in the case of a consortium
 - Power of Attorney authorising signatory of proposal to function as Lead Member of the consortium
 - Certificate of incorporation of bidder (in case of a consortium applying, of each of the partners)
 - Certificate of non-collusion
 - Certificate of non-debarment or disqualification (include details of such cases/litigations/pending cases, etc.)
 - Cost of RFP Document (enclose receipt of payment or DD in case of download)
 - Annual reports

PART II: TECHNICAL PROPOSAL

The following certificates with all supporting documents are to be submitted as part of the technical proposal:

- Detailed specifications of all infrastructure and components of the proposed system.
- Acceptance of implementation schedule.
- Details of support system for maintenance, repair, monitoring and supervision of project implementation.
- Check list of certificates / documents required for the technical proposal

PART III: FINANCIAL PROPOSAL

A. The following certificates with all supporting documents are to be submitted as part of the financial proposal:

- Price proposal for the project
- Financial assumptions
- Detailed break up of prices for infrastructure components including installation, and commissioning
- Detailed break up of prices for ICT components
- Penalty

B. Project Cost approved by Govt. of India

The maximum cost available for the project per school is indicated below and all the specifications and cost of the projects will be as per the Revised Scheme of Information and Communication Technology in Schools (ICT in Schools) during the XI Plan, copy of which also will be made available to the bidding firm:-

I. Capital Expenditure (Non-Recurring):

1. 10 PC (or one Server with 10 Terminals, 1 Projector, 1 printer, 1 scanner, 1 web camera, 1 modem, broad band Antenna, UPS & 1 Generator	Rs. 5.10 lacs
2. Operating system and Application Software	Rs. 0.20 lacs
3. Educational Software with CD ROMs	Rs. 0.45 lacs
4. Furnitures	Rs. 0.25 lacs
5. Induction training in ICT to teachers for 10 days @ Rs.400/- per day (average of 10 teachers)	Rs. 0.40 lacs
Total	Rs. 6.40 lacs per school

(The cost includes Annual Maintenance Contract for a minimum period of 5 years)

II. RECURRING COST:-

1 Computer Stationery (Catridge, CD ROMs, pen drive, paper, etc.	Rs. 0.80 lacs
2 Electricity charges Rs.1000/- per month	Rs. 0.12 lacs
3 Kerosine/Diesel for Generator @Rs.1000/- p.m	Rs. 0.12 lacs
4 Telephone/Mobile charges Rs.500/- p.m	Rs. 0.06 lacs
5 Internet/Broadband charges	Rs. 0.10 lacs

6	Teachers salary @ Rs.10,000/- p.m	Rs. 1.20 lacs
.		
7	Refresher training for 5 days to teachers @ Rs.400/- per day (average of 10 teachers)	Rs. 0.20 lacs
.		
8	Management Monitoring and evaluation (Deptt. and third party expenditures)	Rs. 0.10 lacs
.		

Total

Rs. 2.70 lacs

It may be please noted that the provisions for software shall include Learning Management System & curriculum based courseware apart from operating system and other application.

PART I: QUALIFICATION PROPOSAL FORMAT

1. Letter of Intent and submission of proposal

The application form is required to be submitted on the company's letter head. The format of application form is as follows

(On Applicant Company's Letterhead)

<reference no. , date>

To,

**The Director, School Education & Literacy
Meghalaya, Shillong**

Subject: Bid Document

Dear Sir,

This has reference to the advertisement published in <Newspaper, Edition, Date> pertaining to the above mentioned subject. We are interested in submitting our Bid Document for the same. We are enclosing demand draft no. <_____> dated <_____> drawn on **<Name of Bank>** for Rs..... (in words.....) drawn in favor of Director, School Education & Literacy payable at "Shillong" as BID DOCUMENT Security for participating in this BID DOCUMENT. We would like to clearly state that we qualify for this work as our company meets all the pre-qualifying criteria indicated by you in the document. We understand that if the details given in support of claims made by us are found to be untenable or unverifiable or both our bid will be rejected without any reference to us. We further clearly understand that DSEL, Meghalaya is not obliged to inform us of the reasons of rejection of our bid.

Yours sincerely

<Signature>

<Name, designation, contact address and telephone number of the authorized signatory>

2. Certificate of being an IT or Education Business / Certificate of Experience (details of same/similar projects)

STATEMENT OF PAST PERFORMANCE

(Performa for performance statement for a period of last three years)

Bid No. _____ Date of

opening _____ Time _____ Hours _____

Name of the Firm _____

Organisation or Govt. Dept for which the services were provided in years	Contract No & date	Description of the Contract	Value of Contract	Period of performance of Contract
1	2	3	4	5

3. **Details of bidder / members of the consortium....**

Annexure – B (Organizational Profile) The COMPANY / FIRM/ RESPONDENT/ ORGANIZATION has to enter the basic information about the Organization in provide format

Sl No	Details
1	Name of the Firm
2	Registered Office Address Telephone Number Fax Number E-Mail
3	Correspondence / Contact Address
4	Details of Contact Person (Name, Designation, Address etc.) Telephone Number Fax Number E-Mail
5	Is the firm a registered company? If yes, submit Documentary proof. Year and Place of the established of the Company
6	Former name of the company, if any
7	Is the Firm Government / Public Sector Undertaking propriety firm Partnership firm (if yes, give partnership deed) Limited company or limited corporation Member of a group of companies (if yes give the name and address of the parent organization) If the company is subsidiary state what involvement if any, will the parent company have in the project
8	Is the firm registered with sales tax department? If yes, submit valid sales tax registration certificate
9	Is the firm registered with service tax with Central Excise Department (Service Tax Cell)? If yes, Submit valid service tax registration certificate.
10	Is the firm registered under Labour Laws Contract Act? If yes, submit valid registration certificate
11	Number of years of experience:
12	Are you registered with any Government / Department / Public Sector Undertaking (if yes, give details)
13	How many years has your organization been in business under your present name? What were your fields when you established your organization? When did you add new fields (if any)?

