

Invitation for Bids

Directorate of School Education & Literacy, Meghalaya,
Education Department, Government of Meghalaya
Kennelworth Road, Laitumkhrach
Meghalaya, Shillong – 793003, India

Date: 16 March 2026

Loan/Grant No. and Title 46166-003- Supporting Human Capital Development in Meghalaya (SHCDM-II) Project.

Contract No. **IT-01** and Title - **Hiring of an Agency for Design, Development, Commissioning and Operation & Maintenance of Teacher Training Management System (TTMS).**

Deadline for Submission of Bids: **15 April 2026, 15.00 Hrs (IST)**

1. The Government of India has received financing from the Asian Development Bank (ADB) toward the cost of Supporting Human Capital Development in Meghalaya (SHCDM-II) Project, and it intends to apply part of the proceeds of this financing to payments under the contract named above. Bidding is open to Bidders from eligible source countries of ADB.
2. The Directorate of School Education & Literacy, Government of Meghalaya (“the Purchaser”) invites sealed bids from eligible Bidders for the Design, Development, Commissioning and Operation & Maintenance of the Teacher Training Management System (TTMS).
3. Open competitive bidding will be conducted in accordance with ADB's [Single Stage - Two Envelope](#) procedure and is open to all Bidders from eligible countries as described in the Bidding Document.
4. Only eligible Bidders with the following key qualifications defined in the Bidding Document may participate in this bidding:

Sr. No	Eligibility Criteria	Documentary Evidence
1	<p>a. The Bidder should have minimum audited average annual turnover of INR 3 (three) Crores in the preceding three financial years (i.e. FY 2022-2023, 2023-24 and 2024-2025).</p> <p>b. The Bidder shall have a positive net worth as on 31.03.2025</p>	Audited Balance Sheet, Profit & Loss Statement & CA Certificate (for all applicable members)
2	<p>The bidder should have successfully completed similar nature of projects and complexity involving Teachers Training Management, Learning, Management System and Accreditation system with Statewide implementation during the last 3 (three) financial years i.e., 2022-2023, 2023-2024, 2024-2025 for any Central Govt. / State Govt./ Multilateral Funding Agency/ any other Government agency Establishment/Private Organisation in India</p> <p>Note-Similar nature of projects means design, development, testing and security audit, hosting, operation and maintenance of Teachers Training Management, Learning, Management System and Accreditation system with Statewide implementation developed for Central Govt. / State Govt. / Multilateral Funding Agency/ any other Government agency Establishment/Private Organisation etc.</p>	Documents like Work order/ Completion Certificate/ Contract Agreement issued/ executed by employer/ client confirming the scope of work
3	The Bidder or the consortium members shouldn't be blacklisted by Asian Development Bank (ADB), as on the date of submission of the bid.	Self-declaration From authorized signatory on the company letterhead (for all consortium members).
4	<p>Consortium / Joint Venture (JV)</p> <ul style="list-style-type: none"> • Bids may be submitted by a Single Bidder or a Consortium / JV. • The financials and technical credentials of each Consortium or JV member will be considered during evaluation in accord with Section 3 on Evaluation and Qualification Criteria. • One member must be designated and authorized as the Consortium/JV representative empowered to incur liabilities and act on behalf of the Consortium/JV in all matters related to the bid and contract execution. • Roles, responsibilities, and scope of work of each member must be clearly defined. • The Consortium / JV shall be jointly and severally liable for the execution of the project. • The Consortium Agreement / JV Agreement must remain valid through the project duration. 	<ul style="list-style-type: none"> • Consortium / JV Agreement/Intent to enter into Joint Venture. • Power of Attorney authorizing one member as the Consortium/JV representative. • Supporting documents from all consortium members.

5. To obtain further information and inspect the Bidding Documents, Bidders should contact:

The Director,
Directorate of School Education & Literacy,
Education Department, Government of Meghalaya
Kennelworth Road, Laitumkrah
Meghalaya, Shillong – 793003, India
 Contact No- **0364-2225083**
 Email ID- **piu1shcdm@gmail.com**

6. To purchase the Bidding Documents in English, eligible Bidders should:

- Write to the address above requesting the Bidding Documents for Hiring of an agency for Design, Development, Commissioning and Operation & Maintenance of Teacher Training Management System (TTMS).
 - Pay a non-refundable fee of INR 10,000/- (Rupees Ten Thousand) only by Demand Draft (DD) from any Scheduled/Nationalized bank payable at Shillong in favor of the Director, Directorate of School Education, payable at Shillong.
 - The document will be sent by courier/ speed post or submitted physically. No liability will be accepted for loss or late delivery.
7. Submit your bid to the address: The Director, Directorate of School Education & Literacy, Education Department, Government of Meghalaya, Kennelworth Road, Laitumkhrah, Meghalaya, Shillong – 793003, India Contact No- 0364-2225083, Email ID: **piu1shcdm@gmail.com** on or before the deadline: **15 April 2026 at 15:00 Hours (IST)** together with a Bid Security/Bid-Securing Declaration (Section 1, Clause ITB 21) as described in the Bidding Document.
 8. All the prospective Bidders are encouraged to study the bidding documents thoroughly and participate in pre-bid meeting. Pre-bid meeting will be held on **24 March 2026, 15:00 Hours (IST)** at the Conference Room, Directorate of School Education & Literacy, Education Department, Government of Meghalaya, Kennelworth Road, Laitumkhrah, Meghalaya, Shillong – 793003, India.

Bids will be opened promptly after the deadline for bid submission in the presence of Bidders' representatives who choose to attend.

Any addendum, clarification to the Bidder's queries and corrigendum etc. will be communicated to each bidder and published on <https://megeducation.gov.in> . In case there is a holiday on the day of bid opening, activities assigned on that date shall be carried out on the next working day.

BIDDING DOCUMENT

**Hiring of an agency for
Design, Development, Commissioning and Operation &
Maintenance of Teacher Training Management System
(TTMS)
under Supporting Human Capital Development in
Meghalaya (Phase 2) Project**

Issued on: 16th March 2026

Invitation for Bids No.: SHCDM-II/IT-01/OCB/01

OCB No.: IT-01

**Purchaser: The Directorate of School Education & Literacy, Meghalaya,
Education Department, Government of Meghalaya, Kennelworth Road,
Laitumkhrah, Meghalaya, Shillong – 793003**

Contact No- 0364-2225083

Email ID- piu1shcdm@gmail.com

Country: India

Preface

This Bidding Document for hiring of an agency for Design, Development, Commissioning and Operation & Maintenance of Teacher Training Management System (TTMS) under Supporting Human Capital Development in Meghalaya (Phase 2) Project has been prepared by The Director, Directorate of School Education & Literacy, Meghalaya, Education Department, Government of Meghalaya, Kennelworth Road, Laitumkhrah, Meghalaya, Shillong – 793003, and is based on the Standard Bidding Documents for the Procurement of Information Technology Products and Services issued by the Asian Development Bank dated December, 2021.

Table of Contents

PART I – Bidding Procedures

Section 1.	Instructions to Bidders	1-1
Section 2.	Bid Data Sheet	2-1
Section 3.	Evaluation and Qualification Criteria	3-1
Section 4.	Bidding Forms	4-1
Section 5.	Eligible Countries	5-1

PART II – Requirements

Section 6.	Schedule of Requirements	6-1
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PART III – Conditions of Contract and Contract Forms

Section 7.	General Conditions of Contract.....	7-1
Section 8.	Special Conditions of Contract.....	8-1
Section 9.	Contract Forms	9-1

Section 1: Instructions to Bidders

Table of Contents

A.	General.....	1-3
1.	Scope of Bid.....	1-3
2.	Source of Funds.....	1-3
3.	Fraud and Corruption.....	1-3
4.	Eligible Bidders.....	1-6
5.	Eligible IT Products and Services.....	1-8
B.	Contents of Bidding Document.....	1-9
6.	Sections of the Bidding Document.....	1-9
7.	Clarification of Bidding Document.....	1-9
8.	Amendment of Bidding Document.....	1-10
C.	Preparation of Bids.....	1-10
9.	Cost of Bidding.....	1-10
10.	Language of Bid.....	1-10
11.	Documents Comprising the Bid.....	1-10
12.	Letter of Bid and Price Schedules.....	1-11
13.	Alternative Bids.....	1-11
14.	Bid Prices and Discounts.....	1-Error! Bookmark not defined.
15.	Currencies of Bid.....	1-13
16.	Documents Establishing the Eligibility of the Bidder.....	1-13
17.	Documents Establishing the Eligibility of the IT Products and Services.....	1-14
18.	Documents Establishing the Conformity of the IT Products and Services to the Bidding Document.....	1-14
19.	Documents Establishing the Qualifications of the Bidder.....	1-14
20.	Period of Validity of Bids.....	1-15
21.	Bid Security/Bid-Securing Declaration.....	1-15
22.	Format and Signing of Bid.....	1-16
D.	Submission and Opening of Bids.....	1-17
23.	Sealing and Marking of Bids.....	1-17
24.	Deadline for Submission of Bids.....	1-18
25.	Late Bids.....	1-18
26.	Withdrawal, Substitution, and Modification of Bids.....	1-18
27.	Bid Opening.....	1-18

E.	Evaluation and Comparison of Bids	1-20
28.	Confidentiality	1-20
29.	Clarification of Bids	1-21
30.	Deviations, Reservations, and Omissions.....	1-21
31.	Examination of Technical Bids.....	1-21
32.	Responsiveness of Technical Bid.....	1-22
33.	Nonmaterial Nonconformities	1-23
34.	Qualification of Bidder	1-23
35.	Examination of Price Bids	1-23
36.	Correction of Arithmetical Errors.....	1-24
37.	Conversion to Single Currency	1-24
38.	Domestic Preference.....	1-24
39.	Evaluation and Comparison of Price Bids	1-24
40.	Abnormally Low Bids.....	1-25
41.	Purchaser's Right to Accept Any Bid, and to Reject Any or All Bids	1-26
42.	Notice of Intention for Award of Contract	1-26
F.	Award of Contract	1-26
43.	Award Criteria	1-26
44.	Purchaser's Right to Vary Quantities at Time of Award.....	1-26
45.	Notification of Award	1-26
46.	Signing of Contract.....	1-27
47.	Performance Security.....	1-27
48.	Bidding-Related Complaints.....	1-27

A. General

- 1. Scope of Bid**
- 1.1 In connection with the Invitation for Bids (IFB) indicated in the Bid Data Sheet (BDS), the Purchaser, as indicated in the BDS, issues this Bidding Document for the supply of IT Products and Services incidental thereto as specified in Section 6 (Schedule of Requirements). The name, identification, and number of lots of the open competitive bidding (OCB) are provided in the BDS.
- 1.2 Throughout this Bidding Document,
- (a) the term “in writing” means communicated in written (including electronic) form and delivered against receipt;
 - (b) except where the context requires otherwise, words indicating the singular also include the plural and words indicating the plural also include the singular; and
 - (c) “day” means calendar day.
- 2. Source of Funds**
- 2.1 The Borrower or Recipient (hereinafter called “Borrower”) indicated in the BDS has applied for or received financing (hereinafter called “funds”) from the Asian Development Bank (hereinafter called “ADB”) towards the cost of the project named in the BDS. The Borrower intends to apply a portion of the funds to eligible payments under the contract(s) for which this Bidding Document is issued.
- 2.2 Payments by ADB will be made only at the request of the Borrower and upon approval by ADB in accordance with the terms and conditions of the Financing Agreement between the Borrower and ADB (hereinafter called the Financing Agreement), and will be subject in all respects to the terms and conditions of that Financing Agreement. No party other than the Borrower shall derive any rights from the Financing Agreement or have any claim to the funds.
- 3. Fraud and Corruption**
- 3.1 ADB requires Borrowers (including beneficiaries of ADB-financed activity) and their personnel, as well as firms and individuals participating in an ADB-financed activity, including but not limited to, Bidders, Suppliers, Contractors, agents, subcontractors, subconsultants, service providers, sub suppliers, manufacturers (including their respective officers, directors, employees and personnel) under ADB-financed contracts to observe the highest standard of ethics during the procurement and execution of such contracts in accordance with ADB’s Anticorruption Policy (1998, as amended from time to time). In pursuance of this policy, ADB
- (a) defines, for the purposes of this provision, the terms set forth below as follows:
 - (i) “corrupt practice” means the offering, giving, receiving, or soliciting, directly or indirectly, anything of value to influence improperly the actions of another party;
 - (ii) “fraudulent practice” means any act or omission, including a misrepresentation, that knowingly or recklessly misleads, or

- attempts to mislead, a party to obtain a financial or other benefit or to avoid an obligation;
- (iii) “coercive practice” means impairing or harming, or threatening to impair or harm, directly or indirectly, any party or the property of the party to influence improperly the actions of a party;
 - (iv) “collusive practice” means an arrangement between two or more parties designed to achieve an improper purpose, including influencing improperly the actions of another party;
 - (v) “abuse” means theft, waste, or improper use of assets related to ADB-related activity, either committed intentionally or through reckless disregard;
 - (vi) “conflict of interest” means any situation in which a party has interests that could improperly influence that party’s performance of official duties or responsibilities, contractual obligations, or compliance with applicable laws and regulations; and
 - (vii) “integrity violation” is any act, as defined under ADB’s Integrity Principles and Guidelines (2015, as amended from time to time), which violates ADB’s Anticorruption Policy, including (i) to (vi) above and the following: obstructive practice, violations of ADB sanctions, retaliation against whistleblowers or witnesses, and other violations of ADB’s Anticorruption Policy, including failure to adhere to the highest ethical standard.
- (b) will reject a proposal for award if it determines that the Bidder recommended for award or any of its officers, directors, employees, personnel, subconsultants, subcontractors, service providers, suppliers or manufacturers has, directly or through an agent, engaged in corrupt, fraudulent, collusive, coercive, or obstructive practices or other integrity violations in competing for the Contract;
 - (c) will cancel the portion of the financing allocated to a contract if it determines at any time that representatives of the Borrower or of a beneficiary of ADB- financing engaged in corrupt, fraudulent, collusive, coercive, or obstructive practices or other integrity violations during the procurement or the execution of that contract, without the Borrower having taken timely and appropriate action satisfactory to ADB to remedy the situation, including by failing to inform ADB in a timely manner at the time they knew of the integrity violations;
 - (d) will impose remedial actions on a firm or an individual, at any time, in accordance with ADB’s Anticorruption Policy and Integrity Principles and Guidelines, including declaring ineligible, either indefinitely or for a stated period of time, to participate¹ in ADB-financed, -administered, or -supported activities or to benefit from an ADB-financed, -administered, or -supported contract, financially or otherwise, if it at any time determines that the firm or

¹ Whether as a Contractor, Subcontractor, Consultant, Manufacturer or Supplier, or Service Provider; or in any other capacity (different names are used depending on the particular Bidding Document).

individual has, directly or through an agent, engaged in corrupt, fraudulent, collusive, coercive, or obstructive practices or other integrity violations; and

- (e) will have the right to require that a provision be included in Bidding Documents and in contracts financed, administered, or supported by ADB, requiring Bidders, suppliers, and contractors, consultants, manufacturers, service providers and other third parties engaged or involved in ADB-related activities, and their respective officers, directors, employees and personnel, to permit ADB or its representative to inspect the site and their assets, accounts and records and other documents relating to the bid submission and contract performance and to have them audited by auditors appointed by ADB.

- 3.2 All Bidders, consultants, contractors, suppliers, manufacturers, service providers, and other third parties engaged or involved in ADB-related activities, and their respective officers, directors, employees and personnel, are obliged to cooperate fully in any investigation when requested by ADB to do so. As determined on a case by case basis by ADB, such cooperation includes, but not limited to, the following:
- (a) being available to be interviewed and replying fully and truthfully to all questions asked;
 - (b) providing ADB with any items requested that are within the party's control including, but not limited to, documents and other physical objects;
 - (c) upon written request by ADB, authorizing other related entities to release directly to ADB such information that is specifically and materially related, directly or indirectly, to the said entities or issues which are the subject of the investigation;
 - (d) cooperating with all reasonable requests to search or physically inspect their person and/or work areas, including files, electronic databases, and personal property used on ADB activities, or that utilizes ADB's Information and Communication Technology (ICT) resources or systems (including mobile phones, personal electronic devices, and electronic storage devices such as external disk drives);
 - (e) cooperating in any testing requested by ADB, including but not limited to, fingerprint identification, handwriting analysis, and physical examination and analysis; and
 - (f) preserving and protecting confidentiality of all information discussed with, and as required by, ADB.
- 3.3 All Bidders, consultants, contractors and suppliers shall require their officers, directors, employees, personnel, agents to ensure that, in contracts with its subconsultants, Subcontractors, and other third parties engaged or involved in ADB-related activities, such subconsultants, Subcontractors, and other third parties similarly are obliged to cooperate fully in any investigation when requested by ADB to do so.
- 3.4 The Purchaser hereby puts the Bidder on notice that the Bidder or any Joint Venture partner of the Bidder (if any) may not be able to receive any payments under the Contract if the Bidder or any of its joint venture partners, as appropriate, is, or is owned (in whole or in part) by a person or entity subject to applicable sanctions.
- 3.5 Furthermore, Bidders shall be aware of the provision stated in Subclause 3.2 and Subclause 35.1 (a)(iii) of the General Conditions of Contract.
- 4. Eligible Bidders**
- 4.1 A Bidder may be a natural person, private entity, or government-owned enterprise subject to ITB 4.5—or any combination of them with a formal intent to enter into an agreement or under an existing agreement in the form of a Joint Venture. In the case of a Joint Venture,
- (a) all parties to the Joint venture shall be jointly and severally liable; and

- (b) the Joint Venture shall nominate a representative who shall have the authority to conduct all businesses for and on behalf of any and all the parties of the Joint Venture during the bidding process and, in the event the Joint Venture is awarded the Contract, during contract execution.
- 4.2 A Bidder, and all parties constituting the Bidder, shall have the nationality of an eligible country, in accordance with Section 5 (Eligible Countries). A Bidder shall be deemed to have the nationality of a country if the Bidder is a citizen or is constituted, incorporated, or registered, and operates in conformity with the provisions of the laws of that country. This criterion shall also apply to the determination of the nationality of proposed Subcontractors or Suppliers for any part of the Contract, including related services.
- 4.3 A Bidder shall not have a conflict of interest. All Bidders found to have a conflict of interest shall be disqualified. A Bidder may be considered to be in a conflict of interest with one or more parties in this bidding process if any of, including but not limited to, the following apply:
- (a) they have controlling shareholders in common; or
 - (b) they receive or have received any direct or indirect subsidy from any of them; or
 - (c) they have the same legal representative for purposes of this Bid; or
 - (d) they have a relationship with each other, directly or through common third parties, that puts them in a position to have access to material information about or improperly influence the Bid of another Bidder, or influence the decisions of the Purchaser regarding this bidding process; or
 - (e) a Bidder participates in more than one bid in this bidding process, either individually or as a partner in a Joint Venture, except for alternative offers permitted under ITB 13. This will result in the disqualification of all Bids in which it is involved. However, subject to any finding of a conflict of interest in terms of ITB 4.3(a)–(d) above, this does not limit the participation of a Bidder as a Subcontractor in another bid or of a firm as a subcontractor in more than one Bid; or
 - (f) a Bidder, Joint Venture partner, associates, parent company, or any affiliated entity, participated as a consultant in the preparation of the design or technical specifications of the IT Products and Services that are the subject of the Bid; or
 - (g) a Bidder was affiliated with a firm or entity that has been hired (or is proposed to be hired) by the Purchaser or Borrower as Project Manager for the contract; or
 - (h) a Bidder would be providing goods, works, or non-consulting services resulting from or directly related to consulting services for the preparation or implementation of the project specified in the BDS ITB 2.1 that it provided or were provided by any affiliate that directly or indirectly controls, is controlled by, or is under common control with that firm; or
 - (i) A Bidder that has a financial or familial relationship with staff of the Purchaser including project implementing/executing agency,

or of a recipient of a part of the loan who: (i) are directly or indirectly involved in the preparation of the bidding documents or specifications of the contract, and/or the bid evaluation process of such contract; or (ii) would be involved in the implementation or supervision of such contract unless the conflict stemming from such relationship has been resolved in a manner acceptable to ADB throughout the procurement process and execution of the contract.

- 4.4 A firm will not be eligible to participate in any procurement activities under an ADB-financed, -administered, or -supported project while under temporary suspension or debarment by ADB pursuant to its Anticorruption Policy (see ITB 3), whether such debarment was directly imposed by ADB, or enforced by ADB pursuant to the Agreement for Mutual Enforcement of Debarment Decisions. A bid from a temporarily suspended or debarred firm will be rejected and such bid may be in breach of debarment conditions, thereby subject to further ADB's investigation.
- 4.5 Government-owned enterprises in the Borrower's country shall be eligible only if they can establish that they (i) are legally and financially autonomous, (ii) operate under commercial law, and (iii) are not dependent agencies of the Purchaser.
- 4.6 A Bidder shall not be under suspension from Bidding by the Purchaser as the result of the execution of a Bid-Securing Declaration.
- 4.7 Bidders shall provide such evidence of their continued eligibility satisfactory to the Purchaser, as the Purchaser shall reasonably request.
- 4.8 Bidders shall be excluded if, by an act of compliance with a decision of the United Nations Security Council taken under Chapter VII of the Charter of the United Nations, the Borrower's country prohibits any import of goods from, or payments to, a particular country, person or entity in that country in respect of goods or services originating in that country. Where the Borrower's country prohibits payments to a particular person or entity or for particular goods or services by such an act of compliance, that firm shall be excluded.
- 5. Eligible IT Products and Services**
- 5.1 All IT Products and Services to be supplied under the Contract and financed by ADB shall have their country of origin in eligible source countries as defined in ITB 4.2, and all expenditures under the Contract will be limited to such IT Products and Services.
- 5.2 For the purposes of these Bidding Documents, the IT Products and Services means all:
- (a) the required information technologies, including all information processing and communications-related hardware, software, supplies, and consumable items that the Bidder is required to supply and install under the Contract, plus all associated documentation, and all other materials and products to be supplied, installed, integrated, and made operational (collectively called "the products" in some clauses of the ITB); and
 - (b) the related software development, transportation, insurance, installation, customization, integration, commissioning, training, technical support, maintenance, repair, and other Services

necessary for proper operation of the products to be provided by the selected Bidder and as specified in the Contract.

- 5.3 For the purposes of ITB 5.1 above “origin” means the place where through software development, manufacturing, or substantial and major assembly or integration of components, a commercially recognized product results that is substantially different in basic characteristics or in purpose or utility from its components.

B. Contents of Bidding Document

- 6. Sections of the Bidding Document** 6.1 The Bidding Document consists of Parts I, II, and III, which include all the sections indicated below, and should be read in conjunction with any addenda issued in accordance with ITB 8.