4. **Bid Security Form (EMD)**

(Bank Guarantee to be furnished on Rs. 50/-stamp paper)

The DSEL

Sir,

Whereas.....(hereinafter called “the Bidder”) has submitted its bid _____ dated.....201_, for Providing Computer Hardware, etc: providing computer Education and to undertake Annual Maintenance contract during the project period of five years including the Guarantee /Warranty period in Govt/Govt Aided Sec Schools in the State of Meghalaya .hereinafter called the “Bid”)

KNOW ALL MEN by these presents that WE..... of.....having our registered office At(hereinafter called the Bank”) are bound unto.....(hereinafter called “DSEL”) in the sum of for which payment well and truly to be made to the said DSEL , the Bank binds itself, its successors and assigns by these presents. Sealed, with the Common Seal of the said Bank this day of 201_.

THE CONDITIONS of this obligation are:

1. If the Bidder withdraws its Bid during the period of bid validity specified by the Bidder on the Bid Form; or
2. If the Bidder, having been notified of the acceptance of its bid by the DSEL during the period of bid validity:
 - a. Fails or refuses to execute the Contract Form if required; or
 - b. Fails or refuses to furnish the Performance Security, in accordance with the Instruction to Bidders.

We undertake to pay the DSEL up to the above amount upon receipt of its first written demand, without the DSEL having to substantiate its demand, provided that its demand the DSEL will note that the amount claimed by it is due it owing to the occurrence of one or both of the two conditions, specifying the occurred condition or conditions.

The guarantee will remain in force up to and including 45 days after the period of the bid validity, and any demand in respect thereof should reach the Bank not later than the above date.

(Signature of the authorized officer of the Bank)

5. Statement of Financial Capability

Performance Security Form (Bank guarantee to be executed on Rs. 50 Stamp paper)

To,

The Director, SEL
Meghalaya, Shillong.

Sir,

WHEREAS.....(Name of the Contractor) hereinafter called “the Contractor” has undertaken, in pursuance of Contract No.....dated.....to supply certain equipment and provide services and undertake Annual Maintenance contract of computer Hardware, UPS/Generator /any other device for uninterrupted power supply, Computer furniture and connected accessories and providing computer Education services in Govt/Govt. aided Secondary Schools in Meghalaya, and related services hereinafter called “the Contract”.

AND WHEREAS it has been stipulated by you in the said Contract that the Contractor shall furnish you with a Bank Guarantee by a Nationalized Bank for the sum specified therein as security for compliance with the Contractors performance obligations in accordance with the Contract. AND WHEREAS we have agreed to give the Contractor a Guarantee: THEREFORE WE hereby affirm that we are Guarantor and responsible to you, on behalf of the Contractor, up to a total of(Amount of the Guarantee in Words and Figures) and we undertake to pay you, upon your first written demand declaring the Contractor to be in default under the Contract and without argument , any sum or sums within the limit of(Amount of Guarantee) as aforesaid, without your needing to prove or show grounds or reasons for your demand for the sum specified therein.

This guarantee is valid until theday of.....

Signature and Seal of Guarantors

.....
.....
.....

Date.....

Address.....

.....

6. **Check-list of certificate / documents required for the qualification proposal Checklist for Qualification)**

The bidder has to select the Yes / No for the Qualifying criteria as mentioned in table below and attach the self attested copy for the proof of the same. Proof not attested and attached to this section shall be summarily rejected.

SI No	BID DOCUMENT Qualification Criteria	Please Tick
1	Presence of supplier in India	Yes / No -----(Attach the Proof)
2	Having necessary expertise, manpower and capability to demonstrate the similar job for supplying, installation, operation, maintenance & establishing the Centre equipped with latest equipments	Yes / No ----- (Attach the Proof)
3	The Bidder should have minimum average annual turnover of INR 2 Crores	Yes / No ----- (Attach the Proof)
4	The bidder has not been debarred or disqualified from any assignment, by any State Government Department or Corporation. Bidder should submit an undertaking for the same	Yes / No ----- (Attach the Proof)
5	The bidder has successfully completed or implementing atleast 2 projects on turnkey basis of values 200 lakhs	Yes / No ----- (Attach the Proof)
6	The bidder must have past experience of training and software developing and should poses atleast 50+ trainers/developers in pay roll	Yes / No ----- (Attach the Proof)
7	Documentary evidence of current works in Government sector with value not less than 200 lakhs	Yes / No ----- (Attach the Proof)
8	The Bidder should have atleast completed content development in English for a minimum value of 20 lakhs	Yes / No ----- (Attach the Proof)
9	Documentary Evidence of Computer Training in Government Schools	Yes / No ----- (Attach the Proof)

PART II: TECHNICAL PROPOSAL FORMAT

1. Detailed specifications of all infrastructure and components of the proposed system

Minimum configuration of the Computer System, infrastructure and other requirements per school to be provided by the agency:-