PART I Bidding Procedures

- Section 1 Instructions to Bidders (ITB)
- Section 2 Bid Data Sheet (BDS)
- Section 3 Evaluation and Qualification Criteria (EQC)
- Section 4 Bidding Forms (BDF)
- Section 5 Eligible Countries (ELC)

PART II Supply Requirements

- Section 6 Schedule of Requirements (SOR)

PART III Conditions of Contract and Contract Forms

- Section 7 General Conditions of Contract (GCC)
- Section 8 Special Conditions of Contract (SCC)
- Section 9 Contract Forms (COF)

- 6.2 The IFB issued by the Purchaser is not part of the Bidding Document.
- 6.3 The Purchaser/ Employer is not responsible for the completeness of the Bidding Document and its addenda, if they were not obtained directly from the source stated by the Purchaser in the IFB.
- 6.4 The Bidder is expected to examine all instructions, forms, terms, and specifications in the Bidding Document. Failure to furnish all information or documentation required by the Bidding Document may result in the rejection of the Bid.

- 7. Clarification of Bidding Document** 7.1 A prospective Bidder requiring any clarification on the Bidding Document shall contact the Purchaser in writing at the Purchaser’s address indicated in the BDS. The Purchaser will respond in writing to any request for clarification, provided that such request is received no

later than 21 days prior to the deadline for submission of Bids. The Purchaser shall forward copies of its response to all Bidders who have acquired the Bidding Document in accordance with ITB 6.3, including a description of the inquiry but without identifying its source. If so specified in the BDS, the Purchaser shall also promptly publish its response at the web page identified in the BDS. Should the Purchaser deem it necessary to amend the Bidding Document as a result of a clarification, it shall do so following the procedure under ITB 8 and ITB 24.2.

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| 8. Amendment of Bidding Document | 8.1 | At any time prior to the deadline for submission of the Bids, the Purchaser may amend the Bidding Document by issuing addenda. |
| | 8.2 | Any addendum issued shall be part of the Bidding Document and shall be communicated in writing to all who have obtained the Bidding Document directly from the Purchaser in accordance with ITB 6.3. The Purchaser shall also promptly publish the addendum on the Purchaser's web page in accordance with ITB 7.1. |
| | 8.3 | To give prospective Bidders reasonable time in which to take an addendum into account in preparing their Bids, the Purchaser may, at its discretion, extend the deadline for the submission of the Bids, pursuant to ITB 24.2. |

C. Preparation of Bids

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| 9. Cost of Bidding | 9.1 | The Bidder shall bear all costs associated with the preparation and submission of its Bid, and the Purchaser shall in no case be responsible or liable for those costs, regardless of the conduct or outcome of the bidding process. |
| 10. Language of Bid | 10.1 | The Bid, as well as all correspondence and documents relating to the Bid exchanged by the Bidder and the Purchaser, shall be written in the language specified in the BDS. Supporting documents and printed literature that are part of the Bid may be in another language provided they are accompanied by an accurate translation of the relevant passages in the language specified in the BDS, in which case, for purposes of interpretation of the Bid, such translation shall govern. |
| 11. Documents Comprising the Bid | 11.1 | The Bid shall comprise two envelopes submitted simultaneously, one containing the Technical Bid and the other the Price Bid, both envelopes enclosed together in an outer single envelope. |
| | 11.2 | The Technical Bid submitted by the Bidder shall comprise the following: <ul style="list-style-type: none"> (a) Letter of Technical Bid; (b) Bid Security or Bid-Securing Declaration, in accordance with ITB 21; (c) alternative Technical Bid, if permissible, in accordance with ITB 13; (d) written confirmation authorizing the signatory of the Bid to commit the Bidder, in accordance with ITB 22; |

- (e) documentary evidence in accordance with ITB 16, establishing the Bidder's eligibility to bid;
 - (f) documentary evidence in accordance with ITB 17, that the IT Products and Services to be supplied by the Bidder are of eligible origin;
 - (g) documentary evidence in accordance with ITB 18 and ITB 32, that the IT Products and Services conform to the Bidding Document;
 - (h) documentary evidence in accordance with ITB 19, establishing the Bidder's qualifications to perform the contract if its bid is accepted; and
 - (i) list of subcontractors, in accordance with ITB 18.4; and
 - (j) any other document required in the BDS.
- 11.3 The Price Bid submitted by the Bidder shall comprise the following:
- (a) Price Bid Submission Sheet and the applicable Price Schedules, in accordance with ITB 12, ITB 14, and ITB 15;
 - (b) alternative Price Bid corresponding to the alternative Technical Bid, if permissible, in accordance with ITB 13; and
 - (c) any other document required in the BDS.
- 11.4 The Bidder shall furnish in the Letter of Price Bid information on commissions and gratuities, if any, paid or to be paid to agents or any other party relating to this Bid.
- 12. Letter of Bid and Price Schedules**
- 12.1 The Bidder shall submit the Letter of Technical Bid and the Letter of Price Bid using the form furnished in Section 4 (Bidding Forms). These forms must be completed without any alterations to their format, and no substitutes shall be accepted. All blank spaces shall be filled in with the information requested.
- 12.2 The Bidder shall submit, as part of the Price Bid, the Price Schedules for IT Products and Services, according to their origin as appropriate, using the forms furnished in Section 4 (Bidding Forms) and as required in the BDS.
- 13. Alternative Bids**
- 13.1 Unless otherwise indicated in the BDS, alternative Bids shall not be considered.
- 14. Bid Prices and Discounts**
- 14.1 The prices and discounts quoted by the Bidder in the Letter of Price Bid and in the Price Schedules shall conform to the requirements specified below.
- 14.2 All items in the Schedule of Requirements must be listed and priced separately in the Price Schedules. If a Price Schedule shows items listed but not priced, their prices shall be assumed to be included in the prices of other items. Items not listed in the Price Schedule shall be assumed not to be included in the Bid, and provided that the Bid is substantially responsive, the corresponding adjustment shall be applied in accordance with ITB 33.3. Unit rates and prices for all items

in the Schedule of Supply shall be expressed in positive values. If unit rates and prices are expressed in negative values, the bid will be rejected.

- 14.3 The price to be quoted in the Letter of Price Bid shall be the total price of the Bid excluding any discounts offered. Absence of the total bid price in the Letter of Price Bid may result in the rejection of the Bid.
- 14.4 The Bidder shall quote discounts and the methodology for their application in the Letter of Price Bid.
- 14.5 The terms EXW, CIF, CIP, and other similar terms shall be governed by the rules prescribed in the current edition of Incoterms, published by the International Chamber of Commerce, at the date of the Invitation for Bids or as specified in the BDS.
- 14.6 Prices shall be quoted as specified in each Price Schedule included in Section 4 (Bidding Forms). The disaggregation 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
- (a) for IT products offered from within the Purchaser's country:
- (i) the price of the IT products quoted EXW (ex works, ex factory, ex warehouse, ex showroom, or off-the-shelf, as applicable), including all customs duties and sales and other taxes already paid or payable on the components and raw material used in the manufacture or assembly of IT products quoted ex works or ex factory, or on the previously imported IT products of foreign origin quoted ex warehouse, ex showroom, or off-the-shelf;
 - (ii) sales tax and all other taxes applicable in the Purchaser's country and payable on the IT products if the Contract is awarded to the Bidder; and
 - (iii) the total price for the item.
- (b) for IT products offered from outside the Purchaser's country:
- (i) the price of the IT products quoted CIF (named port of destination), or CIP (border point), or CIP (named place of destination) in the Purchaser's country, as specified in the BDS;
 - (ii) the price of the IT products quoted FOB port of shipment (or FCA, as the case may be), if specified in the BDS; and
 - (iii) the total price for the item.
- (c) for services whenever such are specified in the Schedule of Requirements:
- (i) the local currency cost component of each item comprising the services; and
 - (ii) the foreign currency cost component of each item comprising the services, inclusive of all customs duties, sales, and other

similar taxes applicable in the Purchaser's country, payable on the services, if the Contract is awarded to the Bidder.

Unless otherwise specified in the BDS, the prices must include all costs incidental to the performance of the services, as incurred by the Supplier, such as travel, subsistence, office support, communications, translation, printing of materials, etc. Costs incidental to the delivery of the services but incurred by the Purchaser or its staff, or by third parties, must be included in the price only to the extent such obligations are made explicit in these Bidding Documents (as, e.g., a requirement for the Bidder to include the travel and subsistence costs of trainees).

- 14.7 Prices for Recurrent Costs beyond the scope of warranty services to be incurred during the Warranty Period, shall be quoted as service prices in accordance with ITB 14.6(c) on the Price Schedule for Recurrent Costs. Recurrent costs are all-inclusive of the costs of necessary items such as spare parts, software license renewals, labor, etc., needed for the continued and proper operation of the IT Products and Services and, if appropriate, of the Bidder's own allowance for price increases.
- 14.8 Prices quoted by the Bidder shall be fixed during the Bidder's performance of the Contract and not subject to variation on any account, unless otherwise specified in the BDS. A Bid submitted with an adjustable price quotation shall be treated as nonresponsive and shall be rejected, pursuant to ITB 32. If in accordance with the BDS, prices quoted by the Bidder shall be subject to adjustment during the performance of the Contract but a Bid submitted with no indexes identified in the Tables of Adjustment Data will also be treated as nonresponsive and be rejected.
- 14.9 If so indicated pursuant to ITB 1.1, Bids are being invited for individual contracts (lots) or for any combination of contracts (packages). Unless otherwise indicated in the BDS, prices quoted shall correspond to 100% of the items specified for each lot and to 100% of the quantities specified for each item of a lot. Bidders wishing to offer any price discount for the award of more than one Contract shall specify in their bid the price discount applicable to each package, or alternatively, to individual Contracts within the package. Price discounts shall be submitted in accordance with ITB 14.4, provided the bids for all lots are submitted and opened at the same time.
- 15. Currencies of Bid**
- 15.1 Bid prices shall be quoted in the following currencies:
- (a) Bidders may express their bid price in any fully convertible currency. If a Bidder wishes to be paid in a combination of amounts in different currencies, it may quote its price accordingly.
 - (b) If some of the expenditures for the related services are to be incurred in the borrowing country, such expenditures should be expressed in the Bid and will be payable in the Purchaser's currency.
- 16. Documents Establishing**
- 16.1 To establish their eligibility in accordance with ITB 4, Bidders shall

- the Eligibility of the Bidder**
- (a) complete the eligibility declarations in the Letter of Bid, included in Section 4 (Bidding Forms); and
 - (b) if the Bidder is an existing or intended Joint Venture in accordance with ITB 4.1, submit a copy of the Joint Venture Agreement, or a letter of intent to enter into such an agreement. The respective document shall be signed by all legally authorized signatories of all the parties to the existing or intended Joint venture, as appropriate.
- 17. Documents Establishing the Eligibility of the IT Products and Services**
- 17.1 To establish the eligibility of the IT Products and Services in accordance with ITB 5, Bidders shall complete the country of origin declarations in the Price Schedule Forms included in Section 4 (Bidding Forms).
- 18. Documents Establishing the Conformity of the IT Products and Services to the Bidding Document**
- 18.1 To establish the conformity of the IT Products and Services to the Bidding Document, the Bidder shall furnish as part of its Bid documentary evidence that the IT Products and Services conform to the requirements specified in Section 6 (Schedule of Requirements).
- 18.2 The documentary evidence may be in the form of literature, drawings, or data, and shall consist of a detailed item-by-item description of the essential technical and performance characteristics of the IT Products and Services, demonstrating substantial responsiveness of the IT Products and Services to those requirements, and if applicable, a statement of deviations and exceptions to the provisions of Section 6 (Schedule of Requirements).
- 18.3 Standards for workmanship, process, material, and equipment, as well as references to brand names or catalogue numbers specified by the Purchaser in Section 6 (Schedule of Requirements), are intended to be descriptive only and not restrictive. The Bidder may offer other standards of quality, brand names, and/or catalogue numbers, provided that it demonstrates, to the Purchaser's satisfaction, that the substitutions ensure substantial equivalence or are superior to those specified in Section 6 (Schedule of Requirements).
- 18.4 For major items of IT Products and Services as listed by the Purchaser in Section 3 (Evaluation and Qualification Criteria), which the Bidder intends to purchase or subcontract, the Bidder shall give details of the name and nationality of the proposed Subcontractors, including manufacturers, for each of those items. In addition, the Bidder shall include in its bid information establishing compliance with the requirements specified by the Purchaser for these items. Quoted rates and prices will be deemed to apply to whichever Subcontractor is appointed, and no adjustment of the rates and prices will be permitted.
- 19. Documents Establishing the Qualifications of the Bidder**
- 19.1 The documentary evidence of the Bidder's qualifications to perform the contract, if its bid is accepted, shall establish to the Purchaser's satisfaction that the Bidder meets each of the qualification criterion specified in Section 3 (Evaluation and Qualification Criteria).
- 19.2 If so required in the BDS, a Bidder that does not manufacture or produce the IT Products and Services it offers to supply shall submit the Manufacturer's Authorization using the form included in Section 4

(Bidding Forms) to demonstrate that it has been duly authorized by the manufacturer or producer of the IT Products and Services to supply these IT Products and Services in the Purchaser's country.

- 19.3 If so required in the BDS, a Bidder that does not conduct business within the Purchaser's country shall submit evidence that it will be represented by an agent in the country equipped and able to carry out the Supplier's maintenance, repair, and spare parts stocking obligations prescribed in the Conditions of Contract and/or Technical Specifications.
- 20. Period of Validity of Bids**
- 20.1 Bids shall remain valid for the bid validity period specified in the BDS. The bid validity period starts from the date fixed for the bid submission deadline date prescribed by the Purchaser in accordance with ITB 24.1. A Bid valid for a shorter period shall be rejected by the Purchaser as nonresponsive.
- 20.2 In exceptional circumstances, prior to the expiration of the bid validity period, the Purchaser may request Bidders to extend the period of validity of their Bids. The request and the responses shall be made in writing. If a Bid Security is requested in accordance with ITB 21, it shall also be extended 28 days beyond the deadline of the extended bid validity and bid security validity issued by the Purchaser. A Bidder may refuse the request without forfeiting its Bid Security. A Bidder granting the request shall not be required or permitted to modify its Bid.
- 21. Bid Security/ Bid-Securing Declaration**
- 21.1 Unless otherwise specified in the BDS, the Bidder shall furnish as part of its Bid, in original form, either a Bid-Securing Declaration or a bid security as specified in the BDS. In the case of a bid security, the amount and currency shall be as specified in the BDS.
- 21.2 If a Bid-Securing Declaration is required pursuant to ITB 21.1, it shall use the form included in Section 4 (Bidding Forms). The Purchaser will declare a Bidder ineligible to be awarded a Contract for a specified period of time, as indicated in the BDS, if a Bid-Securing Declaration is executed.
- 21.3 If a bid security is specified pursuant to ITB 21.1, the bid security shall be, at the Bidder's option, in any of the following forms:
- (a) an unconditional bank guarantee (hard copy of the bank guarantee or in the form of SWIFT message MT760), or
 - (b) an irrevocable letter of credit, or
 - (c) a cashier's or certified check.

all from a reputable source from an eligible country as described in Section 5 (Eligible Countries). In the case of a bank guarantee, the bid security shall be submitted either using the Bid Security Form included in Section 4 (Bidding Forms) or another form acceptable to the Purchaser. The form must include the complete name of the Bidder. The bid security shall be valid for 28 days beyond the original validity period of the bid, or beyond any period of extension if requested under ITB 20.2.

- 21.4 Unless otherwise specified in the BDS, any bid not accompanied by a substantially compliant bid security or Bid-Securing Declaration, if one is required in accordance with ITB 21.1, shall be rejected by the Purchaser as nonresponsive.
- 21.5 If a bid security is specified pursuant to ITB 21.1, the bid security of substantially nonresponsive Technical Bids shall be returned before opening the Price Bids. The bid security of unsuccessful Bidders at Price Bid evaluation shall be returned promptly upon signing of the contract with the successful Bidder pursuant to ITB 46.
- 21.6 If a bid security is specified pursuant to ITB 21.1, the bid security of the successful Bidder shall be returned promptly once the successful Bidder has signed the Contract Agreement and furnished the required Performance Security.
- 21.7 The bid security may be forfeited or the Bid-Securing Declaration executed, if
- (a) notwithstanding ITB 26.3, a Bidder withdraws its bid during the period of bid validity specified by the Bidder on the Letter of Technical Bid, except as provided in ITB 20.2; or
 - (b) the successful Bidder fails to
 - (i) sign the Contract Agreement in accordance with ITB 46;
 - (ii) furnish a Performance Security in accordance with ITB 47; or
 - (iii) accept the arithmetical corrections of its bid in accordance with ITB 36.
- 21.8 If the bid security is required as per ITB 21.1, the bid security of a Joint Venture shall be in the name of the Joint Venture that submits the Bid. If the Joint Venture has not been legally constituted at the time of bidding, the bid security shall be in the name of any or all of the Joint Venture partners. If the Bid-Securing Declaration is required as per ITB 21.1, the Bid-Securing Declaration of a Joint Venture shall be in the name of the Joint venture that submits the Bid. If the Joint Venture has not been legally constituted at the time of bidding, the Bid-Securing Declaration shall be in the names of all future partners as named in the letter of intent referred to in ITB 4.1.
- 22. Format and Signing of Bid**
- 22.1 The Bidder shall prepare one original set of the Technical Bid and one original set of the Price Bid as described in ITB 11 and clearly mark each "ORIGINAL - TECHNICAL BID" and "ORIGINAL - PRICE BID". In addition, the Bidder shall submit copies of the Technical Bid and the Price Bid, in the number specified in the BDS and clearly mark them "COPY NO... - TECHNICAL BID" and "COPY NO.... - PRICE BID". In the event of any discrepancy between the original and the copies, the original shall prevail.
- 22.2 The original and all copies of the Bid shall be typed or written in indelible ink and shall be signed by a person duly authorized to sign on behalf of the Bidder. This authorization shall consist of a written confirmation as specified in the BDS and shall be attached to the Bid.

The name and position held by each person signing the authorization must be typed or printed below the signature. If a Bidder submits a deficient authorization, the Bid shall not be rejected in the first instance. The Purchaser shall request the Bidder to submit an acceptable authorization within the number of days as specified in the BDS. Failure to provide an acceptable authorization within the period stated in the Purchaser's request shall cause the rejection of the Bid. If either the Letter of Technical Bid or Letter of Price Bid or the Bid-Securing Declaration (if applicable) is not signed, the Bid shall be rejected.

- 22.3 A Bid submitted by a Joint venture shall be signed so as to be legally binding on all partners.
- 22.4 Any amendments such as interlineations, erasures, or overwriting shall be valid only if they are signed or initialed by the person signing the bid.
- 22.5 For electronic bid submission, procedures for format and signing of the bid shall be as specified in the BDS.

D. Submission and Opening of Bids

23. Sealing and Marking of Bids

- 23.1 Bidders shall submit their Bids as specified in the BDS. Procedures for submission, sealing, and marking are as follows:
 - (a) Bidders submitting Bids by mail or by hand shall enclose the original of the Technical Bid, the original of the Price Bid, and each copy of the Technical Bid and each copy of the Price Bid, including alternative Bids, if permitted in accordance with ITB 13, in separate sealed envelopes, duly marking the envelopes as "ORIGINAL - TECHNICAL BID", "ORIGINAL - PRICE BID" and "COPY NO... - TECHNICAL BID" and "COPY NO.... - PRICE BID", as appropriate. These envelopes containing the original and the copies shall then be enclosed in one single envelope. The rest of the procedure shall be in accordance with ITB 23.2 to ITB 23.6.
 - (b) If electronic bid submission is used, Bidders shall follow the procedures specified in the BDS. In such case, manual bid submission shall not be permitted.
- 23.2 The inner and outer envelopes shall
 - (a) bear the name and address of the Bidder;
 - (b) be addressed to the Purchaser in accordance with ITB 24.1; and
 - (c) bear the specific identification of this bidding process pursuant to ITB 1.1 and any additional identification marks as specified in the BDS.
- 23.3 The outer envelopes and the inner envelopes containing the Technical Bids shall bear a warning not to open before the time and date for the opening of Technical Bids, in accordance with ITB 27.1.

- 23.4 The inner envelopes containing the Price Bids shall bear a warning not to open until advised by the Purchaser in accordance with ITB 27.2.
- 23.5 If all envelopes are not sealed and marked as required, the Purchaser will assume no responsibility for the misplacement or premature opening of the Bid.
- 23.6 Alternative Bids, if permissible in accordance with ITB 13, shall be prepared, sealed, marked, and delivered in accordance with the provisions of ITB 22 and ITB 23, with the inner envelopes marked in addition "ALTERNATIVE NO...." as appropriate.
- 24. Deadline for Submission of Bids**
- 24.1 Bids must be received by the Purchaser at the address (or electronic portal) and no later than the date and time indicated in the BDS.
- 24.2 The Purchaser may, at its discretion, extend the deadline for the submission of Bids by amending the Bidding Document in accordance with ITB 8, in which case all rights and obligations of the Purchaser and Bidders previously subject to the deadline shall thereafter be subject to the deadline as extended.
- 25. Late Bids**
- 25.1 The Purchaser shall not consider any Bid that arrives after the deadline for submission of Bids, in accordance with ITB 24. Any Bid received by the Purchaser after the deadline for submission of Bids shall be declared late, rejected, and returned unopened to the Bidder.
- 26. Withdrawal, Substitution, and Modification of Bids**
- 26.1 A Bidder may withdraw, substitute, or modify its Bid after it has been submitted by sending a written notice, duly signed by an authorized representative, and shall include a copy of the authorization in accordance with ITB 22.2 (except for withdrawal notices, which do not require copies). The corresponding substitution or modification of the bid must accompany the respective written notice. All notices must be
- (a) prepared and submitted in accordance with ITB 22 and ITB 23 (except for withdrawal notices, which do not require copies), and in addition, the respective inner and outer envelopes shall be clearly marked "WITHDRAWAL," "SUBSTITUTION," "MODIFICATION;" and
- (b) received by the Purchaser prior to the deadline prescribed for submission of bids, in accordance with ITB 24.
- 26.2 Bids requested to be withdrawn in accordance with ITB 26.1 shall be returned unopened to the Bidders.
- 26.3 No Bid may be withdrawn, substituted, or modified in the interval between the deadline for submission of bids and the expiration of the period of bid validity specified by the Bidder on the Letter of Technical Bid or any extension thereof.
- 26.4 If electronic bid submission is used, Bidders shall follow the procedures for withdrawal, substitution, and modification specified in the BDS.
- 27. Bid Opening**
- 27.1 The Purchaser shall open the Technical Bids in public at the address, on the date and time specified in the BDS in the presence of Bidders'

designated representatives and anyone who chooses to attend. Any specific electronic bid opening procedures required if electronic bidding is permitted in accordance with ITB 23.1(b), shall be as specified in the BDS.