A. Hardware

Desktop Computer System comprising of (Price include supply, installation and commissioning at site, on-site warranty for a period of 5 years from the date of commissioning)			Offer
1	CPU	64 bit, Two Core, x86 Processor @ 3 GHz and above, 4MB L3 Cache, Memory Support DDR3. The Processor should be fully binary compatible to 32-bit applications.	
2	Motherboard	AMD 880G/Intel H55 or better on OEM Motherboard	
3	Memory	2 GB DDR3 RAM	
4	Hard Disk Drive	500 GB SATA, HDD (7200 rpm)	
5	Monitor	OEM 18.5" TFT Monitor with TCO 05 Certification.	
6	Keyboard	OEM 107 Keys or higher Mechanical Keyboard	
7	Mouse	OEM Optical Mouse with Mouse Pad (with USB Interface).	
8	Ports	1 Parallel, 1 Serial, 4 USB 2.0 Ports (with 2 USB in front side of the cabinet)	
9	Optical Disk	22X or higher DVD Writer	
10	Networking features	10/100/1000 Mbps Onboard Ethernet Network Interface	
11	Operating System	Pre-Installed Windows 7 Starter Edition.(This would be the base Operating System)	
12	Preloaded Software	Latest Antivirus Software preinstalled and in CD media with matching contract period as of system to take care of all latest viruses)	
13	Drivers for different Operating System	Drivers and diagnostic utilities should be made available in optical media	
14	Warranty	5 years onsite comprehensive warranty support including antivirus updates	
15	Networking Rack & accessories for structured LAN	19" / 9U Rack with suitable patch panels and patch cords with 16/24 Port Managed Switch as per the requirement to be use for structured LAN cabling(switch, rack,patch panel, patch cord ,I/O box and conduit) with Standard CAT5e/CAT6 fax.	
16	Modem	Broadband Modem and Connection (Fixed IP)	
17	Backup	5 KVA (per 10+1 machines), on-line, 60 minutes full load backup time with SMF battery and its integration with power out lines for Computers and peripherals	

B. SOFTWARE Requirement Per School

1	Server Software	1. MS Windows Server 2008 R2 Std. Edn. OLP Academic with 1 media per school with one replicated media. 2. Windows Server CAL Per device CAL OLP-10/20/30
2	Desktop Software	MS Office Professional Plus 2010 License/SA MVL-PIL Academic-11/21/33 nos per school along with one replicated media per school. Windows 7 Professional upgrade License/SA MVL-PIL Academic-11/21/33 nos per school along with one replicated media per school. Visual Studia 2010 Professional License/SA MVL-PIL Academic-11/21/33 nos per school along with one replicated media per school.
3	Educational Software	All Educational Softwares will be provided by the Bidder and will be approved by the directorate

2. **Acceptance Of Implementation Schedule**

Details of Implementation including time schedules, staffing, management of system and ensuring delivery of products and services

To

The Director, SEL
Meghalaya, Shillong

Sir,

We M/s..... (Name of the bidder) here in after called " the Contractor " have furnished the bid for supply of computer Hardware etc: providing the Computer Education Services and Annual Maintenance contract for a project period of five years including the Guarantee / Warranty period in (No. of Schools) in..... (Districts) of Meghalaya do here by agree to the implementation schedule of the said project of commissioning of system and commencement of lessons will be completed within 45 days from the date of this contract, failing which Director, SEL may at his discretion reject and cancel the contract agreement.

Yours faithfully,

Place:

Date:

Signature & Seal of the Bidder.

3. Details of support system for maintenance , repair, monitoring and supervision of project implementation

Manageability and Support:

Schools are generally not equipped with personnel well versed in the maintenance and upkeep of ICT or electrical equipment. Dependence on outside support also leads to recurring expenses, delay in repair, down time of equipment. Non-availability of infrastructure reduces teacher confidence in technology. A system of management and support of the total system is therefore an essential part of the infrastructure design.

Outsourcing maintenance:

An annual maintenance contract with a service agency is the most common form resorted to. This may become unreliable in far flung areas (for example rural places far removed from cities). Where the ICT infrastructure is supported or run by a BOOT agency, an expectation for a resident engineer/technician, well versed in all aspects of day-to-day repair and maintenance of the infrastructure should be incorporated into the agreements. Telephonic or e-mail based support to such engineers from the vendor/service agency must be ensured.

Remote service support:

Major manufacturers of ICT equipment, particularly computers have online service support mechanisms, whereby service engineers can connect to computers online and rectify most software faults, diagnose and report hardware faults and suggest mechanisms for replacement or repair. Designing provisions for and entering into appropriate agreements for such support will ensure maximising the use and longevity of the ICT infrastructure.

Extending Warranties:

Comprehensive onsite warranty is provided for hardware. While computers are normally covered for three years, accessories and peripherals like printers, scanners or projectors and spares are covered for one year. Manufacturers have developed models of extension of warranties. Keeping in view the life time of this infrastructure and absence of a refresh (replacing older or non-functional equipment with newer ones regularly) mechanism, working out appropriate state level agreements with manufacturers for maintenance support for extended periods will be desirable. While developments and advances in technology may necessitate upgradation earlier, typical life of ICT equipment can range from five to seven years.

Software related issues:

A wide majority of break downs or faults can be attributed to software related issues. Corruption of files, cluttering of data on hard disks, and virus attacks lead to slowing down, and sometimes, break down of the computer. Repeated freezing (also referred to as hanging) of the Operating System necessitates forced shutting, which in turn leads to instability or even breakdown in the operating system. This not only results in data loss but also necessitates re-installation of the Operating System and other software applications at great expense of time and effort. A regular system of cleaning of all computers and education of the user in safe handling of computers will help avoid problems. Virus scanner software are constantly updated to help protect from newer and newer viruses. These upgrades (referred to as patches) are regularly released online. Access to the internet, regular downloading and patching of virus scans, and scanning of all storage devices (hard disks and memory sticks) is a must. Firewalls can be used to protect computers from unauthorised access and data. Educating all users on protection from viruses and safe practices to avoid virus transmission is essential. As timely action is very important, constant vigil and reporting mechanisms will have to be established. Updates and patches for operating system and other software applications are also released regularly. Downloading these and patching the software to keep it up to date is also essential to ensure smooth functioning of all the equipment. Thin clients and virtual computers reduce maintenance tasks to the server alone. All software and virus protection tasks need to be carried out on the server alone.

Fire Safety:

With many electrical connections located in closed spaces, fire hazards will have to be taken care of. Adequate numbers of portable fire extinguisher (suitable for use in electrical fires) should be provided. All persons using the space have to be oriented to evacuating the space safely, operating the fire extinguisher and switching off equipment and electrical supply. A fire safety drill should be conducted regularly and the extinguishers checked and serviced.

4. **Check list of certificates / documents required for the technical proposal**

Sl. No	Documents	Yes or No
1	The cost of Tender Document by way of crossed DD for Rs.1,000 (Rupees thousand) one those bidders, who have downloaded the bid documents. The bidders, who have purchased the bid document need to submit a copy of the receipt,	Yes / No (Attach the Proof)
2	Bid Security amount by the modes specified in this document. (i.e. Rs. 50,000/-) as per Bid Form 4	Yes / No (Attach the Proof)
3	Proposal covering letter	Yes / No (Attach the Proof)
4	Attested copies showing the legal status, place of registration and principal place of business of the firm.	Yes / No (Attach the Proof)
5	Attested copies of documents showing that the firm had an average turnover of Rs. 5 Crore per Year related to computer education and teachers training Services in past three years Viz. 2008-2009, 2009-2010 and 2010-2011	Yes / No (Attach the Proof)
6	The bidder will provide their existing tie-ups with reputed manufacturers of hardware and peripherals / UPS / Generator or any other device for uninterrupted power supply and provide an authorization from OEMs and undertaking that all the equipment supplied for this project will have ISO 9001:2000 certification.	Yes / No (Attach the Proof)
7	Attested Copies of Sales tax / Service Tax /VAT Registration and latest Sales tax / Service Tax /VAT returns filed in the financial year 2010-11.	Yes / No (Attach the Proof)
8	Attested copies of acknowledgement of latest Income tax return filed in the last 03 Years Viz. 2008-2009 ,2009-2010 and 2010-2011	Yes / No (Attach the Proof)
9	Attested copies of Audited financial Statements for last 03 years. Viz. 2008-2009 ,2009-2010 and 2010-2011	Yes / No (Attach the Proof)
10	Details of the Organization as per Bid form including list of Technical employees	Yes / No (Attach the Proof)
11	Details of Number of Training Centres run by the bidder in Meghalaya or in any other States as per Bid Form	Yes / No (Attach the Proof)
12	Details of Number of years of experience in providing Teachers' Training in ICT as per Bid form	Yes / No (Attach the Proof)
13	Bid form as per Bid Form	Yes / No (Attach the Proof)
14	Statement of past performance as per Bid Form	Yes / No (Attach the Proof)
15	Format of Acceptance of Implementation schedule as per Bid Form	Yes / No (Attach the Proof)
16	Undertaking as per Bid Form	Yes / No (Attach the Proof)
17	Documents showing that the Bidder has proven curriculum development experience in	Yes / No

	Computer Education.	(Attach the Proof)
18	Details of all Hardware as per proposed specification (Bidder should also mention the brand of hardware)	Yes / No (Attach the Proof)
19	Documentary evidence of having a well established and proven methodology of conducting teachers training of government school in the last three years	Yes / No (Attach the Proof)

PART III: FINANCIAL PROPOSAL FORMAT

1. Price Proposal for the project

FINANCIAL BID (PRICE QUOTATION)

(To be sealed in a separate envelope)

Name of the Tenderer (Company/Firm):

Address for Correspondence:

Formats for Submission of Price Proposal from Bidders

**The Director
School Education & Literacy
Meghalaya, Shillong**

Dear Sir / Madam

We have understood the instructions and terms and conditions mentioned in the BID DOCUMENT and have thoroughly examined the BID DOCUMENT and are fully aware of the scope of work required. We are hereby submitting our "Financial Proposal" as per prescribed format. The amount quoted for the Proposal bid submitted is attached with this letter.

Taxes would be inclusive.