- 27.2 The Price Bids will remain unopened and will be held in custody of the Purchaser until the time of opening of the Price Bids. The date, time, and location of the opening of Price Bids will be advised in writing by the Purchaser. If the Technical Bid and the Price Bid are submitted together in one envelope, the Purchaser may reject the Bid. Alternatively, the Price Bid may be immediately resealed for later evaluation.
- 27.3 First, envelopes marked "WITHDRAWAL" shall be opened, read out, and recorded, and the envelope containing the corresponding bid shall not be opened, but returned to the Bidder. No bid withdrawal shall be permitted unless the corresponding withdrawal notice contains a valid authorization to request the withdrawal and is read out at bid opening.
- 27.4 Next, outer envelopes marked "SUBSTITUTION" shall be opened. The inner envelopes containing the Substitution Technical Bid and/or Substitution Price Bid shall be exchanged for the corresponding envelopes being substituted, which are to be returned to the Bidder unopened. Only the Substitution Technical Bid, if any, shall be opened, read out, and recorded. Substitution Price Bid will remain unopened in accordance with ITB 27.2. No envelope shall be substituted unless the corresponding substitution notice contains a valid authorization to request the substitution and is read out and recorded at bid opening.
- 27.5 Next, outer envelopes marked "MODIFICATION" shall be opened. No Technical Bid and/or Price Bid shall be modified unless the corresponding modification notice contains a valid authorization to request the modification and is read out and recorded at the opening of Technical Bids. Only the Technical Bids, both Original as well as Modification, are to be opened, read out, and recorded at the opening. Price Bids, both Original as well as Modification, will remain unopened in accordance with ITB 27.2.
- 27.6 All other envelopes holding the Technical Bids shall be opened one at a time, and the following read out and recorded
- (a) the name of the Bidder;
 - (b) whether there is a modification or substitution;
 - (c) the presence of a bid security or a Bid-Securing Declaration, if required; and
 - (d) any other details as the Purchaser may consider appropriate.

Only Technical Bids and alternative Technical Bids read out and recorded at bid opening shall be considered for evaluation. Unless otherwise specified in the BDS, all pages of the Letter of Technical Bid are to be initialed by at least three representatives of the Purchaser attending the bid opening. No Bid shall be rejected at the opening of Technical Bids except for late bids, in accordance with ITB 25.1.

- 27.7 The Purchaser shall prepare a record of the opening of Technical Bids that shall include, as a minimum: the name of the Bidder and whether there is a withdrawal, substitution, modification, or alternative offer; and the presence or absence of a bid security or a Bid-Securing Declaration, if one was required. The Bidders' representatives who are present shall be requested to sign the record. The omission of a Bidder's signature on the record shall not invalidate the contents and effect of the record. A copy of the record shall be distributed to all Bidders.
- 27.8 At the end of the evaluation of the Technical Bids, the Purchaser will invite bidders who have submitted substantially responsive Technical Bids and who have been determined as being qualified for award to attend the opening of the Price Bids. The date, time, and location of the opening of Price Bids will be advised in writing by the Purchaser. Bidders shall be given reasonable notice of the opening of Price Bids.
- 27.9 The Purchaser will notify in writing Bidders who have been rejected for submitting nonresponsive Technical Bids and return their Price Bids unopened together with their bid securities, before opening the Price Bids of the substantially responsive Bidders.
- 27.10 The Purchaser shall conduct the opening of Price Bids of all Bidders who submitted substantially responsive Technical Bids, in the presence of Bidders' representatives who choose to attend at the address, on the date, and time specified by the Purchaser. The Bidder's representatives who are present shall be requested to sign a register evidencing their attendance.
- 27.11 All envelopes containing Price Bids shall be opened one at a time and the following read out and recorded
- (a) the name of the Bidder;
 - (b) whether there is a modification or substitution;
 - (c) the Bid Prices, including any discounts and alternative offers; and
 - (d) any other details as the Purchaser may consider appropriate.
- Only Price Bids, discounts, and alternative offers read out and recorded during the opening of Price Bids shall be considered for evaluation. Unless otherwise specified in the BDS, all pages of the Price Bid Submission Sheet and Price Schedules are to be initialed by at least three representatives of the Purchaser attending bid the opening. No Bid shall be rejected at the opening of Price Bids.
- 27.12 The Purchaser shall prepare a record of the opening of Price Bids that shall include, as a minimum: the name of the Bidder, the Bid Price (per lot if applicable), any discounts, and alternative offers. The Bidders' representatives who are present shall be requested to sign the record. The omission of a Bidder's signature on the record shall not invalidate the contents and effect of the record. A copy of the record shall be distributed to all Bidders who submitted bids on time, and posted online when electronic bidding is permitted.

E. Evaluation and Comparison of Bids

- 28. Confidentiality**
- 28.1 Information relating to the examination, evaluation, comparison, and post qualification of Bids, and recommendation of contract award, shall not be disclosed to Bidders or any other persons not officially concerned with such process until the publication of Contract award.
- 28.2 Any attempt by a Bidder to influence the Purchaser in the examination, evaluation, comparison, and post qualification of the Bids or Contract award decisions may result in the rejection of its Bid.
- 28.3 Notwithstanding ITB 28.2, from the time of opening the Technical Bids to the time of Contract award, if any Bidder wishes to contact the Purchaser on any matter related to the bidding process, it should do so in writing.
- 29. Clarification of Bids**
- 29.1 To assist in the examination, evaluation, comparison, and post qualification of the bids, the Purchaser may, at its discretion, ask any Bidder for a clarification of its bid. Any clarification submitted by a Bidder with regard to its bid and that is not in response to a request by the Purchaser shall not be considered. The Purchaser's request for clarification and the response shall be in writing. No change in the prices or substance of the bid shall be sought, offered, or permitted, except to confirm the correction of arithmetic errors discovered by the Purchaser in the evaluation of the Price bids, in accordance with ITB 33.
- 29.2 If a Bidder does not provide clarifications on its Bid by the date and time set in the Purchaser's request for clarification, its bid may be rejected.
- 30. Deviations, Reservations, and Omissions**
- 30.1 During the evaluation of Bids, the following definitions apply:
- (a) "Deviation" is a departure from the requirements specified in the Bidding Document;
 - (b) "Reservation" is the setting of limiting conditions or withholding from complete acceptance of the requirements specified in the Bidding Document; and
 - (c) "Omission" is the failure to submit part or all of the information or documentation required in the Bidding Document.
- 31. Examination of Technical Bids**
- 31.1 The Purchaser shall examine the Technical Bid to confirm that all documents and technical documentation requested in ITB 11.2 have been provided, and to determine the completeness of each document submitted.
- 31.2 The Purchaser shall use the criteria and methodologies listed in this ITB and Section 3 (Evaluation and Qualification Criteria). No other evaluation criteria or methodologies shall be permitted. By applying the criteria and methodologies the Purchaser shall determine the Most Advantageous Bid.

Preliminary Examination

- 31.3 The Purchaser will examine the bids, to determine whether they have been properly signed, whether required securities have been furnished, and are substantially complete (e.g., not missing key parts of the bid or silent on excessively large portions of the technical requirements). In the case where a prequalification process was undertaken for the Contract(s) for which these bidding documents have been issued, the Purchaser will ensure that each bid is from a prequalified bidder and that, in the case of a Joint Venture, partners and structure of the Joint Venture are unchanged from those in the prequalification.

Technical Evaluation

- 31.4 The Purchaser will examine the information supplied by the Bidders pursuant to ITB 11 and ITB 16, and in response to other requirements in the Bidding document, taking into account the following factors:
- (a) overall completeness and compliance with, and deviations from, the Section 6 (Schedule of Requirements);
 - (b) type, quantity, quality, and long-term availability of maintenance services and of any critical consumable items necessary for the operation of the IT products;
 - (c) any other relevant technical factors that the Purchaser deems necessary or prudent to take into consideration;
 - (d) any proposed deviations in the bid to the contractual and technical provisions stipulated in the bidding documents.
- 31.5 If specified in the BDS, the Purchaser's evaluation of responsive Bids will take into account technical factors, in addition to cost factors. An Evaluated Bid Score (B) will be calculated for each responsive Bid using the formula, specified in Section 3 (Evaluation and Qualification Criteria), which permits a comprehensive assessment of the Bid cost and the technical merits of each Bid.
- 31.6 Where alternative technical solutions have been allowed in accordance with ITB 13, and offered by the Bidder, the Purchaser will make a similar evaluation of the alternatives. Where alternatives have not been allowed but have been offered, they shall be ignored.

32. Responsiveness of Technical Bid

- 32.1 The Purchaser's determination of a Technical Bid's responsiveness is to be based on the contents of the Technical Bid itself, as defined in ITB 11.
- 32.2 A substantially responsive Technical Bid is one that meets the requirements of the Bidding Document without material deviation, reservation, or omission. A material deviation, reservation, or omission is one that,
- (a) if accepted, would
 - (i) affect in any substantial way the scope, quality, or performance of the IT Products and Services specified in Section 6 (Schedule of Requirements); or

- (ii) limits in any substantial way, inconsistent with the Bidding Document, the Purchaser's rights or the Bidder's obligations under the proposed Contract; or
 - (b) if rectified, would unfairly affect the competitive position of other Bidders presenting substantially responsive Technical bids.
- 32.3 The Purchaser shall examine the technical aspects of the Bids in particular, to confirm that all requirements of Section 6 (Schedule of Requirements) have been met without any material deviation, reservation, or omission.
- 32.4 If a Technical Bid is not substantially responsive to the requirements of the Bidding Document, it shall not be considered further and be rejected by the Purchaser. The Bidder shall not be permitted to correct or withdraw material deviation, reservation, or omission once bids have been opened.
- 33. Nonmaterial Nonconformities**
- 33.1 Provided that a Technical Bid is substantially responsive, the Purchaser may waive nonconformities in the bid that do not constitute a material deviation, reservation, or omission.
- 33.2 Provided that a Technical Bid is substantially responsive, the Purchaser may request that the Bidder submit the necessary information or documentation, within a reasonable period of time, to rectify nonmaterial nonconformities or omissions in the Technical Bid related to documentation requirements. Requesting information or documentation on such nonconformities shall not be related to any aspect of the Price Bid of the Bid. Failure of the Bidder to comply with the request may result in the rejection of its Bid.
- 33.3 Provided that a Technical Bid is substantially responsive, the Purchaser shall rectify quantifiable nonmaterial nonconformities or omissions related to the Bid Price. To this effect, the Bid Price shall be adjusted, for comparison purposes only, to reflect the price of the missing or nonconforming item or component. The adjustment shall be made using the method indicated in Section 3 (Evaluation and Qualification Criteria).
- 34. Qualification of the Bidder**
- 34.1 The Purchaser shall determine to its satisfaction during the evaluation of Technical Bids whether Bidders meets the qualifying criteria specified in Section 3 (Evaluation and Qualification Criteria).
- 34.2 The determination shall be based upon an examination of the documentary evidence of the Bidder's qualifications submitted by the Bidder, pursuant to ITB 19. Unless permitted in the BDS, the determination shall not take into consideration the qualifications of other firms such as the Bidder's subsidiaries, parent entities, or affiliates.
- 34.3 An affirmative determination shall be a prerequisite for the opening and evaluation of a Bidder's Price Bid. The Purchaser reserves the right to reject the bid of any bidder found to be in circumstances described in

GCC 35.2. A negative determination shall result into the disqualification of the Bid.

- 35. Examination of Price Bids**
- 35.1 Following the opening of Price Bids, the Purchaser shall examine the Price Bids to confirm that all documents and financial documentation requested in ITB 11.5 have been provided, and to determine the completeness of each document submitted.
- 35.2 The Purchaser shall confirm that the following documents and information have been provided in the Price Bid. If any of these documents or information is missing, the offer shall be rejected:
- (a) Letter of Price Bid in accordance with ITB 12.1; and
 - (b) Price Schedules, in accordance with ITB 12, ITB 14, and ITB 15.
- 36. Correction of Arithmetical Errors**
- 36.1 During the evaluation of Price Bids, the Purchaser shall correct arithmetical errors on the following basis:
- (a) If there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail and the total price shall be corrected, unless in the opinion of the Purchaser there is an obvious misplacement of the decimal point in the unit price, in which case the total price as quoted shall govern and the unit price shall be corrected.
 - (b) If there is an error in a total corresponding to the addition or subtraction of subtotals, the subtotals shall prevail and the total shall be corrected.
 - (c) If there is a discrepancy between words and figures, the amount in words shall prevail, unless the amount expressed in words is related to an arithmetic error, in which case the amount in figures shall prevail subject to (a) and (b) above.
- 36.2 If the Bidder that submitted the Most Advantageous Bid does not accept the correction of errors, its Bid shall be rejected and its bid security may be forfeited, or its Bid-Securing Declaration executed.
- 37. Conversion to Single Currency**
- 37.1 For evaluation and comparison purposes, the currency(ies) of the Bid shall be converted into a single currency as specified in the BDS.
- 38. Domestic Preference**
- 38.1 Unless otherwise specified in the BDS, domestic preference shall not apply.
- 39. Evaluation and Comparison of Price Bids**
- 39.1 The Purchaser shall use the criteria and methodologies listed in this ITB and Section 3 (Evaluation and Qualification Criteria). No other evaluation criteria or methodologies shall be permitted. By applying the criteria and methodologies the Purchaser shall determine the Most Advantageous Bid.

Economic Evaluation

- 39.2 To evaluate a Price Bid, the Purchaser shall consider the following:
- (a) the bid price as quoted in accordance with ITB 14;

- (b) price adjustment for correction of arithmetic errors in accordance with ITB 36.1;
- (c) price adjustment due to discounts offered in accordance with ITB 14.4;
- (d) adjustment for nonmaterial nonconformities in accordance with ITB 33.3;
- (e) assessment whether the bid is abnormally low in accordance with ITB 40;
- (f) price adjustment due to application of the evaluation criteria specified in Section 3 (Evaluation and Qualification Criteria), including factors related to the characteristics, performance, and terms and conditions of purchase of the IT Products and Services, which have been expressed in monetary terms; and
- (g) converting the amount resulting from applying (a) to (c) above, if relevant, to a single currency in accordance with ITB 37.

39.3 The Purchaser's evaluation of a bid will exclude and not take into account,

- (a) in the case of IT products offered from within the Purchaser's country, all sales tax and all other taxes, applicable in the Purchaser's country and payable on the IT products if the Contract is awarded to the Bidder;
- (b) in the case of IT products offered from outside the Purchaser's country, all customs duties, sales tax, and other taxes, applicable in the Purchaser's country and payable on the IT products if the Contract is awarded to the Bidder; and
- (c) any allowance for price adjustment during the period of performance of the Contract, if provided in the Bid.

39.4 If the Bidding Document allows Bidders to quote separate prices for different lots (contracts), and the award to a single Bidder of multiple lots (contracts), the methodology to determine the price combinations offering optimum value for money, including any discounts offered in the Bid Submission Sheet, is specified in Section 3 (Evaluation and Qualification Criteria).

39.5 The Purchaser shall compare all substantially responsive Bids to determine the Most Advantageous Bid.

40. Abnormally Low Bids

40.1 An abnormally low bid is one where the bid price, in combination with other elements of the bid, appears to be so low that it raises concerns as to the capability of the Bidder to perform the contract for the offered bid price.

40.2 When the offered bid price appears to be abnormally low, the Purchaser shall undertake a three-step review process as follows:

- (a) identify abnormally low costs and unit rates by comparing them with the engineer's estimates, other substantially responsive bids, or recently awarded similar contracts;

- (b) clarify and analyze the bidder's resource inputs and pricing, including overheads, contingencies and profit margins; and
 - (c) decide whether to accept or reject the bid.
- 40.3 With regard to ITB 40.2 (b) above, the Purchaser shall seek written explanation of the reasons for proposed price or costs from the bidder, including a detailed analysis of its bid prices by reference to the scope, proposed methodology, schedule, and allocation of risks and responsibilities. This may also include information regarding the economy of the manufacturing process, the services provided, the technical solutions chosen or any exceptionally favorable conditions available to the bidder for the supply of the IT Products and Services or for the execution of the work; or the originality of the work, supplies, or services proposed.
- 40.4 After examining the explanation given and the detailed price analyses presented by the bidder, the Purchaser may
- (a) accept the bid, if the evidence provided satisfactorily accounts for the low bid price and costs, in which case the bid is not considered abnormally low;
 - (b) accept the bid but require that the amount of the performance security be increased at the expense of the bidder to a level sufficient to protect the Purchaser against financial loss. The amount of the performance security shall generally be not more than 20% of the contract price; or
 - (c) reject the bid if the evidence provided does not satisfactorily account for the low bid price and make a similar determination for the next ranked bid, if required.
- 41. Purchaser's Right to Accept Any Bid, and to Reject Any or All Bids** 41.1 The Purchaser reserves the right to accept or reject any Bid, and to annul the bidding process and reject all bids at any time prior to Contract award, without thereby incurring any liability to the Bidders. In case of annulment, all Bids submitted and specifically, bid securities, shall be promptly returned to the Bidders.
- 42. Notice of Intention for Award of Contract** 42.1 If Standstill provisions apply as specified in the BDS, the standstill period shall be defined in the BDS to specify the duration subsequent to notification of intention for award of contract (before making the actual contract award) within which any unsuccessful bidder can challenge the proposed award.

F. Award of Contract

- 43. Award Criteria** 43.1 The Purchaser shall award the Contract to the Bidder whose offer has been determined successful in line with ITB 39 to ITB 40 above.
- 44. Purchaser's Right to Vary Quantities at Time of Award** 44.1 At the time the Contract is awarded, the Purchaser reserves the right to increase or decrease the quantity of IT Products and Services originally specified in Section 6 (Schedule of Requirements), provided this does not exceed the percentages indicated in the BDS, and without

any change in the unit prices or other terms and conditions of the Bid and the Bidding Document.

- 45. Notification of Award**
- 45.1 Prior to the expiration of the period of bid validity and upon expiry of the standstill period specified in ITB 42.1, or upon satisfactory resolution of a complaint filed within standstill period, if applicable, the Purchaser shall transmit the Notification of Award using the form included in Section 9 (Contract Forms) to the successful Bidder, in writing, that its Bid has been accepted. At the same time, the Purchaser shall also notify all other Bidders of the results of the bidding.
- 45.2 Unless standstill period applies, upon notification of award, unsuccessful Bidders may request in writing to the Purchaser for a debriefing seeking explanations on the grounds on which their Bids were not selected. The Purchaser shall promptly respond in writing and/or in a debriefing meeting to any unsuccessful Bidder who, after publication of contract award, requests a debriefing.
- 45.3 Until a formal contract is prepared and executed, the notification of award shall constitute a binding Contract
- 45.4 Within 2 weeks of the award of contract or expiry of the standstill period, where such period applies, or, if a complaint has been filed within the standstill period, upon receipt of ADB's confirmation of satisfactory resolution of the complaint, the borrower shall publish in an English language newspaper or widely known and freely accessible website the results identifying the bid and lot or package numbers, as applicable and the following information:
- (a) name of each Bidder who submitted a Bid;
 - (b) bid prices as read out at bid opening;
 - (c) name and evaluated prices of each Bid that was evaluated;
 - (d) name of Bidders whose Bids were rejected and the reasons for their rejection; and
 - (e) name of the winning Bidder, and the price it offered, as well as the duration and summary scope of the contract awarded.
- 46. Signing of Contract**
- 46.1 Promptly after notification, the Purchaser shall send to the successful Bidder the Contract Agreement.
- 46.2 Within 28 days of receipt of the Contract Agreement, the successful Bidder shall sign, date, and return it to the Purchaser.
- 47. Performance Security**
- 47.1 Within 28 days of the receipt of notification of award from the Purchaser, the successful Bidder shall furnish the Performance Security in accordance with the GCC, subject to ITB 40.4, using for that purpose the Performance Security Form included in Section 9 (Contract Forms), or another form acceptable to the Purchaser. If the bank issuing performance security is located outside the Purchaser's country, it shall be counter-guaranteed or encashable by a bank in the Purchaser's country.
- 47.2 Failure of the successful Bidder to submit the abovementioned performance security or sign the Contract Agreement shall constitute

sufficient grounds for the annulment of the award and forfeiture of the bid security or execution of the Bid-Securing Declaration. In that event, the Purchaser may award the Contract to the next Most Advantageous Bidder whose offer is substantially responsive and is determined by the Purchaser to be qualified to perform the Contract satisfactorily.

**48. Bidding-
Related
Complaints**

- 48.1 The procedures for dealing with Bidding-Related Complaints arising out of this bidding process are specified in the BDS.

A. General	
ITB 1.1	The number for the Invitation for Bids (IFB) is: SHCDM-II/IT-01/OCB/01
ITB 1.1	The Purchaser is: The Director, Directorate of School Education & Literacy, Education Department, Government of Meghalaya, Kennelworth Road, Laitumkhras, Meghalaya, Shillong – 793003
ITB 1.1	The name of the open competitive bidding (OCB) is: Hiring of an agency for Design, Development, Commissioning and Operation & Maintenance of Teacher Training Management System (TTMS) under Supporting Human Capital Development in Meghalaya (Phase 2) Project. The identification number of the OCB is: IT-01 . The number and identification of lots comprising this OCB is: Not Applicable
ITB 2.1	The Borrower is: Government of India
ITB 2.1	The name of the Project is: Supporting Human Capital Development in Meghalaya (SHCDM-II) Project.
B. Contents of Bidding Document	
ITB 7.1	For clarification purposes only, the Purchaser's address is: Attention: The Director, Directorate of School Education & Literacy, Education Department, Government of Meghalaya, Kennelworth Road, Laitumkhras, Meghalaya Floor/Room number: City: Shillong ZIP code: 793003 Country: India Telephone: 0364-2914095 E-mail: piu1shcdm@gmail.com
C. Preparation of Bids	
ITB 10.1	The language of the Bid is: English
ITB 11.2 (j)	The Bidder shall submit with its Technical Bid the following additional documents: If the bidder or any of the joint venture members is a corporation or partnership with a registered office in India, the certificate of incorporation or registration certificate issued under the Companies Act, 1956 or the Limited Liability Partnership Act of 2008, or if not yet registered in India, the equivalent document in the country of incorporation with the condition that registration certificate from relevant Indian agency be submitted if awarded the contract. . 1. The bidder or each member of Joint Venture/ Intended Joint Venture as the case may be, shall submit their PAN No. (Permanent Account Number)

	<p>issued by the Department of Income Tax, Government of India along with the photocopy of the PAN card.</p> <p>2. Goods and Service tax registration certificate.</p> <p>For items 1 to 3 above, should the Bidder or each of the joint venture members have not been issued a certificate of incorporation or registration certificate from India or have not yet obtained its PAN No. or Goods and Service tax registration certificate, the same should be submitted once bidder is awarded the Contract.</p> <p>3. If the bid and the Joint Venture Agreement/ Intent to enter into Joint Venture, as the case may be, is signed by a person who is retired or relieved from the Government organization as a Gazetted or Non-Gazetted Officer within a period of two years preceding the deadline for the Bid submission, the bidder shall also submit a permission obtained from the organization last served by such person, allowing the person to do so.</p>
ITB 11.3 (c)	The Bidder shall submit with its Price Bid the following additional documents: Not Applicable
ITB 12.2	The units and rates in figures entered into the Price Schedules should be type written or if written by hand, must be in print form. Price Schedules not presented accordingly may be considered nonresponsive.
ITB 13.1	Alternative Bids shall not be permitted
ITB 14.5	The Incoterms edition is: Not Applicable
ITB 14.6(b)(i)	For IT Products and Services offered from outside the Purchaser's country, the Bidder shall quote prices using the following Incoterms: Not Applicable
ITB 14.6(b)(ii)	In addition to the above, the Bidder shall quote prices for IT Products and Services offered from outside the Purchaser's country using the following Incoterms: Not Applicable
ITB 14.6(c)	All costs incidental to the performance of the services, as incurred by the Supplier shall be quoted.
ITB 14.8	The prices quoted by the Bidder shall not be adjusted during the performance of the contract.
ITB 14.9	Prices quoted for each lot shall correspond to 100% of the items specified in Section 6.
ITB 19.2	Not Applicable
ITB 19.3	The Bidder shall be required to include with its bid, evidence that it will be represented by an Agent in the Purchaser's country.
ITB 20.1	The bid validity period shall be 120 (One Hundred Twenty) days.
ITB 21.1	The Bidder shall furnish a bid security in the amount of INR 5, 00,000/- (Rupees Five Lacs Only).
ITB 21.2	Not applicable.

ITB 21.4	Subject to the succeeding sentences, any bid not accompanied by an irrevocable and callable bid security shall be rejected by the Purchaser as nonresponsive. If a Bidder submits a bid security that (i) deviates in form, amount, and/or period of validity, or (ii) does not provide sufficient identification of the Bidder (including, without limitation, failure to indicate the name of the Joint Venture or, where the Joint Venture has not yet been constituted, the names of all future Joint Venture Partners), the Purchaser shall request the Bidder to submit a compliant bid security within 7 (seven) days of receiving such a request. Failure to provide a compliant bid security within the prescribed period of receiving such a request shall cause the rejection of the Bid.
ITB 22.1	In addition to the original Bid, the number of copies is: One (Copy Bid)
ITB 22.2	The written confirmation of Authorization to sign on behalf of the Bidder shall consist of: A power of attorney specifying the representative's authority to sign the bid on behalf of, and to legally bind the bidder. If the bidder is an intended or an existing Joint Venture, the power of attorney should be signed by all partners and specify the authority of the named representative of the Joint Venture to sign on behalf of, and legally bind the intended or existing Joint Venture. If the Joint Venture has not yet been formed, also include evidence from all proposed Joint Venture partners of their intent to enter into a Joint Venture in the event of a contract award.
ITB 22.2	The Bidder shall submit an acceptable authorization within 14 (fourteen) days.
ITB 22.5	Electronic procedures for format and signing of the bid shall be: Not Applicable
D. Submission and Opening of Bids	
ITB 23.1	Bidders shall submit their Bids by mail or by hand.
ITB 23.1(b)	Electronic bidding submission procedures shall be: Not Applicable
ITB 23.2(c)	<p>The additional identification marks are:</p> <ol style="list-style-type: none"> 1. First Envelope- All technical proposal documents to be put in a single envelope, sealed and marked as "Technical Proposal for Hiring of an agency for Design, Development, Commissioning and Operation & Maintenance of Teacher Training Management System (TTMS) under Supporting Human Capital Development in Meghalaya (Phase 2) Project." – One Original & One Copy. 2. Second Envelope – Financial proposal to be put in another envelope, sealed and marked as "Hiring of an agency for Design, Development, Commissioning and Operation & Maintenance of Teacher Training Management System (TTMS) under Supporting Human Capital Development in Meghalaya (Phase 2) Project." -One Original & One Copy. 3. Third Envelope- Both the first and second envelopes to be put in another envelope, sealed and marked as "Hiring of an agency for Design, Development, Commissioning and Operation & Maintenance of Teacher Training Management System (TTMS) under Supporting Human Capital Development in Meghalaya (Phase 2) Project."- One Original & One Copy.
ITB 24.1	For bid submission purposes only, the Purchaser's address is:

	<p>Attention: The Director, Directorate of School Education & Literacy, Education Department, Government of Meghalaya, Kennelworth Road, Laitumkhrah, Meghalaya</p> <p>Floor/Room number:</p> <p>City: Shillong</p> <p>ZIP code: 793003</p> <p>Country: India</p>								
ITB 24.1	<p>The deadline for bid submission is:</p> <p>Date: 15 April 2026</p> <p>Time: 15:00 Hours (IST)</p>								
ITB 26.4	Electronic procedures for withdrawal, substitution, and modification shall be: Not Applicable								
ITB 27.1	<p>The technical bid opening shall take place at:</p> <p>Directorate of School Education & Literacy, Education Department, Government of Meghalaya, Kennelworth Road, Laitumkhrah, Meghalaya</p> <p>Floor/Room number: Conference Room</p> <p>City: Shillong</p> <p>Country: India</p> <p>Date: 15 April 2026</p> <p>Time: 15:30 Hours (IST)</p>								
ITB 27.1	The electronic bid opening procedure shall be as follows: Not Applicable								
ITB 27.6	The Letter of Technical Bid shall be initialed by 3 (three) Technical Committee representatives of the Purchaser attending Technical Bid opening.								
ITB 27.11	The Letter of Price Bid and Price Schedules shall be initialed by 3 (three) Technical Committee representatives of the Purchaser attending Bid opening.								
E. Evaluation and Comparison of Bids									
ITB 31.5	<p>The Purchaser's evaluation of responsive Bids will take into account the following technical factors, in addition to cost factors as specified in Section 3 (Evaluation and Qualification Criteria):</p> <table border="0"> <thead> <tr> <th style="text-align: left;">Technical Criteria</th> <th style="text-align: right;">Maximum Score</th> </tr> </thead> <tbody> <tr> <td>A. Experience and Capacity</td> <td style="text-align: right;">40</td> </tr> <tr> <td>B. Qualifications of Key Experts</td> <td style="text-align: right;">30</td> </tr> <tr> <td>C. Approach and Methodology</td> <td style="text-align: right;">30</td> </tr> </tbody> </table> <p>The cutoff score for technical competence is 70 and bids scored below this score will not be further considered for evaluation.</p>	Technical Criteria	Maximum Score	A. Experience and Capacity	40	B. Qualifications of Key Experts	30	C. Approach and Methodology	30
Technical Criteria	Maximum Score								
A. Experience and Capacity	40								
B. Qualifications of Key Experts	30								
C. Approach and Methodology	30								

ITB 34.2	The qualifications of other firms such as the Bidder's subsidiaries, parent entities, or affiliates shall not be permitted.
ITB 37.1	The currency that shall be used for bid evaluation and comparison purposes to convert all bid prices expressed in various currencies into a single currency is: INR The source of the selling exchange rate shall be Reserve bank of India The date for the selling exchange rate shall be Bid closing date
ITB 38.1	Domestic preference shall not apply.
ITB 42.1	Standstill provisions shall not apply.
F. Award of Contract	
ITB 44.1	The maximum percentage by which quantities may be increased is: 15% (Fifteen Percent) The maximum percentage by which quantities may be decreased is: 15% (Fifteen Percent)
ITB 48.1	The procedures for bidding-related Complaints are referenced in the Procurement Regulations for ADB Borrowers (Appendix 7). The Bidder should submit its complaint following these procedures, in writing, to: For the attention: The Director, Title/position: Head of the Department Purchaser: Directorate of School Education & Literacy, Education Department, Government of Meghalaya, Kennelworth Road, Laitumkhrah, Meghalaya, Shillong-793003 E-mail address: piu1shcdm@gmail.com

Section 3: Evaluation and Qualification Criteria

Table of Contents

1. Evaluation Criteria	2
1.1 Combined Evaluation	3-2
1.2 Technical Evaluation	3-2
1.3 Price Evaluation	3-6
2. Qualification Criteria.....	3-7
2.1 Eligibility	3-7
2.1.1 Nationality.....	3-7
2.1.2 Conflict of Interest.....	3-7
2.1.3 ADB Eligibility	3-7
2.1.4 Government-Owned Enterprise.....	3-7
2.1.5 United Nations Eligibility.....	3-7
2.2 Historical Contract Nonperformance.....	3-8
2.2.1 History of Nonperforming Contracts.....	3-8
2.2.2 Suspension Based on Execution of Bid-Securing Declaration.....	3-8
2.2.3 Pending Litigation and Arbitration.....	3-8
2.3 Experience and Technical Capacity	3-9
2.3.1 Contractual Experience.....	3-9
2.3.2 Technical Experience.....	3-10
2.3.3 Production Capacity.....	3-10
2.4 Financial Situation.....	3-11
2.4.1 Historical Financial Performance	3-11
2.4.2 Size of Operation (Average Annual Turnover)	3-11
3. Economic Evaluation.....	3-12
3.1 Economic Criteria	3-12
3.1.1 Adjustment for Scope.....	3-12
3.1.1.1 Local Handling and Inland Transportation.....	3-12
3.1.1.2 Minor Omissions or Missing Items	3-12
3.1.2 Adjustment for Deviations from the Terms of Payment	3-12
3.1.3 Adjustment for Deviations in the Delivery and Completion Schedule.....	3-12
3.1.4 Operating and Maintenance Costs	3-12
3.1.5 Spare Parts.....	3-12
3.1.6 Performance and Productivity of the IT Products	3-12
3.1.7 Other Criteria in Accordance with ITB 39.2(f).....	3-12
3.2 Domestic Preference	3-12
3.2.1 Method of Application	3-12
3.3 Multiple Lots (Contracts).....	3-12

1. Evaluation Criteria

1.1 Combined Evaluation

The Purchaser will evaluate and compare the Bids that have been determined to be substantially responsive, pursuant to ITB 32.

As indicated in the BDS, the Purchaser's evaluation of responsive Bids will take into account technical factors, in addition to cost factors.

As such, an Evaluated Bid Score (B) will be calculated for each responsive Bid using the following formula, which permits a comprehensive assessment of the Bid price and the technical merits of each Bid:

$$B = St \times T\% + Sf \times F\%.$$

Where

B	=	Evaluated Bid Price
St	=	Technical Score
T%	=	the weight given to the Technical Proposal
Sf	=	financial score
F%	=	the weight given to the Financial Proposal

The technical and financial weights to be used will be as follows:

T% (weight given to Technical Proposal) = 80%

F% (weight given to Technical Proposal) = 20%

The Bid with the **best Evaluated Bid Score (B)** among responsive Bids shall be the Most Advantageous Bid provided the Bidder was prequalified and/or it was found to be qualified to perform the Contract in accordance with ITB 34.

1.2 Technical Evaluation (ITB 31 and ITB 32)

I. Bidders are required to prepare a comprehensive technical proposal addressing delivery of Section 6. Employer's Requirement. The technical proposal will be evaluated by adding and weighing the scores assigned by an evaluation committee to technical features of the bid, in accordance with the criteria set forth below.

Technical Criteria	Maximum Score
A. Experience and Capacity	40
B. Qualifications of Key Experts	30
C. Approach and Methodology	30

The cut-off score for technical competence is 70 and bids scored below this score will not be further considered for evaluation.

The breakdown of each major Technical Factor is as follows:

A. Experience and Capacity

Code	Criterion (Requirement)	Supporting Evidence, the	Max	Scoring criteria

		Bidder must submit											
1	<p>The bidder should have successfully completed at least 1 (one) project of similar nature and complexity involving Teachers Training Management, Learning, Management System and Accreditation system with State wide implementation during the last 3 (three) financial years i.e., 2022-2023, 2023-2024, 2024-2025.</p> <p>Similar nature of project means one involving the design, development, testing and security audit, hosting, operation and maintenance of a Teachers Training Management, Learning, Management System and Accreditation system with State wide implementation developed for Central Govt. / State Govt. / Multilateral Funding Agency/ any other Government agency Establishment/Private Organization etc.</p>	<p>Any one of the following:</p> <ul style="list-style-type: none"> • Work Order/ Purchase Order • Contract Agreement • Completion certificate issued by employer/ client confirming the area of activity required to be submitted. 	15	<table border="1"> <thead> <tr> <th>Value of Project Cost (in INR)</th> <th>Score</th> </tr> </thead> <tbody> <tr> <td>More than 2 Crore</td> <td>15</td> </tr> <tr> <td>More than 1.5 Crore – up to 2 Crore</td> <td>13</td> </tr> <tr> <td>1 Crore – up to 1.5 Crore</td> <td>11</td> </tr> </tbody> </table>	Value of Project Cost (in INR)	Score	More than 2 Crore	15	More than 1.5 Crore – up to 2 Crore	13	1 Crore – up to 1.5 Crore	11	
Value of Project Cost (in INR)	Score												
More than 2 Crore	15												
More than 1.5 Crore – up to 2 Crore	13												
1 Crore – up to 1.5 Crore	11												
A2	<p>The Bidder should have experience of implementing AI (Artificial Intelligence) based assessment and analytics project in the domain of Education</p>	<p>Any one of the following:</p> <ul style="list-style-type: none"> • Work Order/ Purchase Order • Contract Agreement • Completion certificate issued by employer/ client confirming the area of activity required to be submitted. 	10	<table border="1"> <thead> <tr> <th>No. of Projects</th> <th>Score</th> </tr> </thead> <tbody> <tr> <td>2 or more</td> <td>10</td> </tr> <tr> <td>1</td> <td>8</td> </tr> </tbody> </table>	No. of Projects	Score	2 or more	10	1	8			
No. of Projects	Score												
2 or more	10												
1	8												
A3	<p>The Bidder should have experience of implementing at least 1 (one) IT project with state wide implementation for Government Departments programs/Projects/Private Institutions in Meghalaya</p>	<p>Any one of the following:</p> <ul style="list-style-type: none"> • Work Order/ Purchase Order • Contract Agreement • Completion certificate issued by employer/ 	10	<table border="1"> <thead> <tr> <th>No. of Projects</th> <th>Score</th> </tr> </thead> <tbody> <tr> <td>2 or more</td> <td>10</td> </tr> <tr> <td>1</td> <td>8</td> </tr> </tbody> </table>	No. of Projects	Score	2 or more	10	1	8			
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Bidding Document for Hiring of an agency for Design, Development, Commissioning and Operation & Maintenance of Teacher Training Management System (TTMS) under Supporting Human Capital Development in Meghalaya (Phase 2) Project

Single-Stage: Two-Envelope

	or other North Eastern States.	client confirming the area of activity required to be submitted.										
A4	The Bidder should have valid certifications for security and compliance standards <ul style="list-style-type: none"> • ISO 9001 • ISO 27001 • CMMI Level 3 	Any one of the following <ul style="list-style-type: none"> • Certificate of compliance • Appraisal/Rating 	5	<table border="1"> <thead> <tr> <th>Parameters</th> <th>Score</th> </tr> </thead> <tbody> <tr> <td>ISO 9001</td> <td>2</td> </tr> <tr> <td>ISO 27001</td> <td>2</td> </tr> <tr> <td>CMMI Level 3</td> <td>1</td> </tr> </tbody> </table>	Parameters	Score	ISO 9001	2	ISO 27001	2	CMMI Level 3	1
Parameters	Score											
ISO 9001	2											
ISO 27001	2											
CMMI Level 3	1											

B. Qualifications of Key Experts

The score or number of points to be assigned to each of the key experts shall be determined considering the following three sub-criteria and relevant percentage weightage:

1. General qualifications (general education, training, and experience): 30%
2. Adequacy for the assignment (relevant education, training, experience in the sector/similar assignments): 60%
3. Relevant experience in the region (knowledge of local culture or administrative system, government organization, etc.): 10%

Code	Key Expert	Max Score
B1	Project Manager	10
B2.1	Software Developer 1	6
B2.2	Software Developer 2	6
B3	AI/ML Specialists	8
		30

C. Approach and Methodology of the Technical Proposal

The technical factors on Approach and Methodology shall be scored based upon the following narrative evaluation criteria.

Excellent - Significantly exceeds the requirements. Exceptional demonstration by the bidder showing it has the relevant experience, ability, understanding, skills, and resources required to properly deliver the project on time. Response identifies factors that could offer potential added value. Excellent supporting evidence provided.

Acceptable - Satisfies the requirements. The bidder has demonstrated that it has the relevant experience, ability, understanding, skills, and resources required to deliver the project on time. Sufficient supporting evidence provided.

Unacceptable - Submission does not meet the requirements. Does not comply and/or provides scarce information to demonstrate that the bidder has the ability, understanding, experience, skills, and resources required to deliver the project on time.

C1. Over-all Understanding and Approach			
Sub-criteria	Description	Max points	Scoring Matrix

C1.1 Project understanding	Concise project statement including clear objectives, key stakeholders and beneficiaries	2	2 – Excellent 1.5 – acceptable No points – Unacceptable
C1.2 Scope map	In-scope modules; any out-of-scope items; key external connections (identity/know-your-customer, payments, notifications).	2	2 – Excellent 1.5 – acceptable No points – Unacceptable
C1.3 End-to-end flow diagram	One diagram linking TNA → COT → LMS → Reporting, with arrows and a few labeled inputs/outputs.	2	2 – Excellent 1.5 – acceptable No points – Unacceptable
C1.4 Implementation methodology & collaboration	Named delivery method (for example, Agile or Hybrid); how teams will work (ceremonies, tools, hand-offs); touchpoints with PIU (progress reviews, decision points).	2	2 – Excellent 1.5 – acceptable No points – Unacceptable
C1.5 Project role map	Who does what during implementation Responsible, Accountable, Consultancy, Informed (RACI) style roles for Managed Service Provider, etc.).	2	2 – Excellent 1.5 – acceptable No points – Unacceptable
Sub-total C1		10	

C2. Proposed Workplan			
Sub-criteria	Description	Max points	Scoring Matrix
C2.1 Start & end duration in weeks	Timeline shows clear project start and end dates.	2	2 – Excellent 1 – acceptable No points – Unacceptable
C2.2 Key milestones	Labeled milestones: kick-off; requirements sign-off; user acceptance testing start; user acceptance testing end; go-live; hyper-care end.	2	2. – Excellent 1 – acceptable No points – Unacceptable
C2.3 Dependencies / critical path	Visible task links/ordering or critical path highlight.	2	2. – Excellent 1 – acceptable No points – Unacceptable
C2.4 Project management tool & plan view	Name the project management tool to be provided (for example, Microsoft Project, Jira, Asana); show a sample dashboard/screenshot and who will have access.	2	2. – Excellent 1.5 – acceptable No points – Unacceptable
Sub-total B2		8	

C3. Risks & technical foundations (Risks, external dependencies, environments, security, observability)
--

Sub-criteria	Description	Max points	Scoring Matrix
C3.1 Technical architecture diagram + brief explanation	Component diagram showing and explaining services, data stores, gateways, and main data flows.	2	2 – Excellent 1.5 – acceptable No points – Unacceptable
C3.2 Functional architecture diagram + brief explanation	Capability blocks (Onboarding, Reporting); simple arrows for user/data flow; 3–5 bullets on responsibilities of each block.	2	2 – Excellent 1.5 – acceptable No points – Unacceptable
C3.3 External integrations & key risks	Table of major integrations, auth method; plus a small list of top 5 risks with owner & mitigation.	2	2 – Excellent 1.5 – acceptable No points – Unacceptable
C3.4 Environments & promotion path	Simple environmental matrix (Development or Test or User Assessment Testing or Production), what lives where, and how code/config promotes between them.	2	2 – Excellent 1.5 – acceptable No points – Unacceptable
C3.5 Security & observability snapshot	(Cloud related) Multi-Factor Authentication coverage; encryption in transit/at rest; backup & recovery approach with stated Recovery Point Objective/ Recovery Time Objective) (RPO/RTO); one sample monitoring/alerts dashboard image.	2	2 – Excellent 1.5 – acceptable No points – Unacceptable
C3.6 Scalability, Performance & Future Readiness	Description of system scalability (horizontal/vertical scaling), expected performance benchmarks, load handling approach, database optimization strategy, and readiness for future expansion (e.g., modular/microservices architecture, API-first design).	2	2 – Excellent 1.5 – acceptable No points – Unacceptable
Sub-total C3		12	

Pursuant to ITB Clause 29 (Clarification of Bids), the Purchaser may, at its discretion, invite Bidders to clarification meetings during the bid evaluation process. Such clarification meetings may include technical presentations on the Approach and Methodology, solely for the purpose of clarifying aspects of it as originally submitted.

The clarification meetings and any presentations shall not result in any change to the Bid. No new information, alternative solutions, or material modifications to the Bid may be introduced.

Purchaser shall ensure that any clarification meetings are conducted in a fair, transparent, and non-discriminatory manner and that records of such meetings are maintained as part of the bid evaluation documentation.

1.3 Price Evaluation

The Employer will evaluate price bids, pursuant to ITB Clause 39, using the above weightage calculation.

To determine the Sf (financial score), the lowest evaluated Financial Proposal (Fm) is given the maximum financial score (Sf) of 100.

The formula for determining the financial scores (Sf) of all other Proposals is calculated as follows:

$Sf = 100 \times Fm / F$, in which “Sf” is the financial score, “Fm” is the lowest evaluated total bid, and “F” is the evaluated total bid of the proposal under consideration.

2. Qualification Criteria

2.1 Eligibility

Criteria	Compliance Requirements			Documents
Requirement	Single Entity	Joint Venture		Submission Requirements
		All Partners Combined	Each Partner	

2.1.1 Nationality

Nationality in accordance with ITB 4.2.	Must meet requirement	Must meet requirement	Must meet requirement	Not applicable	Letter of Technical Bid; Forms ELI – 1 and ELI - 2
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2.1.2 Conflict of Interest

No conflicts of interest in accordance with ITB 4.3.	Must meet requirement	Must meet requirement	Must meet requirement	Not applicable	Letter of Technical Bid
--	-----------------------	-----------------------	-----------------------	----------------	-------------------------

2.1.3 ADB Eligibility

Not having been declared ineligible by ADB, as described in ITB 4.4.	Must meet requirement	Must meet requirement	Must meet requirement	Not applicable	Letter of Technical Bid
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2.1.4 Government-Owned Enterprise

Bidder required to meet conditions of ITB 4.5.	Must meet requirement	Must meet requirement	Must meet requirement	Not applicable	Letter of Technical Bid; Forms ELI – 1 and ELI - 2
--	-----------------------	-----------------------	-----------------------	----------------	--

2.1.5 United Nations Eligibility

Not having been excluded by an act of compliance with a United Nations Security	Must meet requirement	Must meet requirement	Must meet requirement	Not applicable	Letter of Technical Bid
---	-----------------------	-----------------------	-----------------------	----------------	-------------------------

Council resolution in accordance with ITB 4.8.					
--	--	--	--	--	--

2.2 Historical Contract Nonperformance

2.2.1 History of Nonperforming Contracts

Criteria	Compliance Requirements				Documents
Requirement	Single Entity	Joint Venture			Submission Requirements
		All Partners Combined	Each Partner	One Partner	
Non-performance of a contract ^a did not occur as a result of contractor's default since 1 st January 2022.	Must meet requirement	Must meet requirement	Must meet requirement ^b	Not Applicable	Form CON-1

^a Non-performance, as decided by the Purchaser, shall include all contracts where (a) nonperformance was not challenged by the contractor, including through referral to the dispute resolution mechanism under the respective contract, and (b) contracts that were so challenged but fully settled against the contractor. Nonperformance shall not include contracts where Purchaser's decision was overruled by the dispute resolution mechanism. Nonperformance must be based on all information on fully settled disputes or litigation, i.e. dispute or litigation that has been resolved in accordance with the dispute resolution mechanism under the respective contract and where all appeal instances available to the Bidder have been exhausted.