For and behalf of:

Signature with Seal:

Time

Place

2. Financial Assumptions

Assumption made by the Bidder

Assumption made by the Bidder on the basis of which rates have been quoted towards supply and installation of computer Hardware etc: providing of Computer Education services and Annual Maintenance contract for the project period of five years including Guarantee / Warranty period

Sl. No

1. Cost towards supply of Computer Hardware
2. Cost towards supply of Furniture.
Tables
Chairs
Fans & Tube lights
3. Cost towards supply of Computer peripherals
4. Cost towards supply of U.P.S.
5. Salaries to trainers per month
6. Training Cost per Teacher per week
7. Telephone Charges per month
8. Internet Charges per month
9. Electricity charges per month
10. Computer Stationery and consumables per month
11. Miscellaneous charges and cost towards insurance of computer Hardware, etc.
12. Annual Maintenance contract charges for the project period of five years in EQI per quarter. Quantum of discount for educational use offered by Hardware suppliers taken into consideration.
(a) Microsoft
(b) Intel
(c) Cisco
(d) Others

Bid validity period:

Place : Signature

Date : Name and address of the Bidder with seal

3. **Detailed Breakup of prices for Infrastructure Components including Installation and Commissioning**

To

The DIRECTOR,
SEL, Shillong

Sir/Madam,

Having examined the tender documents number _____ dated _____ the receipt of which duly acknowledged. We the undersigned, offer to quote the rates towards

- (a) Provide computer hardware, software and connected accessories in 241 secondary schools in Meghalaya and provision of services as per the Scope of work given in this tender document within the time specified and in accordance with the terms and conditions.

SI No	Particulars	Rate Quoted (in Rs)
A	B	C
1	a) Computers Hardware	
	b) Software	
	c) Non-Technology Infrastructure	
2	Appointment and Training of Instructors	
3	Development of E-contents as per MBOSE syllabus	

Detailed break up of prices for ICT Components

COST BREAK UP - FINANCIAL

Sl. No	Item	Rate Quoted (in Rs. Lacs)
1.	Capacity Building for at least 482 teachers	
2.	Content Development/ Learning Materials Development, CAL software development	
	Manpower for the project	

NB: All prices quoted shall be as per the specification and cost prescribed and approved by Govt. of India

Conditions:

- a. Financial Bid should only indicate prices without any condition or qualification whatsoever.
- b. Total price per computer hardware & software inclusive all taxes & all other charges (FOR schools, should be given in Column C.
- c. The price quoted should be inclusive of all taxes.
- d. Bidders should express the price of their product in Indian currency only.
- e. The Tender is valid for a period of 120 days from the date of opening of First envelope.
- f. The rate should not be provided as a percentage figure.
- g. The consolidated rate should include all govt. and any other levies (e.g. Service Tax etc.)
- h. The tenderer is advised to quote rate in absolute Indian Rupees.
- i. The rate quoted will be valid for 120 days. The period can be extended with mutual agreement.
- j. No condition will be entertained and conditional tender will be liable to be rejected
- k. The tenderer must bid for all the schools in the range(s) irrespective of their location within that range(s). Partial bidding would disqualify the tenderer.
- l. Hardwares mentioned in tender are mostly brand neutral, but the tenderer will indicate the make & model, in following table, so that their performance eligibility could be assured as per specifications mentioned in this tender.

(Signature with seal / stamp of the company)

Name:

Designation:

4. Penalty:

Sl no	Service	Service level	Performance metric	Penalty
Attendance of Staff				
1	Instructor at Training center	Attendance at the district center	At least one instructor available on all working days. One day of absence for one of the instructor in month	Rs. 50/- per day per instructor for non-availability of instructor limited to one week. More than one week Rs. 150/- per day. After 2 weeks Rs. 300/- per day.
2	Computer assistant in Schools and instructor in each school	Attendance in schools, Installation and maintenance of Software and Hardware, Assist Teachers while teaching in computer lab classes in schools.	Attendance on all working days.	Rs. 100 per day for the non availability of the assistant in the school. Rs. 100 per day for the non availability of the instructor in the school
3	Teachers Training	Training course in the district center in a month	At least one teacher per school trained within 1st six months	Rs. 1,000 per teacher left for reasons attributable to operator
4	Teachers Training	Training course in the district center in a month	3 teachers trained in all the schools within the year	Rs. 1,000 per teacher left for reasons attributable to operator
5	Teachers Training	Effectiveness of Training	80% of trainees to reach satisfactory level in a exam conducted by the agency/any other agency nominated by HRD	Rs. 200 for each failure if failure more than 20 %
6	Teachers Training	Availability of adequate copies of training material	One copy for each trainee and 5 extra copies for the district center available 1 week prior to the start of training program	Rs. 1,000 for each copy
7	Availability of Computers	System Uptime	All the equipment in the Computer Lab should be up on all working days from 10:00 AM to 4:00PM	Rs. 500/per hour for non-availability of one equipment
8	Availability of uninterrupted Power supply	Availability of power during working hours	Uninterrupted Power supply during working hours i.e. 10:00 AM to 4:00PM	Rs. 100/- per hour of downtime
9	Availability of consumables	Availability in each location	Supply of consumables for a minimum of 7 days to be maintained at each location in advance.	Rs. 100/- for each day on non-availability of consumables.

ANNEXURE A: LIST OF SCHOOLS

District	Block	Sl.No	School Name
East Garo Hills	Samanda	1	Trinity Secondary School , ABKD Compound, Williamnagar -R
		2	Rongsakgre Secondary School, Rongsakgre -R.
		3	Sun-Beam Sec. School P.O. Williamnagar.
		4	Rongrenggre Govt. Hr. Sec. School
		5	Educare Sec. school
		6	St. George Sec. School
	Songsak	7	United Songsak Secondary School, Songsak -R
		8	Songsak Agitokgre Secondary School - R.
		9	Rongrong Union Sec. School
		10	Dr. Radha Krishnan Sec. School
	Rongjeng	11	Holy Family Secondary School, Rongjeng -R
		12	United Rongjeng Higher Sec. School, Rongjeng (R)
		13	Rongmil Sec School, Rongjeng (R)
	Resubelpara	14	Depa Secondary School, Dainadubi -R
		15	Resubelpara Girls' Higher Secondary School, Rcsubelpara -R
		16	Don Bosco Secondary School Mendal -R
		17	St. Thomas Secondary School, Mendipathar -R.
	Kharkutta	18	Adokgiri Secondary School, Adokgiri -R.
		19	Baksalpara Secondary School -R
		20	Mendima Sec. School. Mendinia (R)
		21	Omed Memorial Sec. School Rajasemla [R]
East Khasi Hills District	Shillong Municipality Area	1	St. Joseph's Girls Higher Secondary School, Jaiaw - R
		2	Laban Bengalee Boys Higher Secondary School - R
		3	Jail Road Boys' Higher Secondary School - R
		4	St. Dominic Higher Secondary School, Mawkhar - R
		5	Rilbong P N.C. Secondary School - R
		6	Mawkhar Christian Secondary School - R
		7	St. Margaret Higher Secondary School . -C.
		8	Balika Hindi Vidyalaya Secondary School Shillong
		9	St Anthony's Higher Sec. School, Laitumkhras, Shillong (R)
		10	St. Mary's Higher Sec. School, Laitumkhras, Shillong (R)
		11	Jaiaw Presbyterian Sec School, Jaiaw (R)
		12	St Albert's Sec. School, Lower Mawprem (R)
		13	Laitumkhras Bengalee Girls Sec. School, U/New Colony Shillong (R)
		14	Synod Higher Sec. School, Mission Compound
		15	Laitumkhras Assamese Sec. School, Shillong [R]
		16	Mawprem Modern Sec. School, Lower Mawprem [R]
		17	K.J.P. Girls Higher Sec. School [R]

		18	Laban Presbyterian Higher Sec. School (R)
		19	Gorkha Pathsala Sec. School, Shillong (R]
		20	Garo Union Sec. School, Shillong [R]
	Mawryngkneng	21	Mawryngkneng Secondary School - R
		22	Nongkrem Secondary School - R
		23	Greet Hills Secondary School, Sohryngkham
		24	Smit Higher Sec. School (R)
	Mylliem	25	H. Elias Memorial Secondary School, Nongthymmai. - R
		26	St. Jerome Secondary School , Nongmynsong - R
		27	Gorkha Secondary School Upper Shillong - R
		28	Raid Laban Secondary School, Laban - R
		29	St. Joseph's Secondary School, Pynthorumkrah
		30	Meghalaya Police Public School - Golflinks, Mawroh
		31	Sacred Heart Boys Higher Sec. School, Mawlai (R]
		32	Sacred Heart Girls Higher Sec. School, Mawlai (R]
		33	Auxillium Girls Higher Sec. School, Nongthymmai (R]
		34	Christ Church, Mawlai Syllaikariah (R)
		35	Holy Child Higher Sec School Demthring (R]
		36	Mawlai Presbyterian Sec. School (R)
		37	Nongthymmai Nepali Higher Sec, School, jingkieng (R]
		38	Malki Presbyterian Sec. School (R)
		39	Little Flower Sec. School, Malki (R]
		40	Shining Light Academy, Mawlai, Shillong
		41	Sun Rays Sec. School, Mawlai
		Mawkynrew	42
	Mawphlang	43	St. Paul's Higher Seconcarv School, Marbisu - R
		44	Sohiong Presbyterian Secondary School, Sohiong -R
		45	Stella Maris Secondary School, Wahlang - R
		46	Seng Khasi Sec. School, Marbisu (R)
		47	Mawphlang Sec. School, Mawphlang {R)
		48	Mawngap District Christian Multi Purpose (R)
		49	Nongspung Higher Sec. School, Nongspung (R]
	Mawsynram	50	District Pyndensohsaw Presbyterian Secondary School - R
		51	St Francis Xavier Secondary School, Sohklong-R
		52	Laitbah Union Secondary School, Lawbah - R
		53	Laitmawsiang Sec, School (R)
	Pynursla	54	Khadarblang Secondary School, Langkyrdem - R
		55	Raid Lyngkhat Secondary School, Norigtynger-R
		56	Riwar Seng Khasi Sec. School, Rangthylliang
		57	Lyngkyrdem Seng Khasi Sec. School
	Laitkroh	58	St. Peter's Secondary School, Laitlyngkot- R
		59	Kyntiew Shaphrang Elaka Secondary School, Laitlyngkot - R
		60	Village Durbar Sec. School, Swer (R)