^b This requirement also applies to contracts executed by the Bidder as Joint Venture partner.

2.2.2 Suspension Based on Execution of Bid-Securing Declaration

Criteria	Compliance Requirements				Documents
Requirement	Single Entity	Joint Venture			Submission Requirements
		All Partners Combined	Each Partner	One Partner	
Not under suspension based on execution of a Bid-Securing Declaration pursuant to ITB 4.6.	Must meet requirement	Must meet requirement	Must meet requirement	Not applicable	Letter of Technical Bid

2.2.3 Pending Litigation and Arbitration

Pending litigation and arbitration criterion shall not apply.

2.3 Experience and Technical Capacity

2.3.1 Contractual Experience

Criteria	Compliance Requirements			Documents	
	Requirement	Single Entity	Joint Venture		Submission Requirements
All Partners Combined			Each Partner	One Partner	
<p>The bidder should have successfully completed similar nature of projects having Teachers Training Management, Learning, Management System and Accreditation system with State wide implementation during the last 3 (three) financial years i.e., 2022-2023, 2023-2024, 2024-2025 for any Central Govt. / State Govt./ Multilateral Funding Agency/ any other Government agency Establishment/Private Organisation in India as per the criteria below:</p> <p>The nature and complexity of these projects should be similar to the scope of requirements described in Section 6 (Schedule of Requirements).</p> <p>Note-Similar nature of projects means design, development, testing and security audit, hoisting, operation and maintenance of Teachers Training Management, Learning, Management System and Accreditation system with State wide implementation developed for Central Govt. / State Govt. / Multilateral Funding Agency/ any other Government agency Establishment etc.</p>	Must meet requirement	Must meet requirement	Not applicable	Must meet requirement	Form EXP – 1 ^a

^a In addition to the submission of Form EXP-1, the Bidder shall provide the Signed Contract Agreement.

2.3.2 Technical Experience

Criteria Requirement	Compliance Requirements				Documents
	Single Entity	Joint Venture			Submission Requirements
		All Partners Combined	Each Partner	One Partner	
The Bidder shall demonstrate that (i) The Bidder should have experience of implementing AI (Artificial Intelligence) based assessment and analytics project in the domain of Education. (ii) The Bidder should have experience of implementing at least 1 (one) IT project with state wide implementation for Government Departments/ programs/Projects/Private Institutions in Meghalaya or North Eastern States.	Must meet requirement	Must meet requirement	Not applicable	Must meet requirement	Form EXP – 2 ^a
(iii) The Bidder is in operation for a minimum of 3 (Three) years.	Must meet requirement	Not applicable	Must meet requirement	Not applicable	Form EXP – 2 ^a

^a In addition to the submission of Form EXP-1, the Bidder shall provide the Signed Contract Agreement.

2.3.3 Production Capacity

Not Applicable

2.4 Financial Situation

2.4.1 Historical Financial Performance

Criteria	Compliance Requirements			Documents	
Requirement	Single Entity	Joint Venture			Submission Requirements
		All Partners Combined	Each Partner	One Partner	
Submission of audited financial statements for the last 3 (three) financial years (i.e. FY 2022-2023, 2023-2024 and 2024-2025) to demonstrate the current strength of the Bidder's financial position. As a minimum requirement, the Bidder's net worth for the last year (as on 31.03.2025) calculated as the difference between total assets and total liabilities should be positive.	Must meet requirement	Not applicable	Must meet requirement	Not applicable	Form FIN - 1

2.4.2 Size of Operation (Average Annual Turnover)

Criteria	Compliance Requirements			Documents	
Requirement	Single Entity	Joint Venture			Submission Requirements
		All Partners Combined	Each Partner	One Partner	
Minimum audited average annual turnover of INR 3 (three) crore calculated as total payments received by the Bidder for contracts completed or under execution over the last 3 (three) financial years (i.e. FY 2022-2023, 2023-2024, 2024-2025). Note- The bidder shall be required to submit the CA certificate in this regard.	Must meet requirement	Must meet requirement	Must meet 25% of the requirement	Must meet 40% of the requirement	Form FIN - 2

3. Economic Evaluation

3.1 Economic Criteria

3.1.1 Adjustment for Scope

3.1.1.1 Local Handling and Inland Transportation

Not Applicable

3.1.1.2 Minor Omissions or Missing Items

Not Applicable

3.1.2 Adjustment for Deviations from the Terms of Payment

Deviations from the Terms of Payment as specified in SCC 16.1 are not permitted.

3.1.3 Adjustment for Deviations in the Delivery and Completion Schedule

Deviations from the Delivery and Completion Schedule specified in Section 6 (Schedule of Requirement) are not permitted.

3.1.4 Operation and Maintenance (O&M) Costs

Operation and Maintenance (O&M) shall be provided as per Schedule specified in Section 6 (Schedule of Requirement)

3.1.5 Spare Parts

Not Applicable

3.1.6 Performance and Productivity of the IT Products

Not Applicable

3.1.7 Other Criteria in Accordance with ITB 39.2(f)

Not Applicable

3.2 Domestic Preference

3.4.1 Method of Application

Domestic preference shall not apply.

3.3 Multiple Lots (Contracts)

Not Applicable

Section 4: Bidding Forms

Table of Forms

Letter of Technical Bid	4-2
Letter of Price Bid	4-6
Price Schedules	4-8
Price Schedule for IT Products to Be Offered from Within the Purchaser's Country	4-9
Grand Summary	4-10
Bid Security and Bid-Securing Declaration	4-11
Bid Security	4-12
Bid-Securing Declaration	4-13
Affiliate Company Guarantee	4-14
Bidder's Qualification	4-16
Form ELI – 1: Bidder's Information Sheet	4-17
Form ELI - 2: Joint Venture Information Sheet	4-18
Form CON - 1: Historical Contract Nonperformance	4-19
Form EXP - 1: Contractual Experience	4-20
Form EXP - 2: Technical Experience	4-24
Form FIN - 1: Historical Financial Performance	4-25
Form FIN - 2: Size of Operation (Average Annual Turnover)	4-27
Format for Power of Attorney for Signing of Application	4-28
Description of approach, methodology, and work plan for performing the assignment	4-30
Curriculum vitae (cv) for proposed manpower	4-31

Letter of Technical Bid

-- Note --

The Bidder must accomplish the Letter of Technical Bid on its letterhead clearly showing the Bidder's complete name and address.

Date: _____
 Open Competitive Bidding (OCB) No.: IT-01
 Invitation for Bid (IFB) No.: SHCDM-II/IT- 01/OCB/01
 Alternative No.: _____

To: *[insert complete name of the Employer]*

We, the undersigned, declare that:

- (a) We have examined and have no reservations to the Bidding Document, including the Addenda issued in accordance with Instructions to Bidders (ITB) 8.
- (b) We acknowledge that we have read and understand ADB's Anticorruption Policy (1998) and Integrity Principles and Guidelines (2015), both as amended from time to time.
- (c) We offer to supply in conformity with the Bidding Document and in accordance with the delivery schedule specified in Section 6 (Schedule of Requirements), the following IT Products and Services:

 Hiring of an agency for Design, Development, Commissioning and Operation & Maintenance of Teacher Training Management System (TTMS) under Supporting Human Capital Development in Meghalaya (Phase 2) Project.
- (d) Our Bid consisting of the Technical Bid and the Price Bid shall be valid for a period of 120 (One Hundred Twenty) days starting from the date fixed for the bid submission deadline in accordance with ITB 22.1, and it shall remain binding upon us and may be accepted at any time before the expiration of that period.
- (e) We undertake, if our bid is accepted, to commence work on the IT Products and Services and to achieve installation and acceptance within the respective times stated in the Bidding Documents.
- (f) We hereby certify that all the software offered in this bid and to be supplied under the Contract is either owned by us or, (ii) covered by a valid license from the proprietor of the software.
- (g) Our firm, including any subcontractors or suppliers for any part of the Contract, have nationalities from eligible countries in accordance with ITB 4.2.
- (h) We, our directors, key officers, key personnel, including any subcontractors, consultants, subconsultants, manufacturers, service providers or suppliers for any part of the contract, do not have any conflict of interest in accordance with ITB 4.3.

If there is any conflict of interest, please state details:

- (i) Parties involved in the conflict of interest: _____

Bidding Document for Hiring of an agency for Design, Development, Commissioning and Operation & Maintenance of Teacher Training Management System (TTMS) under Supporting Human Capital Development in Meghalaya (Phase 2) Project

Single-Stage: Two-Envelope

- (ii) Details about the conflict of interest: _____
- (i) We are not participating, as a Bidder, either individually or as partner in a Joint Venture, in more than one Bid in this bidding process in accordance with ITB 4.3(e), other than alternative offers in accordance with the Bidding Document.
- (j) Our firm, Joint Venture partners, our respective direct and indirect shareholders, directors, key officers, key personnel, associates, parent company, affiliates or subsidiaries, including any Subcontractors, consultants, subconsultants, manufacturers, service providers or Suppliers for any part of the contract, are not subject to, or not controlled by any entity or individual that is subject to, a temporary suspension or a debarment imposed by the Asian Development Bank or a debarment imposed by the Asian Development Bank in accordance with the Agreement for Mutual Enforcement of Debarment Decisions between the Asian Development Bank and other development banks.¹
- (k) Our firm, Joint Venture partners, our respective direct and indirect shareholders, directors, key officers, key personnel, associates, parent company, affiliates or subsidiaries, including any Subcontractors, consultants, subconsultants, manufacturers, service providers or Suppliers for any part of the contract, are not under ongoing investigation and/or sanctions proceedings by the Asian Development Bank or any multilateral development bank.

If under ongoing investigation and/or sanction proceedings by the Asian Development Bank or any multilateral development bank, please state details:

- (i) Name of the multilateral development bank: _____
- (ii) Reason for the ongoing investigation / allegations: _____
- (l) Our firm, Joint Venture partners, our respective direct and indirect shareholders, directors, key officers, key personnel, associates, parent company, affiliates or subsidiaries, including any subcontractors, consultants, subconsultants, manufacturers, service providers or Suppliers for any part of the Contract, are not temporarily suspended, debarred, declared ineligible, or subject to any national and/or international sanctions by any country, any international organization, any multilateral development bank and other donor agency.

If so temporarily suspended, debarred, declared ineligible, or subject to any national and/or international sanctions by any country, any international organization, any multilateral development bank and other donor agency, please state details (as applicable to each Joint Venture partner, their respective direct or indirect shareholders, directors, key officers, key personnel, associate, parent company, affiliate, subsidiaries, subcontractors, consultants, subconsultants, manufacturers, service providers and/or suppliers), please state details:

- (i) Name of Institution: _____
- (ii) Period of the temporary suspension, debarment, ineligibility, or national or international sanction [start and end date]: _____
- (iii) Reason for the temporary suspension, debarment, ineligibility, or national or international sanction: _____

¹ These institutions include African Development Bank, European Bank for Reconstruction and Development (EBRD), Inter-American Development Bank (IADB), and the World Bank Group. According to paragraph 9 of the Agreement, other international financial institutions may join upon the consent of all Participating Institutions and signature of a Letter of Adherence by the international financial institution substantially in the form provided (Annex B to the Agreement). Upon adherence, such international financial institution shall become a Participating Institution for purposes of the Agreement. Bidders are advised to check www.adb.org/integrity for updates.

- (m) Our firm, Joint Venture partners, associates, parent company, affiliates or subsidiaries, including any subcontractors, consultants, subconsultants, manufacturers, service providers, suppliers, key officers, directors and key personnel have never been charged or convicted with any criminal offense (including felonies but excluding misdemeanors) or infractions and/or violations of ordinance; nor charged or found liable in any civil or administrative proceedings in the last 10 years; or undergoing investigation for such, or subject to any criminal, civil or administrative orders, monitorship or enforcement actions.

If so charged, convicted/found liable, under ongoing investigation, or subject to orders, monitorship or enforcement actions, please state details:

- (i) Nature of the offense, violation, proceedings, investigation, and/or monitorship or enforcement actions: _____
- (ii) Court, area of jurisdiction and/or the enforcement agency: _____
- (iii) Resolution [*i.e. dismissed; settled; or convicted/duration of penalty*]: _____
- (iv) Other relevant details [*please specify*]: _____

- (n) Our firm, Joint Venture partners, our respective direct and indirect shareholders, directors, key officers, key personnel, associates, affiliates or subsidiaries, including any subcontractors, consultants, subconsultants, manufacturers, service providers or suppliers, can make and receive electronic fund transfer payments through the international banking system or otherwise discharge the Purchaser's obligation upon initiation of wire transfer.

If unable to make or receive funds through the international banking system or otherwise discharge the Purchaser's obligation upon initiation of wire transfer, please state the details:

- (i) Nature of the restriction: _____
- (ii) Jurisdiction of the restriction: _____
- (iii) Other relevant details: _____

- (o) Our firm, Joint Venture partners, associates, parent company, affiliates or subsidiaries, including any subcontractors, consultants, subconsultants, manufacturers, service providers or suppliers, key officers, directors and key personnel are not from a country which is prohibited to export goods or services to, or receive any payments from the Purchaser's country and/or are not prohibited to receive payments for particular goods or services by the Purchaser's country by an act of compliance with a decision of the United Nations Security Council taken under Chapter VII of the Charter of the United Nations.

- (p) We have paid, or will pay the following commissions, gratuities, or fees with respect to the bidding process or execution of the Contract.²

Name of Recipient	Address	Reason	Amount
.....
.....

- (q) We understand that it is our obligation to notify the Employer of any changes in connection with the matters described in paragraphs (h), (j), (k), (l), (m), (n), (o) and (p) of this Letter of Technical Bid.

- (r) [We are not a government-owned enterprise] / [We are a government-owned enterprise but meet the requirements of ITB 4.5].³

² If none has been paid or is to be paid, indicate "None".

³ Use one of the two options as appropriate.

- (s) We have not been suspended nor declared ineligible by the Employer based on execution of a Bid-Securing Declaration in accordance with ITB 4.6.
- (t) At any time following submission of our Bid, we shall permit, and shall cause our Joint Venture partners, directors, key officers, key personnel, associates, parent company, affiliates or subsidiaries, including any subcontractors, consultants, subconsultants, manufacturers, service providers or suppliers for any part of the contract to permit ADB or its representatives to inspect our site, assets, accounts and records and other documents relating to the bid submission and to have them audited by auditors appointed by ADB. We understand that failure of this obligation may constitute obstructive practice that may result in debarment and/or contract termination.
- (u) Regardless of whether the contract will be awarded to us, we shall preserve all accounts, records and other documents related to bid submission for at least 3 years from the date of submission of the bid or the period prescribed in applicable law, whichever is longer.
- (v) If we are awarded the contract, we shall preserve all accounts, records and other documents related to the procurement and execution of the contract for at least 5 years after completing the works contemplated in the relevant contracts or the period prescribed in applicable law, whichever is longer.
- (w) We certify on behalf of the Bidder, that the information provided in the bid has been fully reviewed, given in good faith, and to the best of our knowledge is true and complete. We understand that it is our obligation to inform the Purchaser of any changes to the information as and when it becomes known to us. We understand that any misrepresentation that knowingly or recklessly misleads, or attempts to mislead may lead to the automatic rejection of the Bid or cancellation of the contract, if awarded, and may result in remedial actions, in accordance with ADB’s Anticorruption Policy (1998, as amended to date) and Integrity Principles and Guidelines (2017, as amended from time to time).

Name _____

In the capacity of _____

Signed _____

Duly authorized to sign the Bid for and on behalf of _____

Date _____

Letter of Price Bid

- Note -

The Bidder must accomplish the Letter of Price Bid on its letterhead clearly showing the Bidder's complete name and address.

Date: _____
 Open Competitive Bidding (OCB) No.: IT-01
 Invitation for Bid (IFB) No.: SHCDM-II/IT- 01/OCB/01
 Alternative No.: _____

To: *[insert complete name of the Employer]*

We, the undersigned, declare that:

- (a) We have examined and have no reservations to the Bidding Document, including Addenda issued in accordance with Instructions to Bidders (ITB) 8.
- (b) We acknowledge that we have read and understand ADB's Anticorruption Policy (1998) and Integrity Principles and Guidelines (2015), both as amended from time to time.
- (c) We offer to supply in conformity with the Bidding Document and in accordance with Section 6 (Schedule of Requirements), the following IT Products and Services:

Hiring of an agency for Design, Development, Commissioning and Operation & Maintenance of Teacher Training Management System (TTMS) under Supporting Human Capital Development in Meghalaya (Phase 2) Project.

- (d) The total price of our Bid, excluding any discount offered in item (d) below, is

[amount of local currency in words], [amount in figures]

The total bid price from the price schedule should be entered by the bidder inside this box. Absence of the total bid price in the Letter of Price Bid may result in the rejection of the bid.

- (e) The discounts offered and the methodology for their application are as follows:

Discounts: If our Bid is accepted, the following discounts shall apply: *[specify in detail each discount offered and the specific item of the Schedule of Requirements to which it applies]*

Methodology of Application of the Discounts: The discounts shall be applied using the following method: *[specify in detail the method that shall be used to apply the discounts]*

- (f) Our Bid shall be valid for a period of 120 (One Hundred and Twenty) days starting from the date fixed for the bid submission deadline in accordance with ITB 22.1, and it shall remain binding upon us and may be accepted at any time before the expiration of that period.

- (g) If our Bid is accepted, we commit to obtain a Performance Security in accordance with the Bidding Documents.
- (h) We understand that this Bid, together with your written acceptance thereof included in your notification of award, shall constitute a binding contract between us, until a formal Contract is prepared and executed.
- (i) We understand that you are not bound to accept the lowest evaluated bid or any other bid that you may receive.
- (j) At any time following submission of our Bid, we shall permit, and shall cause our Joint Venture partners, directors, key officers, key personnel, associates, parent company, affiliates or subsidiaries, including any subcontractors, consultants, subconsultants, manufacturers, service providers or suppliers for any part of the contract to permit ADB or its representative to inspect our site, assets, accounts and records and other documents relating to the bid submission and to have them audited by auditors appointed by ADB. We understand that failure of this obligation may constitute obstructive practice that may result in debarment and/or contract termination.
- (k) Regardless of whether the contract will be awarded to us, we shall preserve all accounts, records and other documents related to bid submission for at least 3 years from the date of submission of the bid or the period prescribed in applicable law, whichever is longer.
- (l) If we are awarded the contract, we shall preserve all accounts, records and other documents related to the procurement and execution of the contract for at least 5 years after completing the works contemplated in the relevant contracts or the period prescribed in applicable law, whichever is longer.
- (m) We confirm and stand by our commitments and other declarations made in connection with the submission of our Letter of Technical Bid.
- (n) We certify on behalf of the Bidder, that the information provided in the bid has been fully reviewed, given in good faith, and to the best of our knowledge is true and complete. We understand that it is our obligation to inform the Purchaser of any changes to the information as and when it becomes known to us. We understand that any misrepresentation that knowingly or recklessly misleads, or attempts to mislead may lead to the automatic rejection of the Bid or cancellation of the contract, if awarded; and may result in remedial actions, in accordance with ADB's Anticorruption Policy (1998, as amended to date) and Integrity Principles and Guidelines (2015, as amended from time to time).

Name _____

In the capacity of _____

Signed _____

Duly authorized to sign the Bid for and on behalf of _____

Date _____

Price Schedules

The Bidder shall complete and submit with its Bid the Price Schedules pursuant to ITB 12 and in accordance with Part 2 Supply Requirements, Section 6 (Schedule of Requirements). The list of items in column 1 of the Price Schedules shall coincide with the Hiring of an agency for Design, Development, Commissioning and Operation & Maintenance of Teacher Training Management System (TTMS) under Supporting Human Capital Development in Meghalaya (Phase 2) Project specified by the Purchaser/Employer in the Schedule of Requirements.