	Shella Bholaganj	61	St. John Bosco Girls' Secondary School, Cherrapunjee - R
		62	Tirot Singh Memorial Secondary School, Mawkdok.- R
		63	R.K.M. Higher Sec. School, Cherrapunjee (R)
Jaintia Hills	Thadlaskein	1	Tome Memorial Secondary School, Mooralong - R.
		2	Marian Hills Higher Secondary School, Jowai - R
		3	Nephington Laloo Secondary School -R.
		4	Adventist Higher Secondary School, Thadlaskein - R
		5	Ummulong Pres. Sec. School (Newly recognized by M.B.O.S.E.)
		6	Jowai Govt Public School (R)
		7	K.J.P. Synod Higher Sec. School, Jowai (R)
		8	Sein Raij Sec. School, Jowai (R)
		9	Krist syiem Sec. School Namdong (R)
		10	Amwi Sec. School, Jowai (R)
		11	Wahiajer Pres. Sec. School, Wahiajer
		12	H.K. Singh Mem. Sec. School, Jowai (R)
		13	Mukhla Raij Sec. School, Thadlaskein (R)
	Khliehriat	14	Seinjat Tuber Secondary School, Tuber -R
		15	Good Shepherd Secondary School, Lad Rymbai -R
		16	Khlieliriat Presbyterian Secondary School -R
		17	Little Flower Sec. School, Khliehriat (R)
		18	Khliehriat Higher Sec. School, Khliehriat (R)
		19	Umkiang Sec. School, Umkiang (R) Newly recognized by M.B.O.S.E.
		20	Rymhai Pohskur Sec. School (R)
	Amlarem	21	Amwi Secondary School, Thangbuli -R.
	Laskein	22	Laishnong Higher Secondary School, Nongbareh - R
		23	Mootyrshiah Secondary School -R.
		24	Kyndong Tuber Sec. School ®
Ri Bhoi	Umsning	1	Nehru Memorial Secondary School, Umsning -R
		2	Kyrдем Presbyterian Secondary School, Kyrдем - R
		3	Little Flower Higher Secondary School Mawbri -R
		4	Umroi Pres. Sec. School (R)
		5	Ferrando Sec. School, Nongrah Umroi (R)
	Umling	6	Ri-Bhoi Presbyterian Secondary School, Nongpoh -R
		7	St. Alfred's Secondary School, Marngar -R
		8	Nongtluh Secondary School, Diwan -R
		9	Don Bosco Sec. School, Byrnihat (R)
		10	Alpha English Higher Sec, School, Nongpoh (R)
		11	St Paul's Sec. School, Nongpoh (R)
		12	St Joseph's Umden (R)
		13	Raid Nongbri Sec. School (R)
	Jirang	14	Pillangkata Secondary School, Pillangkata -R

South Garo Hills	Baghmara	1	Rangku Memorial Girls Secondary School, Baghmara -R
		2	Don Bosco Sec. School
		3	Dabitbibra Sec. School
		4	Pioneers Sec. School
		5	Mindikgiri Sec. School
		6	Nengkong Sec. School
		7	St. Francis De Sales Sec. School
		8	Seroni Nengminza Sec. School
		9	Pathargittim Sec. School
		10	Siju Sec. School
		11	Jagarami Sec. School
	Chokpot	12	Silkgiri Sec. School, Silkgiri (R)
		13	Ashugiri Sec. School, Ashugri Deka (R)
	Gasuapara	14	Kapasipara Se. School, Kapasipara (R)
		15	Rugapara Sec. School, Dimapara (R)
West Garo Hills	Tura Urban Areas	1	Aeroville Secondary School Tura-R.
		2	Hill View Secondary School, New Tura - R.
		3	L.G.B, Secondary School, Tura -R
		4	P.A.S. Police Public School, Tura -R
		5	Akonggiri Sec. School, Tura (R)
		6	Tura Hindi Sec. School, Tura (R)
		7	Garo Union Sec. School, Tura (R)
		8	Mother's Union Sec. School, Tura (R)
		9	L.G.B. Sec. School, Tura (R]
		10	Tura Town Sec.School Tura (R)
		11	Hawakhana Sec. School, Tura (R]
	Rongram	12	Don Bosco Sec. School, Rongkhon
	Dalu	13	Dalu Govt. Higher Secondary School, Dalu - R
		14	Sacred Heart Secondary School, Dalu - R
		15	Purakhasia Secondary School, -R
		16	Dalu Bengalee Sec. School, Barengaxpara (R]
		17	Babellapara Sec. School
		18	Rimrangpara Sec. School
		19	Sasengpara Sec. School
		20	Toshapara Sec. School
		21	Dalu Girls Sec. School
		22	Machangpani Sec. School
		23	Josipara Sec. School
		24	Kherapara Sec. School
	Zikzak	25	Kalaipara Secondary School, Kalaipara -R
		26	Boldamgre Secondary School, Boldamgre, -R
		27	Mahendraganj Girls Secondary School -R
		28	Patizora Sec. School, Zikzak (R)