The units and rates in figures entered into the Price Schedules should be typewritten or if written by hand, must be in print form. Price Schedules not presented accordingly may be considered non-responsive. Any necessary alteration due to errors, etc., shall be signed by the Bidder

Price Schedule for Hiring of an agency for Design, Development, Commissioning and Operation & Maintenance of Teacher Training Management System (TTMS) under Supporting Human Capital Development in Meghalaya (Phase 2) Project Within the Purchaser's Country

Name of Bidder _____ IFB Number _____ Page ____ of ____

Item	Description	Country of Origin	Domestic Value Added in Percent	Quantity and Unit of Measurement	Unit Price	Total Price per item	Sales and Other Taxes Per Item (Applicable Taxes)	Total Price per Item including Taxes
1	2	3	4	5	6	7 = 5 x 6	8	9 = 7 + 8
Total Amount								

Notes:

- Column 4: In accordance with margin of preference ITB 38, if applicable. Domestic Value Added comprises domestic labor, the domestic content of materials, domestic overheads and profits from the stage of mining the raw material until final assembly.
- Column 6: Incoterm in accordance with ITB 14
Currency in accordance with ITB 15
Price shall include all customs duties and sales and other taxes already paid or payable on the components and raw materials used in the manufacture or assembly of the item or the customs duties and sales and other taxes already paid on previously imported items.
- Column 8: Payable in the Employer's country if Contract is awarded

Name _____

In the capacity of _____

Signed _____

Duly authorized to sign the Bid for and on behalf of _____

Date _____

A. Application Development and Customization				
Item no.	Modules/ Components	Details	Unit	Total Price inclusive of GST
1	Requirement Gathering & Analysis, UI/UX & Prototyping and System Design & Architecture	Includes stakeholder workshops, needs assessment, requirements report Wireframes, UI design, front-end templates and, login, DB design		
2	Teacher Needs Assessment (TNA) Development and Class room Observation Tools (COT)	Develop teacher Training Needs Analysis (TNA) platform and reporting (Feeds into CPD planning). Develop observation rubrics and data entry modules. Online observation app and dashboards. (Data will feed analytics.)		
3	CPD Course Module + CPD Basic Course Module, Content Repository and LMS Training Delivery	Develop CPD Course authoring & LMS basics (course creation, levels, assessments, auto-crediting of CPD hours), digitization & on boarding of CPD Basic (Generic) course, CPD recommend engine and micro credentials engine. Initial content repository structure and taxonomy, repository APIs, mapping content to CPD taxonomy		
4	AI Analytics Module Developments	Develop AI-based analytics for Descriptive + diagnostic analytics modules (dashboards, KPIs); recommendation engine prototype (explainable rules for CPD suggestions based on TNA/COT/past records); adaptive learning design & POC. Deliverables: ML pipeline docs, models POC, analytics dashboards.		
5	Pre-Service Training Module Development	Develop pre-service teacher education management module (Admission, Curriculum, courses, tracking)		
6	Support TTP Implementation under SHCDM Phase II	Develop end-to-end TTP workflows (Phase I/II/III) implemented: Training ID lifecycle, mentor workflows, digital portfolios, COT to CPD linkage, pilot cohort data capture.		
7	Integrations (MEG-SIMS/DIKSHA/MLENS/VSK)	API connections to external systems		
	Total Costs			

B. Manpower				
Item no.	Item/Role	Costing Details	Unit	Total Price inclusive of GST
KEY EXPERTS				
1	Project Manager (1 Nos)		Month	
2	Software Developers (2 nos)		Month	
3	AI/ML Specialist (1 Nos)		Month	
NON KEY EXPERTS				
4	Motion Graphic Designer (1 Nos)		Month	
5	Video Editor		Month	
6	Data Analyst (1 Nos)		Month	
7	Operation Support Staff (1 Nos)		Month	
	Total Costs			
C. Training & Capacity Building for Key Stakeholders (DERT, DIET, Educators and Master Trainers)				
Item no.	Item or Activity	Details	Unit	Total Price inclusive of GST
1	Workshops (Training Sessions)	12 sessions (e.g. district/block-level ToT, 2 days each, 50 pax)	Session	
2	Training Manuals & Materials	Design, Printing and Videos tutorials	Lumpsum	
3	Stakeholder Orientation Events	3 events (state-level/planning workshops)	Events	
	Total Training Cost			
D. Operations & Maintenance (24 months)				
Item no.	Item or Activity	Details	Unit	Total Price
1	Post-Go-Live Support	Includes maintenance, AI tuning, and monitoring (24 months).	2 Year O&M after Go-Live and Deployment	
2	Cloud Hosting & Storage	Scalable cloud infrastructure for system operation (24 Months)		
	Total Operation Cost			

Grand Summary

Component	Total Price (in INR) Inclusive of GST
Hiring of an agency for Design, Development, Commissioning and Operation & Maintenance of Teacher Training Management System (TTMS) under Supporting Human Capital Development in Meghalaya (Phase 2) Project	
Total Bid Price (to be carried forward to the Letter of Price Bid)	

Name _____

In the capacity of _____

Signed _____

Duly authorized to sign the Bid for and on behalf of _____

Date _____

Bid Security and Bid-Securing Declaration

When requested in the Bid Data Sheet, the Bidder shall furnish as part of its bid, either a Bid-Securing Declaration or a Bid Security.

In case of an unconditional guarantee issued by a bank, the Bidder shall use the Bid Security Form included in this section or another form acceptable to the Purchaser prior to bid submission pursuant to ITB 21.3. In either case, the form must include the complete name of the Bidder. The bid security shall be valid for number of days as specified in the BDS beyond the original validity period of the Bid, or beyond any period of extension if requested under ITB 20.2.

If a Bid-Securing Declaration is specified pursuant to ITB 21.1 the Bidder shall use the form included in this section.

Bid Security Bank Guarantee

*[insert bank's name, and address of issuing branch or office]*⁴

Beneficiary: *[insert name and address of the Purchaser]*
Date: *[insert date]*
Bid Security No.: *[insert number]*

We have been informed that *[insert name of the bidder]* (hereinafter called "the Bidder") has submitted to you its bid dated *[insert date (as day, month, and year)]* (hereinafter called "the Bid") for the execution of *[insert name of contract]* under Invitation for Bids No. *[insert IFB number]* ("the IFB").

Furthermore, we understand that, according to your conditions, bids must be supported by a bid guarantee.

At the request of the Bidder, we *[insert name of bank]* hereby irrevocably undertake to pay you any sum or sums not exceeding in total an amount of *[insert amount in words]* *[insert amount in figures]* upon receipt by us of your first demand in writing accompanied by a written statement, stating that the Bidder is in breach of its obligation(s) under the bid conditions, because the Bidder

- (a) has withdrawn its Bid during the period of bid validity specified by the Bidder in the Letter of Technical Bid; or
- (b) does not accept the correction of errors in accordance with the Instructions to Bidders (hereinafter "the ITB"); or
- (c) having been notified of the acceptance of its Bid by the Purchaser during the period of bid validity, (i) fails or refuses to execute the Contract Agreement; or (ii) fails or refuses to furnish the Performance Security, in accordance with the ITB.

This guarantee will expire (a) if the Bidder is the successful Bidder, upon our receipt of copies of the Contract Agreement signed by the Bidder and the Performance Security issued to you upon the instruction of the Bidder; or (b) if the Bidder is not the successful Bidder, upon the earlier of (i) our receipt of a copy of your notification to the Bidder of the name of the successful Bidder, or (ii) 28 days after the expiration of the Bidder's bid.

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

This guarantee is subject to the Uniform Rules for Demand Guarantees (URDG) 2010 Revisions, ICC Publication No. 758.⁵

[Authorized signature(s) and bank's seal (where appropriate)]

⁴ All italicized text is for use in preparing this form and shall be deleted from the final document.

⁵ Or the purchaser may use "Uniform Rules for Demand Guarantees (URDG), ICC Publication No. 458" as appropriate.

Bid-Securing Declaration

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

Bid No.: *[insert number of bidding process]*

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

To: *[insert complete name of the Employer]*

We, the undersigned, declare that:

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

We accept that we will automatically be suspended from being eligible for bidding in any contract with the Borrower for the period of time of *[insert number of years indicated in ITB 21.2 of the BDS]* starting on the date that we receive a notification from the Employer that our Bid-Securing Declaration is executed, if we are in breach of our obligation(s) under the bid conditions, because we

- (a) have withdrawn our Bid during the period of bid validity specified in the Letter of Technical Bid; or
- (b) do not accept the correction of errors in accordance with the Instructions to Bidders (hereinafter “the ITB”); or
- (b) having been notified of the acceptance of our Bid by the Employer during the period of bid validity,
 - (i) fail or refuse to execute the Contract Agreement, if required, or
 - (ii) fail or refuse to furnish the Performance Security, in accordance with the ITB.

We understand this Bid-Securing Declaration shall expire if we are not the successful Bidder, upon the earlier of (i) our receipt of your notification to us of the name of the successful Bidder; or (ii) 28 days after the expiration of our Bid.

Signed: *[insert signature of person whose name and capacity are shown]*

In the capacity of *[insert legal capacity of person signing the Bid-Securing Declaration]*

Name: *[insert complete name of person signing the Bid-Securing Declaration]*

Duly authorized to sign the bid for and on behalf of *[insert complete name of the bidder]*

Dated on _____ day of _____, _____ *[insert date of signing]*

Corporate Seal *(where appropriate)*

AFFILIATE COMPANY GUARANTEE

Name of Contract/Contract No.: _____

Name and address of Purchaser/Employer: _____

[together with successors and assigns].

We have been informed that [name of Contractor] (hereinafter called the “Contractor”) is submitting an offer for the above-referenced Contract in response to your invitation, and that the conditions of your invitation require its offer to be supported by an affiliate company guarantee.

In consideration of you, the Purchaser, awarding the Contract to the Contractor, we [name of affiliated company] irrevocably and unconditionally guarantee to you, as a primary obligation, that (i) throughout the duration of the Contract, we will make available to the Contractor our financial, technical capacity, expertise and resources required for the Contractor’s satisfactory performance of the Contract; and (ii) we are fully committed, along with the Contractor, to ensuring a satisfactory performance of the Contract.

If the Contractor fails to so perform its obligations and liabilities and comply with the Contract, we will indemnify the Purchaser against and from all damages, losses and expenses (including legal fees and expenses) which arise from any such failure for which the Contractor is liable to the Purchaser under the Contract.

This guarantee shall come into full force and effect when the Contract comes into full force and effect. If the Contract does not come into full force and effect within a year of the date of this guarantee, or if you demonstrate that you do not intend to enter into the Contract with the Contractor, this guarantee shall be void and ineffective. This guarantee shall continue in full force and effect until all the Contractor’s obligations and liabilities under the Contract have been discharged, when this guarantee shall expire and shall be returned to us, and our liability hereunder shall be discharged absolutely.

This guarantee shall apply and be supplemental to the Contract as amended or varied by the Purchaser and the Contractor from time to time. We hereby authorize them to agree on any such amendment or variation, the due performance of which and compliance with which by the Contractor are likewise guaranteed hereunder. Our obligations and liabilities under this guarantee shall not be discharged by any allowance of time or other indulgence whatsoever by the Purchaser to the Contractor, or by any variation or suspension of the works to be executed under the Contract, or by any amendments to the Contract or to the constitution of the Contractor or the Purchaser, or by any other matters, whether with or without our knowledge or consent.

This guarantee shall be governed by the law of the same country (or other jurisdiction) that governs the Contract and any dispute under this guarantee shall be finally settled under the [Rules or Arbitration provided in the Contract]. We confirm that the benefit of this guarantee may be assigned subject only to the provisions for assignment of the Contract.

Signed by:..... <div style="text-align: center;">(signature)</div> <div style="text-align: center;">(name)</div> <div style="text-align: center;">(position in parent/subsidiary company)</div>	Signed by: <div style="text-align: center;">(signature)</div> <div style="text-align: center;">(name)</div> <div style="text-align: center;">(position in parent/subsidiary company)</div>
--	---

Date:.....

-- Note --

If permitted in accordance with ITB 34.2 of the BDS, the Bidder shall provide the Affiliate Company Guarantee Form filled out and signed by each subsidiary, parent entity, or affiliate that the Bidder submits for consideration of the Purchaser in determining its qualifications.

Bidder's Qualification

To establish its qualifications to perform the contract in accordance with Section 3 (Evaluation and Qualification Criteria), the Bidder shall provide the following information requested in the corresponding Information Sheets.

Form ELI - 1: Bidder's Information Sheet

Bidder's Information			
		Information of the Bidder	If the Bidder is a subsidiary or branch, information of any parent company/companies
Names	Full legal name(s)		
	Full trading name(s) (if any)		
Addresses	Registered address(es)		
	Trading address(es)		
	Postal address(es) (if different from trading address)		
Type of organization			
Country of constitution/incorporation/registration			
Year of constitution/incorporation/registration			
Corporate or registration number			
In case of a Consortium/Joint Venture, legal name of each partner			
Bidder's authorized representative (name, address, telephone number(s), fax number(s) and e-mail address)			
<p>Attached are copies of the following documents:</p> <ol style="list-style-type: none"> 1. In case of a single entity, articles of incorporation or constitution and company incorporation/registration of the legal entity named above, in accordance with ITB 4.1 and ITB 4.2 2. Authorization to represent the firm or Joint Venture named above, in accordance with ITB 22.2 3. In case of a Joint Venture, a letter of intent to form a Joint Venture or Joint Venture agreement, in accordance with ITB 4.1 4. In case of a government-owned enterprise, any additional documents not covered under 1 above required to comply with ITB 4.5 			

Form ELI - 2: Joint Venture Information Sheet

Each partner of the Joint Venture must fill out this form separately.

Joint Venture Information		
Bidder's legal name		
	Information of Joint Venture Partner	If any Joint Venture Partner is a subsidiary or branch, information of any parent company/companies
Names	Full legal name(s)	
	Full trading name(s) (if any)	
Addresses	Registered address(es)	
	Trading address (es)	
	Postal address (es) (if different from trading address)	
Type of organization		
Country of constitution/incorporation/ registration		
Year of constitution/incorporation/ registration		
Corporate or registration number		
Consortium/Joint Venture Partner's authorized representative information (name, address, telephone number(s), fax number(s) and e-mail address)		
<p>Attached are copies of the following documents:</p> <ol style="list-style-type: none"> 1. Articles of incorporation or constitution and company incorporation/registration of the legal entity named above, in accordance with ITB 4.1 and ITB 4.2 2. Authorization to represent the firm named above, in accordance with ITB 22.2 3. In the case of a government-owned enterprise, in accordance with ITB 4.5 		

Form CON – 1: Historical Contract Nonperformance

Each Bidder must fill out this form in accordance with Criteria 2.2.1 and 2.2.3 of Section 3 (Evaluation and Qualification Criteria) to describe any history of nonperforming contracts and pending litigation or arbitration formally commenced against it.

In case of a Joint Venture, each Joint Venture Partner must fill out this form separately and provide the Joint Venture Partner's name:

Joint Venture Partner: _____

Table 1: History of Nonperforming Contracts			
<p>Choose one of the following:</p> <p><input type="checkbox"/> No nonperforming contracts.</p> <p><input type="checkbox"/> Below is a description of nonperforming contracts involving the Bidder (or each Joint Venture partner if Bidder is a Joint Venture).</p>			
Year	Description	Amount of Nonperformed Portion of Contract (INR equivalent)	Total Contract Amount (INR equivalent)
[insert year]	Contract Identification: <i>[indicate complete contract name/ number, and any other identification]</i> Name of Purchaser: <i>[insert full name]</i> Address of Purchaser: <i>[insert street/city/country]</i> Reason(s) for nonperformance: <i>[indicate main reason(s)]</i>	[insert amount]	[insert amount]

Form EXP - 1: Contractual Experience

Fill out one (1) form per contract. Each contract shall be supported by documents such as Signed Contract Agreement.

Contractual Experience		
Contract No of	Contract Identification	
Award Date	Completion Date	
Role in Contract	<input type="checkbox"/> Service Provider <input type="checkbox"/> Supplier <input type="checkbox"/> Subcontractor	
Total Contract Amount	INR	
If partner in a Joint Venture or subcontractor, specify participation of total contract amount	Percent of Total	Amount
Employer's name Address Telephone/Fax Number E-mail		
Description of the Similarity in Accordance with 2.3.1 of Section 3 (Evaluation and Qualification Criteria)		
The bidder should have successfully completed similar nature of projects during the last 3 (three) financial years i.e., 2022-2023, 2023-2024, 2024-2025 for any Central Govt. / State Govt. / Multilateral Funding Agency/ any other Government agency Establishment/Private Organization etc.		

- Note -

This form shall only be included if Criterion 2.3.1 of Section 3 (Evaluation and Qualification Criteria) is applicable.

Form EXP - 2: Technical Experience

Fill out one (1) form per contract. Each contract shall be supported by documents such as Signed Contract Agreement.

Technical Experience	
Name of Product	
Manufacturer:	Address and Nationality:
Requirements in Accordance with Criterion 2.3.2 of Section 3 (Evaluation and Qualification Criteria)	
(i) The Bidder or any member (In case of Consortium/JV) should have experience of implementing AI (Artificial Intelligence) based assessment and analytics project in the domain of Education.	
(ii) The Bidder or any member (In case of Consortium/JV) should have experience of implementing at least 1 (one) IT project with state wide implementation for Government Departments/Private Institutions programs/Projects in Meghalaya or other North Eastern States.	
(iii) The bidder (Single or Consortium/JV) is in operation for a minimum of 3 (three) years.	

- Note -

Bidding Document for Hiring of an agency for Design, Development, Commissioning and Operation & Maintenance of Teacher Training Management System (TTMS) under Supporting Human Capital Development in Meghalaya (Phase 2) Project

Single-Stage: Two-Envelope

This form shall only be included if Criterion 2.3.2 of Section 3 (Evaluation and Qualification Criteria) is applicable. Add pages as necessary. The Purchaser reserves the right to verify authenticity of Bidder submissions.

Form FIN - 1: Historical Financial Performance

Each Bidder must fill out this form.

In case of a Joint Venture, each Joint Venture Partner must fill out this form separately and provide the Joint Venture Partner's name:

Joint Venture Partner: _____

Financial Data for Previous ____ Years [in INR]		
Year 1:	Year 2:	Year ____:

Information from Balance Sheet

Total Assets (TA)			
Total Liabilities (TL)			
Net Worth = TA-TL			
Current Assets (CA)			
Current Liabilities (CL)			
Working Capital = CA - CL			

Most Recent Working Capital		To be obtained for most recent year and carried forward to FIN - 3 Line 1; in case of Joint Ventures, to the corresponding Joint Venture Partner's FIN - 3.
------------------------------------	--	---

Information from Income Statement

Total Revenues			
Profits Before Taxes			
Profits After Taxes			

- Attached are copies of financial statements (balance sheets including all related notes, and income statements) for the last ____ years, as indicated above, complying with the following conditions:
- 1) Unless otherwise required by Section 3 of the Bidding Documents, all such documents reflect the standalone financial situation of the legal entity or entities comprising the Bidder and not the Bidder's parent companies, subsidiaries, or affiliates.
 - 2) Historical financial statements must be audited by a certified accountant.
 - 3) Historical financial statements must be complete, including all notes to the financial statements.
 - 4) Historical financial statements must correspond to accounting periods already completed and audited (no statements for partial periods shall be requested or accepted).

- Note -

This form shall only be included if Criterion 2.4.1 of Section 3 (Evaluation and Qualification Criteria) is applicable.

Bidding Document for Hiring of an agency for Design, Development, Commissioning and Operation & Maintenance of Teacher Training Management System (TTMS) under Supporting Human Capital Development in Meghalaya (Phase 2) Project

Single-Stage: Two-Envelope

Form FIN - 2: Size of Operations (Average Annual Turnover)

Each Bidder must fill out this form.

The information supplied should be the Annual Turnover of the Bidder or each partner of a Joint Venture for the total certified payments received from the clients for contracts in progress or completed, at the end of the period reported.

In case of a Joint Venture, each Joint Venture Partner must fill out this form separately and provide the Joint Venture Partner's name:

Joint Venture Partner: _____

Annual Turnover (in INR) Data for the Last _____ Years			
Year	Amount Currency	Exchange Rate	\$ Equivalent
Average Annual Turnover			

- Note -

This form shall only be included if Criterion 2.4.2 of Section 3 (Evaluation and Qualification Criteria) is applicable.

FORMAT FOR POWER OF ATTORNEY FOR SIGNING OF APPLICATION

Know all men by these presents that We... (name of the firm and address of the registered office) do hereby irrevocably constitute, nominate, appoint and authorize Mr./ Ms (name)son/daughter/wife of.....and presently residing at.....who is presently employed with us and holding the position of..... as our true and lawful attorney (hereinafter referred to as the "Attorney") to do in our name and on our behalf, all such acts, deeds and things as are necessary or required in connection with or incidental to submission of our proposal for the "Hiring of an agency for Design, Development, Commissioning and Operation & Maintenance of Teacher Training Management System (TTMS) under Supporting Human Capital Development in Meghalaya (Phase 2) Project."

The attorney is fully authorized for providing information/ responses to the RFQ, representing us in all matters before the Director, Directorate of School Education & Literacy, Education Department, Government of Meghalaya, Kennelworth Road, Laitumkrah, Meghalaya, Shillong – 793003 including negotiations with the Director, Directorate of School Education & Literacy, Education Department, Government of Meghalaya, signing and execution of all agreements including the contract and undertakings consequent to acceptance of our proposal, and generally dealing with the Director, Directorate of School Education & Literacy, Education Department, Government of Meghalaya in all matters in connection with or relating to or arising out of our proposal for the said assignment AND we hereby agree to ratify and confirm and do hereby ratify and confirm all acts, deeds and things done or caused to be done by our said Attorney pursuant to and in exercise of the powers conferred by this Power of Attorney and that all acts, deeds and things done by our said Attorney in exercise of the powers hereby conferred shall and shall always be deemed to have been done by us.

IN WITNESS WHEREOF WE,, THE ABOVE NAMED PRINCIPAL HAVE EXECUTED THIS POWER OF ATTORNEY ON THISDAY OF

For.....;

(Signature, name, designation and address)

Accepted (Signature)

(Name, Title and Address of the Attorney)

Witnesses:

- 1.
- 2.

Notes: To be executed on Rs 100/= stamp paper

The mode of execution of the Power of Attorney should be in accordance with the procedure, if any, laid down by the applicable law and the charter documents of the executants(s) and when it is so required, the same should be under common seal affixed

Note- For Joint Venture, the Bidder should submit the Power of Attorney for lead member of Consortium/ Joint Venture as per ITB 4.

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

Description of the approach, methodology, and work plan for performing the assignment, including a detailed description of the proposed methodology and staffing as per the Schedule of Requirement (Section 6).

The suggested structure of the Technical Proposal is as follows:

- (i) **Technical Approach, Methodology, and Organization of the Consultant's Team.** *Explain understanding of the objectives of the assignment as outlined in the Schedule of Requirement (Section 6), the technical approach, and the methodology that would be adopted for implementing the tasks to deliver the expected output(s); the degree of detail of such output; and describe the structure and composition of your team.*

Note- *Do not repeat the Schedule of Requirement (Section 6) here.*

- (ii) **Work Plan and Staffing.** *Outline the plan for the implementation of the main activities or tasks of the assignment, their content and duration, phasing and interrelations, milestones (including interim approvals by the Client), and tentative delivery dates of the reports. The proposed work plan should be consistent with the technical approach and methodology, showing understanding of the Schedule of Requirement (Section 6) and ability to translate them into a feasible work plan and work schedule showing the assigned tasks for each expert. A list of the final documents (including reports) to be delivered as final output(s) should be included here. The work plan should be consistent with the Work Schedule Form.*
- (iii) **Risks & technical foundations (Risks, external dependencies, environments, security, observability)**

CURRICULUM VITAE (CV) FOR PROPOSED MANPOWER

1. **Proposed Position:** *[Expertise proposed in Schedule 6]*

2. **Name of Firm:** *[Insert name of firm proposing the expert, if applicable]*
(Do not abbreviate or use symbols in any portion of the firm or individual name)

3. **Name of Expert:** *[Consultant Name]*
(Do not abbreviate or use symbols in any portion of the firm or individual name)

4. **Current Residential Address:**

Telephone No.:

Fax No.:

E-Mail Address:

5. **Date of Birth:**

Citizenship:

Type of government ID and ID Number.
(please attach a copy of the ID to this form)

6. **Education:** *[Indicate college or university and other specialized education of expert, giving names of institutions, degrees obtained, and dates of obtainment]*

7. **Membership in**
Professional
Associations:

8. **Other Trainings:** *[Indicate significant training since degrees under 5 - Education were obtained]*

- 9. Countries of Work Experience:** *[List countries where expert has worked in the last 10 years]*
- 10. Languages:** *[For each language indicate proficiency: good, fair, or poor in speaking, reading, and writing]*
- 11. Employment Record** *[Starting with present position, list in reverse order every employment held by expert since graduation, providing for each employment (see format here below): dates of employment, name of employing organization, positions held.]*
- From *[Month/Year]*: _____
- To *[Month/Year]*: _____
- Employer: _____
- Positions held: _____
- 12. Detailed Tasks Assigned** *[List all tasks to be performed under this assignment]*
- 13. Work Undertaken that Best Illustrates Capability to Handle the Tasks Assigned** *[Among the assignments in which the expert has been involved, indicate the following information for those assignments that best illustrate the expert's capability to handle the tasks listed in line 12.]*
- Name of assignment or project: _____
- Month and Year: _____
- Location: _____
- Client: _____
- Main project features: _____
- Positions held: _____
- Activities performed: _____

14. Certification:

I, the undersigned, certify to the best of my knowledge and belief that

- (i) This CV correctly describes my qualifications and experience;
- (ii) I am not a current employee of the Executing or the Implementing Agency;
- (iii) In the absence of medical incapacity, I will undertake this assignment for the duration and in terms of the inputs specified in Section 6 provided team mobilization takes place within the validity of this proposal;
- (iv) I was not part of the team who wrote the terms of reference for this consulting services assignment;
- (v) I do not have conflict of interest in accordance with ITB 4.3;

- (vi) I am not subject to any national or international sanctions, temporary suspension or debarment by ADB or other multilateral development banks (MDB);
- (vii) I certify that I have been informed by the firm that it is including my CV in the Proposal for the *[insert name of project and contract]*. I confirm that I will be available to carry out the assignment for which my CV has been submitted in accordance with the implementation arrangements and schedule set out in the Proposal.
- (viii) I have not been found guilty or convicted of any violation of law that is not a minor traffic violation.
- (ix) I can accept payments through the international banking system or otherwise discharge ADB's obligation upon initiation of wire transfer.
- (x) I understand that it is my obligation to notify the Client and ADB should I become subject to any national or international sanction, including becoming ineligible to work with ADB or other MDBs, cannot accept payments through the international banking system, should integrity issues including conflict of interest arise and/or should we or the proposed consultant be convicted of an offence excluding minor traffic violations

If the answer to any of the declarations above is NO, please provide details:

If the CV is signed by the firm's authorized representative, insert:

- (xi) I, as the authorized representative of the firm submitting this Proposal for the *[insert name of project and contract]*, certify that I have obtained the consent of the named expert to submit his/her CV, and that s/he will be available to carry out the assignment in accordance with the implementation arrangements and schedule set out in the Proposal, and confirm his/her compliance with paras (i) to (v) above.

I understand that any willful misstatement described herein may lead to my disqualification or dismissal, if engaged.

_____ Date: _____

[Signature of expert or authorized representative of the firm]

Day/Month/Year

Full name of authorized representative

Section 5: Eligible Countries

1. Afghanistan
2. Armenia
3. Australia
4. Austria
5. Azerbaijan
6. Bangladesh
7. Belgium
8. Bhutan
9. Brunei Darussalam
10. Cambodia
11. Canada
12. People's Republic of China
13. Cook Islands
14. Denmark
15. Fiji
16. Finland
17. France
18. Georgia
19. Germany
20. Hong Kong, China
21. India
22. Indonesia
23. Ireland
24. Israel
25. Italy
26. Japan
27. Kazakhstan
28. Kiribati
29. Republic of Korea
30. Kyrgyz Republic
31. Lao PDR
32. Luxembourg
33. Malaysia

34. Maldives
35. Marshall Islands
36. Federated States of Micronesia
37. Mongolia
38. Myanmar
39. Nauru
40. Nepal
41. Netherlands
42. New Zealand
43. Niue
44. Norway
45. Pakistan
46. Palau
47. Papua New Guinea
48. Philippines
49. Portugal
50. Samoa
51. Singapore
52. Solomon Islands
53. Spain
54. Sri Lanka
55. Sweden
56. Switzerland
57. Taipei, China
58. Tajikistan
59. Thailand
60. Timor-Leste
61. Tonga
62. Türkiye
63. Turkmenistan
64. Tuvalu
65. United Kingdom
66. United States
67. Uzbekistan
68. Vanuatu
69. Viet Nam

Section 6: Schedule of Requirements

Contents

1. Background	6-Error! Bookmark not defined.
2. Introduction of Teacher Training Management System (TTMS) to Align with National Education Policy (NEP).....	6-3
3. Flowchart.....	6-4
4. Scope of Work.....	6-5
5. Project Implementation Timeline and Payment Milestones	6-18

1. Background

Teachers are the backbone of any education system, playing a vital role in shaping the future of students. Recognizing this, the National Education Policy (NEP) 2020 emphasizes the critical importance of teacher preparation, continuous professional development, and institutional support. Historically, teacher training in India has been a cornerstone of quality education. However, traditional systems have faced challenges such as outdated pedagogical methods, limited technology integration, and insufficient opportunities for lifelong learning.

To address these gaps and modernize teacher training, NEP 2020 introduces a transformative framework that aligns with the evolving demands of 21st-century education. The policy envisions a holistic, competency-based, and technology-driven approach to empower teachers and ensure equitable, inclusive, and high-quality learning environments.

NEP 2020 Vision for Teacher Training

NEP 2020 provides a transformative approach to teacher training to meet current and future educational demands. Its approach focuses on:

- a. Continuous Professional Development (CPD):
 - Teachers should undergo regular training to stay updated with evolving pedagogical techniques, technological advancements, and subject knowledge
 - At least 50 hours of annual professional development for every teacher.
 - Focus on emerging pedagogies, digital tools, leadership, and inclusivity.
- b. Pre-Service Teacher Education:
 - A new structure for teacher education with integrated 4-year B.Ed. degrees aligned with global standards.
 - All teacher education programs to be conducted in multidisciplinary institutions by 2030.
 - Establishment of high-quality Teacher Education Institutions (TEIs) across the country
- c. Competency-Based Training:
 - Shift from rote-based training to skills-focused, competency-driven teacher preparation.
 - Emphasis on developing critical thinking, creativity, and problem-solving skills in teachers.
 - Teachers to be trained in critical areas like:
 - Foundational literacy and numeracy.
 - ICT integration and digital pedagogy.
 - Inclusive education for diverse learners.
 - Multidisciplinary and experiential teaching approaches.
- d. Technological Integration:
 - Utilization of online platforms such as DIKSHA, SWAYAM, and other digital tools to provide flexible, accessible training.
 - AI-based analytics to assess teacher performance and recommend targeted professional development.
 - Encouragement of blended and online learning models to expand reach.
- e. Inclusivity in Training:
 - Teachers must be trained to address the needs of:
 - Children with Special Needs (CwSN).

- Out-of-School Children (OoSC).
 - Socio-economically disadvantaged groups.
 - Empowering teachers to create equitable and inclusive learning environments.
- f. Mentorship and Leadership:
- Establishing a structured National Mentoring Program for teachers, supported by experienced educators.
 - Training programs to include leadership and mentoring skills to build role models and institutional leaders.

Expected Outcome

- **Quality Education:** Teachers will be equipped with 21st century skills such as digital literacy, critical thinking and inclusive pedagogy to meet diverse student needs. Modern approaches like blended learning, differentiated instruction, data-driven teaching, classroom technology integration, and socio-emotional learning techniques will enable teachers to make learning more engaging, and prepare students with the competencies required to thrive in a fast-changing world.
- **Inclusive Classrooms:** Emphasis on equity and empathy fosters better learning environments.
- **Lifelong Growth:** Continuous training ensures teachers stay updated with emerging trends.
- **Improved Learning Outcomes:** Competency-based frameworks directly enhance student performance.

2. Introduction of Teacher Training Management System (TTMS) to Align with National Education Policy (NEP)

Government of Meghalaya's Education Department recognizes the critical importance of investing in comprehensive and continuous teacher training. High-quality teacher training is essential to equip teachers with the knowledge, skills, and competencies required to address the diverse needs of students in the 21st century. However, managing the extensive array of training programs, data, and resources manually presents significant challenges to the Department.

To address these challenges and to align with the objectives of **NEP 2020**, the **Teacher Training Management System (TTMS)** is being conceptualized for implementation under **SHCDM-2 (ADB-Aided Project)**. The TTMS is envisioned as an end-to-end digital platform **covering teacher assessments, classroom observations, continuous professional development (CPD), training workflows, content management, and AI-driven analytics**—ensuring that the system is practical, teacher-friendly, and reliable for daily use.

TTMS shall integrates with existing data sources such as the **Meghalaya School Information Management System (Megh-SIMS)** which captures schools, students, and teacher's database and **Meghalaya Learning Enhance Management System (MLENS)** which captures for student learning assessments data.

Together with advanced **Artificial Intelligence (AI)**, the TTMS will provide insights and personalized development pathways for every teacher, offering:

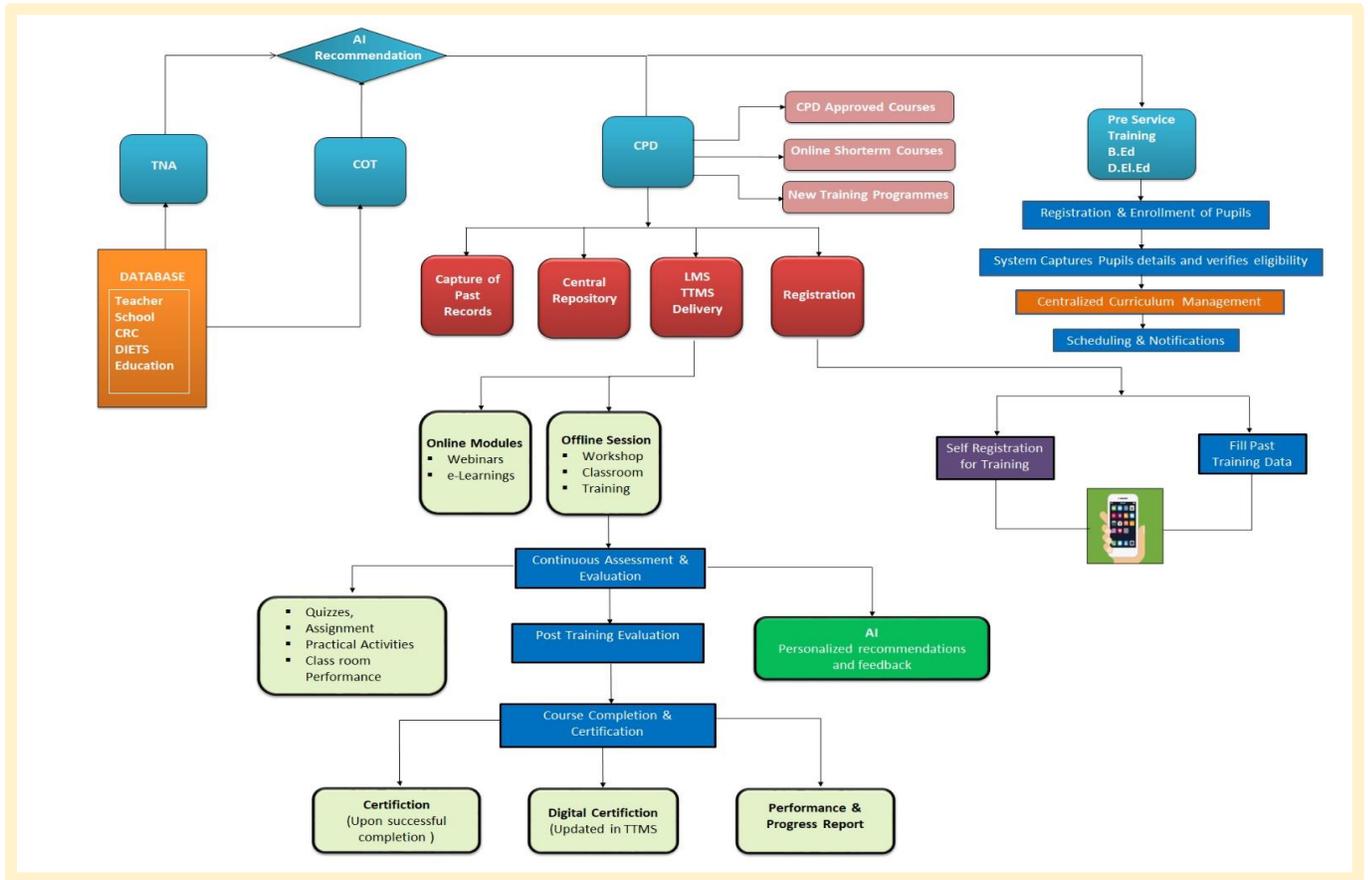
- Training programs modules based on competency gaps identified through AI analysis.
- Enhanced accessibility through online, offline, and blended training modes.
- Real-time tracking, performance evaluation, and certification.

This technology-driven approach ensures that teacher training programs are efficient, effective, and aligned with NEP’s vision of empowering teachers to deliver high-quality, equitable, and inclusive education.

Impact of TTMS:

- Streamlined and effective management of teacher training programs.
- Continuous professional development for all teachers.
- Equitable access to training resources across remote and urban region

3. Flowchart



4. Scope of Work

The Teacher Training Management System (TTMS) shall serve as a modular, interoperable, and analytics-driven digital platform to plan, deliver, and monitor teacher professional development across Meghalaya.

Each module below defines functional requirements (what the system shall do), integration logic, and expected outputs, ensuring full alignment with NEP 2020, NPST 2022 (Draft), and the Meghalaya TPD Framework under SHCDM-II.

The Teacher Training Management System (TTMS) is a comprehensive platform designed to meet the goals of the National Education Policy (NEP) 2020 and is expected to serve

4.1. Application Features and Development

a. Teacher Needs Assessment (TNA) Module

Scope of Work

- The system will support **regular assessments** for example once a year or every two years, as decided by DERT. Local language availability, self-checks, peer reviews, and mentor inputs could increase engagement.
- This module provides a structured mechanism for administrators to design customizable diagnostic assessments and surveys such as MCQs, self-reflection tools, and competency checklists, across grades, subjects, and pedagogical domains. Aggregated insights will help identify statewide and region-specific competency gaps, thereby supporting evidence-based planning of targeted training interventions.

Functional & Features	Requirements
Configurable TNA Questionnaire	<ul style="list-style-type: none"> • Support configurable TNA questionnaires covering subject knowledge, pedagogy, inclusive education, digital literacy, assessment practices, and 21st-century skills. • Supported Question Types: MCQs, Likert scale (rating-based).
Integration of DERT-Developed Tools	<ul style="list-style-type: none"> • All TNA tools developed by DERT are to be digitized, configured, and incorporated into TTMS.
Assessment Cycle Management	<ul style="list-style-type: none"> • Configurable Cycle Settings: Allows DERT or administrators to:- <ul style="list-style-type: none"> ○ Define assessment frequency(for example once a year or every two years, as decided by DERT) ○ Set start/end dates ○ Enable localization options ○ Built-in consent/privacy protocols may be added to standardize assessments and safeguard teacher trust. • Cycle 1: Manual/physical TNA administration to establish baseline data. • Cycle 2: Fully Digital assessments conducted through the TTMS platform/app once the baseline database is created
Multi-Level TNA Review & Feedback Mechanism	<ul style="list-style-type: none"> • Review Layers: <ul style="list-style-type: none"> ○ Self-assessment (mandatory) ○ Peer Review ○ Reviewer inputs (subject experts / Academic Coordinators)

	<ul style="list-style-type: none"> ○ Mentor / supervisor reviews could increase engagement ● Review Workflow <ul style="list-style-type: none"> ○ Each layer completes its part in sequence or parallel, as configured. ○ The system maintains audit logs, timestamps, reviewer identity, and feedback notes. ○ Validation rules ensure no stage is skipped.
Competency Gap Identification	<ul style="list-style-type: none"> ● Identify subject-wise and competency-wise gaps at teacher, school, cluster, district, and state levels. ● These insights directly feed into CPD planning.
User Interface Capabilities	<ul style="list-style-type: none"> ● Provide intuitive web and mobile interfaces :- <ul style="list-style-type: none"> ○ For DERT TNA Administrators: Create and configure TNA cycles, Upload questionnaires, Assign reviewers and validation roles and Monitor completion status ○ For Teachers: Complete self-assessments, Submit responses through mobile or web, Review feedback, View identified gaps and personalized training recommendations ○ For Reviewers: Review teacher submissions, Provide comments and scoring inputs, Approve or flag assessments.
CPD Recommendation	<ul style="list-style-type: none"> ● Based on TNA results, the system automatically recommends for CPD courses and Micro-credentials course, ● Recommendations are based on Competency gaps, Subject specialization, Teacher preferences, COT (Classroom Observation Tool) insights, past performance and CPD history.
Dashboards & Analytics	<ul style="list-style-type: none"> ● Dashboards showing : <ul style="list-style-type: none"> ○ Strengths & weaknesses by domain ○ Region-wise pedagogical gaps ○ Subject-specific need areas (e.g., math pedagogy, FLN) ○ Digital literacy levels across districts ○ Longitudinal analysis across cycles ○ Competency heat maps.
Automated Reporting	<ul style="list-style-type: none"> ● The system shall generate reports on : <ul style="list-style-type: none"> ○ Teacher-specific competency reports ○ School-level TNA summaries ○ District and state TNA reports ○ Priority training lists ○ Competency gap matrices ○ Actionable development plans for teachers.
Notifications & Alerts	<ul style="list-style-type: none"> ● Automated notifications for pending TNA assessments, Missing Reviewer Inputs, Cycle start/end reminders and Publication of results and CPD recommendations

b. Classroom Observation Tools (COT) Module

Scope of Work

- Classroom observations will be made more consistent by introducing **standard rubrics** and **trained observers**. Teachers would then receive constructive, actionable feedback directly linked to CPD. Allowing observers to attach multimedia evidence may also improve quality.
- The COT module will digitize the complete classroom observation process using structured protocols—rubrics, checklists, and qualitative feedback tools—aligned with NEP’s emphasis on experiential, activity-based, and inquiry-driven pedagogy.
- Observer calibration modules and an integrated feedback-to-CPD recommendation engine will strengthen the reliability, fairness, and uptake of observations by teachers.
- The observation data will support reflective teaching practices by helping teachers understand how their classroom transactions align with professional standards and where additional support or CPD is needed.

Functional & Features	Requirements
Configurable Observation Rubrics	<ul style="list-style-type: none"> • The module shall support Customizable forms covering lesson preparation, TLM use, learner engagement, assessment strategies, inclusivity, and classroom environment. • Rubrics may use Rating scales (1–5 or customizable).
Integration of DERT-Developed COT Tools	<ul style="list-style-type: none"> • All COT tools developed by DERT are to be digitized, configured, and incorporated into TTMS. • The implementing agency configures: <ul style="list-style-type: none"> ○ Rubric templates ○ Observation protocols ○ Scoring guides ○ Localization option ○ Mobile app workflow
Digital Observation Tools	<ul style="list-style-type: none"> • Trained Observers can use the TTMS mobile or web app to: <ul style="list-style-type: none"> ○ Enter scores for each rubric element ○ Record qualitative notes (strengths, suggestions, concerns) ○ Upload multimedia evidence: <ul style="list-style-type: none"> ○ Photos of student work ○ Audio of interactions ○ Short video clips (where permitted) ○ Schedule planned or random visits ○ Mark attendance of teacher/students for verification.
Offline-Enabled Mobile Application	<ul style="list-style-type: none"> • Observers in remote regions can record all data offline. • Automatic synchronization occurs once connectivity is restored. • Data integrity is preserved with device-level encryption and timestamping.

Observer Management and Calibration	<ul style="list-style-type: none"> • Assigning Observers : DERT COT Administrator can assign observation roles to: <ul style="list-style-type: none"> ○ CRC/BRC coordinators ○ School Leadership Committees ○ DIET faculty ○ Peer Mentors • Observer Calibration: To ensure reliability and fairness across observers: <ul style="list-style-type: none"> ○ Calibration training modules are built into TTMS ○ Sample classroom videos or scenarios are used for scoring practice ○ Automated detection of scoring anomalies (e.g., leniency or harshness bias) ○ Review and approval workflows for disputed or inconsistent observations.
Teacher Review and Reflection Workflow	<ul style="list-style-type: none"> • Teachers can view: <ul style="list-style-type: none"> ○ Detailed observation scores ○ Descriptive feedback ○ Uploaded evidence (where appropriate) ○ Comparison with previous observations • Teachers may submit: <ul style="list-style-type: none"> ○ Reflection notes ○ Queries or clarifications ○ Action plans for improvement • Teachers would then receive constructive, actionable feedback directly linked to CPD
Automated Scoring	<ul style="list-style-type: none"> • Automated Scoring & Narrative Inputs: Built-in scoring guides, narrative fields, and validation workflows to ensure consistency and completeness
CPD Recommendation	<ul style="list-style-type: none"> • Based on observation findings, the system automatically recommends for <ul style="list-style-type: none"> ○ CPD courses ○ Micro-credential modules including short pre/post-tests
Administrative Controls for DERT	<ul style="list-style-type: none"> • Administrative teams can <ul style="list-style-type: none"> ○ Configure annual observation plans ○ Monitor visit compliance (planned vs completed) ○ Track observer performance ○ Review flagged observations ○ Ensure standardization across blocks and districts
Dashboards & Analytics	<ul style="list-style-type: none"> • Dashboards showing : <ul style="list-style-type: none"> ○ Teacher-wise performance trends ○ School and cluster-level instructional strengths ○ Learner engagement scores ○ Pedagogical strategy usage patterns ○ Classroom environment indicators ○ Subject-wise gaps (e.g., poor activity-based methods in Mathematics)

c. Past Training Records Management

Scope of Work

- The system will maintain a **comprehensive digital record** of all in-service and pre-service training completed by each teacher. This historical training data will support career progression, CPD compliance tracking, and personalized professional development planning.
- Teachers' earlier training efforts should be fully recognized. Bulk uploads of certificates, QR-code verification, and correction request workflows would ensure records remain accurate. A bulk data migration utility with smart certificate validation and self-service correction requests may be introduced for complete and verified records.

Functional & Features	Requirements
Training Record Entry	<ul style="list-style-type: none"> • Capture past for every training completed by a teacher such as training dates, duration (hours/days), topics, training providers, locations, and certification details. • Utilities to enter historical training datasets with validation rules to prevent duplication or mismatch.
Certificate Upload	<ul style="list-style-type: none"> • Teachers can upload scanned certificates, transcripts, and workshop completion proofs. • System support validation <ul style="list-style-type: none"> ○ QR-code or Certificate No verification. ○ Automatic linking to training records ○ Lagging of incomplete or mismatched entries.
Search, Filter and Retrieval	<ul style="list-style-type: none"> • The system provides powerful search utilities to retrieve training data. • Search Filters <ul style="list-style-type: none"> ○ Subject / theme (e.g., FLN, math pedagogy, ICT integration) ○ Year or date range ○ Training provider (DIET, SCERT/DERT, NCERT, NGOs, etc.) ○ Duration (e.g., trainings > 1 week) ○ Training type (online / offline / blended). • Automated computation of accumulated training hours/credits for CPD compliance.
Teacher Access & Self-Service	<ul style="list-style-type: none"> • Teachers can view their complete training history, upload missing records, request corrections. • Teachers can view and attach proof of completed trainings (certificates).
Correction & Verification Workflow	<ul style="list-style-type: none"> • To maintain accurate records, the system includes a structured correction process: <ul style="list-style-type: none"> ○ Teacher submits past training records request ○ Uploads supporting documents (certificate/image) ○ DERT Training Cell reviews and validates the request.