		29	Nogarpara Deficit Sec. School, Nagorpara (R)
		30	Katuli Sec. School
		31	Gopinathkilla Sec. School
		32	Salmanpara Sec. School
		33	Kalaigoan Sec. School
	Betasing	34	Rangsakona Secondary School -R
		35	Kasabanagar Secondary School, Kasabanagar-R.
		36	Bandalkona Sec. School
		37	Betasing Hr. Sec. School
		38	Vidyamoni Sec. School
		39	Rongchadenggre Sec. School
		40	Damalgre Sec. School
	Selsella	41	Haldibari Secondary School, Haldibari-R
		42	St. Dominic Savio Secondary School. -R
		43	Garobadha Deficit Sec. School
		44	Salsella Sec. School
		45	Teporpara Sec. School
		46	United Mukdangra Sec. School
		47	Hallidanganj Sec. School
	Tikrikilla	48	Roni Asim Secondary School, Bolonggitok-R
		49	Kristu Jyoti Secondary School –R
		50	Nabo Jyoti Paham Sec. School, Paham (R)
		51	Okkapara Sec. School, Pkkapara (R)
		52	Pedaldoba Ses. School
		53	Tikrikilla Girls Sec. School
		54	Raksamgre Sec. School
		55	Naguapara Sec. School
		56	Pragatipur Sec. School
	Dadenggre	57	Dadenggiri Govt. Higher Sec. School
		58	Janapriya Higher Secondary School, Bholarbhita –R
		59	Rajabala Secondary School –R
		60	B.N.A. Model Secondary School, Bhaitbari –R
		61	Haripur Nambila Secondary School, Haripur –R
		62	Shyamnagar Secondary School –R
		63	Wiliampur Sec. School, Hallaidanga (R)
		64	Gomaijhora Sec. School, Gomaijhona (R)
		65	Bikonggiri Sec. School, Chibinong (R)
		66	Janamangal Sec. School, Moulakandi (R)
		67	Betabari Sec. School, Betabari (R)
		68	Bhaitbari Sec. School
		69	Janapriya Hr. Sec. School
		70	Thakimagiri Sec. School
		71	Garodubi Sec. School

		72	Bhaitbari Hr. Sec. School
		73	Damal A Sim Sec. School
		74	Magurmari Sec. School
		75	Bhaitbari Girls Sec. School
		76	Rajaballa Girls Sec. School
		77	Abima Sec. School
		78	Rongsaigre Sec. School
West Khasi Hills	Nongstoin	1	Anderson English Secondary School, Nongstoin –R
		2	Mawkynsah Secondary School, Mawkynsah – R
		3	St. John Bosco Secondary School, Nongkroh, Rambrai-R
		4	Rev. J.J.M. Nichol Roy Memo. Sec. School, New Nongstoin (R)
		5	Nongstoin Public Sec School, Nongstoin (R)
		6	Presbyterian Sec. School, Siejlieh (R)
	Mairang	7	Bynther Secondary School, Bynther –R
		8	Mairang Presbyterian Girls Secondary School, Mairang -R
		9	Jidon Sing Memorial Secondary School, Mawnai - R,
		10	St Thomas Higher Sec. School, Mairang ®
	Mawkyrwat	11	Rangthong Christian Secondary School, Rangthong – R
		12	S. Ferrando Secondary School, Sawsympet – R
		13	Nativity Higher Secondary School, Mawkyrwat –R
		14	St. Mary's Sec. School, Rangblang ®
		15	Jingaiseng RangLhong Pres. Sec. School, Mawkyrwat (R)
		16	United National Sec. School, Photjaud (R)
	Mawshynrut	17	Joplang Secondary School, Shallang –R
		18	Rangsapara Secondary School, Rangsapara –R
		19	Holy Cross Girl's Sec. School, Aradonga (R)
		20	Christ King Sec. School, Riango ®
		21	Nongkharai Christian Sec. School, Umsohpieng
	Ranikor	22	Mawpud Secondary School –R
		23	Sharakrit Secondary School, Nongkynbah –R
	Mawthadraishan	24	Mawkyllei Higher Secondary School -R
		25	Kynshi Secondary School, Kynshi –R
		26	Myriaw Sec. School (R)

ANNEXURE B: EVALUATION

The following criteria can be used to evaluate the Bids as per the QCBS methodology

A. Organizational strength

Sl No	Criteria	Point System	Maximum
1	Bidder should be an established IT Company and should have been in the business for a period exceeding three years as on date	Above 10 years = 5 6 - 9 years = 3 3 – 5 years =2	5
2	Capacity Building Work undertaken in Meghalaya or North Eastern States.	Yes = 5 No = 0	5
3	Experience of having executed or implementing at least 2 projects with combined value not less than Rs200 Lakhs in govt. sector.	More than 2 projects= 10 1 projects = 5	10
4	The Bidders should at least have successfully developed content in English and must have software development experience(including Multimedia, Web Design, Web Portal,etc)	More than 2 regional language = 10 below 2 regional language =5	10
5	The bidder should posses workforce with specialization in Training and content Development	>50 Developers = 10 < 50 Developers = 5	10
1	Proposed Solution	Marks to be Awarded	10
2	Product Scalability	On the basis of Solution	10
3	Project Plan (Implementation Strategy cum Methodology)	Offered: 1. Meeting Requirement	20
4	Core Project team including number and Quality of persons purposed for operations	2. Scalibility of the offered solution. 3. Any suggestions &value addition in the offered solution	10
5	Training Plan		10
	TOTAL POINTS		100

Opening and Comparison of Financial Bids

The Name of Bidder, Bid Prices, Discount, etc. will be announced at the meeting.

The Commercial scores will be calculated as

$$F_n = F_{\min} / F_b * 100, \text{ Where}$$

F_n = Normalized financial score of the bidder under consideration

F_b = Evaluated cost for the bidder under consideration

F_{\min} = Minimum evaluated cost for any bidder

Evaluation of Bid – Final Evaluation

The overall score will be calculated as follows:-

$$B_n = 0.70 * T_n + 0.30 * F_n, \text{ Where}$$

B_n = overall score of bidder under consideration

T_n = Technical score for the bidder under consideration

F_n = Normalization financial score of the bidder under consideration.