	<ul style="list-style-type: none"> ○ Status updates (Approved / Rejected / Returned for clarification) ○ Final update to the Past Training Records
Dashboards and Analytics	<ul style="list-style-type: none"> ● DERT Training Cells Can view <ul style="list-style-type: none"> ○ District-wise historic training distribution ○ Teachers lacking minimum training hours ○ Subject-wise training patterns ○ Trends: e.g., increase or decline in digital literacy trainings ○ Aggregated CPD hours across the state.
Integration with CPD & Other Modules	<ul style="list-style-type: none"> ● The Past Training Records module integrates seamlessly with: <ul style="list-style-type: none"> ○ CPD Module: calculates cumulative CPD hours ○ CPD Recommendation Engine: recommend for CPD course based on gaps and past training ○ TNA Module: identifies mismatches between training received and competency needs. ○ COT Module: links observations to past capacity-building efforts. ○ Teacher Profile System.

d. Continuous Professional Development (CPD) Module

Scope of Work

- The CPD module will implement the **NEP-mandated 50 hours** of annual professional development for every teacher, **supporting face-to-face, online, and blended learning modes.**
- CPD activities or trainings will align with NEP's focus areas including FLN, adaptive pedagogy, digital integration, inclusive education, and multidisciplinary approaches.
- To prevent overload and ensure practical uptake, CPD will be scheduled in sync with school academic calendars through a **CPD Calendar Synchronizer**, ensuring training does not clash with teaching duties.
- The module will introduce **micro-credential modules**, designed as short, focused units that teachers can complete without burdening their schedules.
- Each micro-credential or CPD course will include **pre-tests and post-tests** to measure learning impact, supported by an **impact assessment tracker** for monitoring.
- Enable creation of **CPD Course Module** by certified **course creators**, approval by DERT Training Cell and ET Cell, and delivery of specialized CPD courses by certified DIETs, Master Trainers, and external partners.
- Digitized the **CPD Basic (Generic) Course Module** already approved by DERT to provide the foundational learnings and professional development course to all teachers through TTMS. The module is designed for **fully online, self-paced learning**, ensuring universal access and consistent delivery of core competency building.

i. CPD Course Module	
Functional & Features	Requirements
Registering Course Creators	<ul style="list-style-type: none"> • DERT Examination & Technology (ET) Cell registers authorized Course Creators. • Issue credentials to creators to access TTMS
Course Creator Access rights	<ul style="list-style-type: none"> • Course Creators gain access to TTMS to develop <ul style="list-style-type: none"> ○ Create CPD Course ○ Create and upload Multimedia Contents (Videos and Reading Materials) ○ Create Assessment Methods using Rubrics, Quizzes, Level based test) ○ Define CPD hours and competencies.
CPD Course Approval Workflow	<ul style="list-style-type: none"> • CPD course created by the Course Creators will route through TTMS systematic approval workflow to DERT ET Cell and DERT Training Cell for vetting. • Post Approval <ul style="list-style-type: none"> ○ Course listed to CPD Course Catalogue. ○ Course Creator credentials displayed. ○ Course integrated into Annual CPD Calendar. <p>Workflow for CPD approval:</p> <ul style="list-style-type: none"> • Online proposal submission forms for course creators with standardized templates (<i>objectives, target group, duration, mode of training budget, expected outcomes</i>). • Automated de-duplication algorithm to detect similar or overlapping proposals. • Role-based workflow for proposal Creators (Course Creation), DERT Training Cell and DERT ET Cell (Course Review and Approval). • Real-time dashboards showing proposal status, pending approvals, and review bottlenecks. • Automated reminders and escalation alerts for overdue reviews or pending DERT approvals. • Ability to upload concept notes, budgets, training plans, and supporting documents.
CPD Calendar Synchronization	<ul style="list-style-type: none"> • CPD schedules mapped to school calendar to avoid conflicts with <ul style="list-style-type: none"> ○ Examination periods, ○ School events ○ Teaching workloads.
Training ID Management	<ul style="list-style-type: none"> • Each CPD Course is assign with a unique Training ID used for: <ul style="list-style-type: none"> ○ Attendance, Tracking, Reporting, Verification ○ Audits & compliance • Teachers register using MEG-SIMS–linked credentials and using this Training ID, ensuring seamless traceability.

Training Delivery & LMS	<ul style="list-style-type: none"> • Mode of Delivery: Provide a unified Learning Management System (LMS) to deliver Face to Face session, Online (live or Self-paced Learning) and Blended training. • LMS host centralized Course/ Training Library <ul style="list-style-type: none"> ○ Repository of CPD courses, video lessons, reading materials, assessments, and digital resources. ○ Tagging by subject, grade, competency, level, and CPD hours. • Interactive Learning Tools: The LMS shall support <ul style="list-style-type: none"> ○ Discussion forums, reflective journals, polls, and activity logs. ○ Peer learning spaces and doubt-clearing features.
Assignment of CPD Programmes	<ul style="list-style-type: none"> • DERT Training Cell allocates CPD Course to educators/facilitators such as <ul style="list-style-type: none"> ○ DIETs, Master Trainers, Academic Coordinators and Other approved training institutions to deliver the training programme. • Educators/facilitators will manage Attendance, Delivery and Assessment.
Assessment Framework	<ul style="list-style-type: none"> • Assessment Types <ul style="list-style-type: none"> ○ Rubric-based scoring ○ Auto-scored quizzes ○ Assignment based ○ Competency progression levels (e.g., Level 1 to Level 2 to Level 3) • Integrated Impact Assessment Tracker <ul style="list-style-type: none"> ○ Pre-tests and post-tests ○ Reflection notes and self-evaluation ○ Trainer observations ○ Analytics showing improvement at: <ul style="list-style-type: none"> ○ Individual teacher level ○ Cluster / block / district level.
Certification and Auto-Credit Mechanism	<p>Based on Completion of CPD course and Assessment, the system shall:-</p> <ul style="list-style-type: none"> • Auto generating of Digital Certificates. • Auto-crediting of CPD hours for CPD courses, • Recommend for Short micro-credential modules • Certificates tagged to the unique Training ID for verification.
Micro-Credential Engine	<ul style="list-style-type: none"> • Offering smaller micro-credential modules and including short pre/post-tests could show clear training impact • Bite-sized course modules with defined competencies. • Automatic credit of CPD hours. • Issuance of digital badges/certificates.

Personalized Teacher CPD Dashboard	<ul style="list-style-type: none"> Completed hours vs. NEP targets Upcoming CPD events Course recommendations based on TNA, COT insights, teacher interest, and subject area.
Notifications & Alerts	<ul style="list-style-type: none"> Automated reminders for Upcoming sessions, Incomplete CPD hours, Pending assessments, Expiring deadlines and new recommended courses.
Role of DERT Training Cell	Core Responsibilities <ul style="list-style-type: none"> Plan and publish the Integrated Annual CPD Calendar. Approve all CPD programmes and assign Training IDs. Verify CPD hours and monitor teacher progress. Manage statewide training cohorts and allocate trainer.
Deployment of Manpower to Support DERT ET Cell for Content Development	<ul style="list-style-type: none"> To ensure smooth execution of digital content development, course creation support, analytics, and ongoing technical assistance for the CPD ecosystem, the implementing agency will deploy dedicated manpower to the DERT Examination & Technology (ET) Cell. <ul style="list-style-type: none"> a. Motion Graphic Designer b. Video Editor c. Data Analyst Term of References (ToR) is given in clause
ii. CPD Basic (Generic) Course Module: <i>The CPD Basic (Generic) Module delivers the foundational, DERT -approved professional development course to all teachers through TTMS. The module is to be designed for fully online, self-paced learning.</i>	
Functional & Features	Requirements
Content Hosting and Digitization	<ul style="list-style-type: none"> Host CPD Basic Course, already approved by DERT. TTMS implementing agency will digitize the course and the contents (videos, texts, quizzes) in consultation with DERT ET cell before publishing. Onboard the approved course into the TTMS Content Repository Map content to the CPD structure and define CPD hours. Publish the course in the CPD Basic Course Catalogue for teacher access.
Training Identification	<ul style="list-style-type: none"> Assign a unique Training ID for tracking enrollment, progress, certification, and CPD hour crediting. Teachers register to this CPD basic course using MEG-SIMS-linked credentials and using this Training ID, ensuring seamless traceability.
Training Delivery & LMS	<ul style="list-style-type: none"> The course is designed for independent, self-paced progression accessible via web and mobile devices.

	<ul style="list-style-type: none"> Supports modular completion, allowing teachers to resume learning at any time.
Assessment Framework	<ul style="list-style-type: none"> Assessment Types <ul style="list-style-type: none"> Rubric-based scoring Auto-scored quizzes Competency progression levels (e.g., Level 1 to Level 2 to Level 3) Built-in tools for creating, delivering, and scoring assessments at each level. Automated evaluation and validation of passing criteria before progressing to the next level.
Certification and Auto-Credit Mechanism	<p>Based on Completion of CPD, the system shall:-</p> <ul style="list-style-type: none"> Auto generating of Digital Certificates. CPD hours earned Certificates tagged to the unique Training ID for verification.

e. Registration and Enrolment Module

Scope

- Provide a secure and seamless registration system for teachers to register and enroll in approved trainings and CPD programmes.
- Registration will be fully linked with MEG-SIMS IDs for identity verification.
- Enable teachers to browse available trainings, view eligibility, and register with one click through the **TTMS portal or mobile app with single sign-on (SSO)**.
- Support multilingual, multi-channel notifications (SMS, WhatsApp, Email, in-app alerts) for all training-related activities.
- Integrate auto-triggered feedback forms after each training to capture teacher experience and quality of delivery.

Functional & Features	Requirements
MEG-SIMS-Linked Login	<ul style="list-style-type: none"> Teacher register the training using Meg SIMS Credentials.
Training Catalogue View	<ul style="list-style-type: none"> Teachers can browse the complete catalogue of trainings, including: <ul style="list-style-type: none"> CPD courses Workshops Webinars Online modules DIET/SCERT/DERT programmes Programme details displayed: <ul style="list-style-type: none"> Dates & duration Mode (online, offline, blended) Venue/location or link Trainer/facilitator Training ID

Self-Registration & One-Click Enrollment	<ul style="list-style-type: none"> One-click enrollment via TTMS web or mobile app Instant confirmation through: SMS, WhatsApp, Email and In-app notification Supports Single Sign-On (SSO) for convenient access.
Enrollment Management System	<ul style="list-style-type: none"> Automated Eligibility Check <ul style="list-style-type: none"> Teacher category/subject suitability.
Multilingual Notifications	<ul style="list-style-type: none"> The system automate Alerts for registration confirmation, schedule updates, venue change, or cancellation.
Feedback Forms	<ul style="list-style-type: none"> A feedback form auto-triggers for the teacher Feedback linked to: Training ID, Trainer/facilitator profile and Course content quality.
My Trainings Dashboard	<ul style="list-style-type: none"> Teachers can track enrolled, completed, and upcoming trainings along with earned CPD credits.

f. Centralized Content Repository

Scope of Work

- Establish a **unified, centralized repository within TTMS** to store, manage, and distribute all training resources, course materials, teaching aids, and digital content used across CPD, TNA, COT, and short-term courses.
- Ensure content is easily discoverable through **organized multilingual** tagging, metadata standards aligned with NDEAR, and competency-based categorization.
- Implement quality assurance workflows and governance dashboards to ensure content accuracy, relevance, and compliance before publication.
- Support version control, archival of outdated resources, and regular content reviews to maintain a high-quality learning ecosystem.
- Enable access to content across Master Trainer/Facilitator, DERT Training Cell, and teachers through a secure, role-based distribution system

Functional & Features	Requirements
Content Tagging	<ul style="list-style-type: none"> The repository will support metadata tagging (subject, standard, language, and skill), full-text search, and categorization. Support multilingual tagging to ensure inclusivity for teachers across Meghalaya's regions.
Centralized Storage	<ul style="list-style-type: none"> Content uploads can be in various formats (PDF, PPT, audio, PNG Images MP4 video, Excel, CSV files and more) and licensed as open educational resources (OER).
Quality Assurance & Review	<ul style="list-style-type: none"> Automated checks for duplicate resources, outdated versions, or missing metadata.
Version Control & Archival	<ul style="list-style-type: none"> Maintain version history of each resource. Archive outdated or superseded content based on review cycles.

Integration with LMS	<ul style="list-style-type: none"> Link repository content LMS Course/Training Library (both CPD Course, Micro credentials Modules and CPD Basic Course) , TNA Modules and classroom observation modules
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g. AI-Powered Analytics and Adaptive Learning

Scope of Work

- Deploy AI-driven analytics to help teachers, DERT administrators, and educators/facilitators to gain insights into competencies, training needs, classroom performance, and CPD progress.
- Provide teachers with **personalized recommendations** for CPD courses, micro-credentials, and improvement areas based on TNA, COT, past training records, and short-course completion history.
- Build teacher trust by ensuring with **Explainable to AI inputs**—clear, human-readable explanations for every AI-generated suggestion.
- Implement a **phased AI rollout** to ensure safety, reliability, and gradual adoption:
 - Phase 1 – Descriptive Analytics:** What happened? (Dashboards, trends, participation rates)
 - Phase 2 – Diagnostic Analytics:** Why did it happen? (Competency gaps, weak areas, low engagement patterns)
 - Phase 3 – Predictive Analytics:** What is likely to happen? (Future training needs, performance projections, risk indicators)
- Enable adaptive learning pathways that adjust to individual teacher progress, learning preferences, and performance patterns

Functional & Features	Requirements
AI Driven Dashboards	<ul style="list-style-type: none"> Personalized teacher dashboards showing CPD hours, competencies, course progress, and recommended next steps. Training Cell dashboards highlighting system trends, skill gaps, training needs, and school/cluster performance.
Personalized Recommendation Engine	<ul style="list-style-type: none"> Suggest CPD courses, micro-credentials, or classroom improvement modules. Recommendations course based on TNA scores, COT observations, teacher interests, and learning history.
Explainable to AI Inputs	<ul style="list-style-type: none"> Every AI recommendation is accompanied by a simple explanation (e.g. suggested because the TNA score in digital pedagogy was low or based on low COT scores in learner engagement). Builds trust and ensures transparency.
Adaptive Learning Paths	<ul style="list-style-type: none"> Dynamic learning paths that adjust based on teacher performance in online courses, quizzes, and micro-credentials. AI selects appropriate difficulty levels and next modules.
Trend & Gap Analysis	<ul style="list-style-type: none"> Identify statewide competency patterns. Predict future training requirements at school, cluster, and district levels.
Risk & Performance Alerts	<ul style="list-style-type: none"> Predict teachers at risk of CPD non-compliance.

	<ul style="list-style-type: none"> Flag low participation or declining performance with suggestions for intervention.
Automated Insights for Leaders	<ul style="list-style-type: none"> Insights for Head Teachers, DIET faculty, DERT Training Cell, State and district Pedagogy. Helps in planning training calendars, designing content, or deploying master trainers.

h. Pre-Service Teacher Education Management

Scope of Work

- Provide an integrated digital system to manage the entire **pre-service teacher education lifecycle**, including admissions, academic course management, attendance, assessments, internships, practicum activities, and certification.
- Reduce administrative workload for DIET faculty through **automated scheduling tools**, centralized course planning, internship allocation workflows, and faculty workload dashboards.
- Align with national frameworks by integrating **credit recognition and transfer mechanisms**, enabling teacher mobility across states and higher education institutions.
- Support student-teachers with digital access to course materials, internship tasks, assessments, and feedback, while enabling DIETs to track performance and compliance.
- Ensure transparency and accountability in academic delivery, mentoring, and practicum evaluations through digital records and structured workflows.

Functional & Features	Requirements
Admission Management	<ul style="list-style-type: none"> Online application, verification, merit lists, seat allocation, and enrollment MEG-SIMS identity linkage for seamless transition into in-service systems later.
Academic Course Management	<ul style="list-style-type: none"> Timetable creation, course scheduling, and semester planning. Syllabus and lesson plan repository for DIET-led courses. Attendance tracking (student-teachers & faculty).
Course Calendar	<ul style="list-style-type: none"> Crease Course timetable for classes, labs, and practicum. Internship & school attachment scheduling. Auto-conflict detection for faculty and classroom usage.
Faculty Workload Dashboard	<ul style="list-style-type: none"> View teaching hours, mentoring responsibilities, evaluations pending, and practicum oversight. Helps DIET leadership optimize faculty allocation.
Internship & Practicum Management	<ul style="list-style-type: none"> School assignment workflows. Digital observation forms, reflective journals, and mentor feedback. Practicum scoring and competency-based evaluation tools.

National Credit System Integration	<ul style="list-style-type: none"> • Mapping of courses to NCrF/NHEQF-aligned credit structures. • Support for credit transfer, portability, and recognition across institutions.
Student-Teacher Portal	<ul style="list-style-type: none"> • Access to syllabi, tasks, readings, assignments, internship logs, and grades. • Alerts for deadlines, submissions, and timetable changes.
Assessment & Certification	<ul style="list-style-type: none"> • Continuous internal assessment tools, exam scheduling, digital gradebooks, and transcript generation. • Issue digital certificates with QR code verification.
Analytics & Reporting:	<ul style="list-style-type: none"> • Student performance, practicum results, internship impact, and faculty workload trends. • Reports for DIETs, DERT Academic Cell, and accreditation bodies.

i. Implementation of the Teacher Training Program (TTP) under SHCDM-II through TTMS

Scope of work

- The TTP Service Provider shall be required to fully utilize the Teacher Training Management System (TTMS) for delivering, monitoring, and reporting all training activities under the **Teacher Training Program (TTP), SHCDM-II.**
- TTMS acts as the **central digital backbone**, ensuring that all three-phases blended model integrated with TTMS:
 - **Phase I (Face-to-Face):** Foundational training on core pedagogies and subject competencies.
 - **Phase II (On-the-Job Mentored Practice):** Application of new strategies in classrooms supported by mentors and peer learning communities, with evidence captured via the Classroom Observation Tool (COT).
 - **Phase III (Reflection and Consolidation):** Final workshops for sharing experiences, reviewing progress, and updating digital portfolios within TTMS.

Functional & Features	Requirements
Registration & Enrollment	<ul style="list-style-type: none"> • MEG-SIMS–linked authentication for verified teacher identity. • Training catalogue view with eligibility, schedule, and seat availability. • One-click enrollment for TTP batches or Programme • TTMS must allow service providers to onboard all selected teachers into the TTP using MEG-SIMS credentials. • The system shall generate a unique Training ID for each TTP batch and map all enrolled teachers to it. • TTMS shall record attendance digitally for all Phase I, II, and III sessions.

	<ul style="list-style-type: none"> The system must validate teacher eligibility and prevent duplicate enrollments
Face-to-Face (Phase I)	<ul style="list-style-type: none"> All face-to-face sessions under TTP must be scheduled and managed within TTMS using the assigned Training ID. TTMS must allow uploading of all course content, handouts, and assignments associated with the TTP. Trainer and session metadata repository TTMS must allow the service provider to record session participation, engagement, and completion status. System should maintain audit logs for all training events (date, trainer, duration, mode). Mapping all records to the corresponding Training ID.
On-the-Job Mentored Practice (Phase II)	<ul style="list-style-type: none"> During Phase II, the service provider must ensure that mentors use TTMS to capture: <ul style="list-style-type: none"> Mentoring session details Classroom evidence (photos, videos, lesson plans) COT-based observation scores and notes Mentor feedback The system must support uploading multimedia evidence (images, videos, and documents) as part of mentoring records. Teacher practice activities must be stored in digital portfolios for review. All evidence must be uploaded and linked to the Training ID
Reflection & Consolidation (Phase III)	<ul style="list-style-type: none"> For Phase III, TTMS must be used to compile: <ul style="list-style-type: none"> Teacher reflection notes Digital portfolios Mentor evaluations Consolidation workshop outcomes. These submissions must be stored in TTMS and mapped to the respective Training ID
Monitoring, Feedback, and Reporting	<ul style="list-style-type: none"> The service provider must rely on TTMS dashboards to: <ul style="list-style-type: none"> Track teacher-level and batch-level progress Verify completion of all training phases Document milestones and evidence Generate compliance and progress reports
Certification & CPD Credit	<p>Upon completion of all phases of the TTP:</p> <ul style="list-style-type: none"> TTMS will generate digital certificates tagged with the Training ID CPD hours will be auto-credited to each teacher's CPD record Completion data will sync with TTMS profiles and statewide dashboards

4.2. Integration & Data Flow

The Integration defines the digital convergence framework between TTMS and related education systems in Meghalaya viz., MEG-SIMS, MLENS, VSK, to ensure seamless data exchange and a continuous professional development cycle for teachers. It aims to establish TTMS as the core teacher-centric platform, while other systems act as data sources or analytic extensions.

Integration Objectives

- Establish a Unified Teacher Tracking System.
- Align Teacher Development with State Data Systems.
- Enable Holistic Data Utilization for Decision-Making.
- Embed a Feedback-Driven Professional Development Cycle.
- Ensure Sustainability and Scalability of Professional Development..
- Ensure all integrations follow NDEAR-compliant API standards for interoperability and data security.

Scope of the Integration

Integration Domain	Core Focus	Purpose & Outcome
Overall Scope	TTMS integration under SHCDM-II links diagnostic, training, and classroom data with existing state systems — SIMS, MLENS, and COT — to build a unified professional-development ecosystem.	Transforms teacher training from a standalone event into a data-driven, continuous improvement system connected to school and student outcomes.
Teacher Needs Assessment (TNA)	TTMS houses baseline competency data from TNA (pedagogy, ICT, assessment, classroom management).	Informs Phase I training design, measures progress after Phases II–III, and guides personalized CPD pathways beyond the project cycle.
Teacher Professional Development (TPD)	Captures end-to-end training data — attendance, assessment scores, reflections, OJT evidence (lesson plans, mentoring, peer-learning).	Builds longitudinal teacher profiles and allows administrators to monitor how training translates into improved competencies.
Megh SIMS Integration	Links TTMS teacher data to school-level indicators (enrolment, attendance, results).	<ul style="list-style-type: none"> • Creates a cause-and-effect link between teacher development and school performance for targeted interventions and accountability. • Teacher IDs, demographic details, and posting information will flow from MEG-SIMS into TTMS, ensuring consistent and validated profiles. • Training participation, CPD completions, certifications, and other professional development updates captured in TTMS will be pushed back to MEG-SIMS, keeping state teacher profiles current.

		<ul style="list-style-type: none"> Enables unified state monitoring of training compliance and strengthens personnel records for planning, deployment, and appraisal.
MLENS Integration	<ul style="list-style-type: none"> Synchronizes TNA, training, OJT, and COT data into MLENS dashboards. 	<p>Enables state-level monitoring of teacher growth and its effect on learning outcomes; bridges micro-level practice with macro-level planning.</p> <ul style="list-style-type: none"> MLENS learning outcome data (e.g., low numeracy or literacy scores) will trigger targeted CPD modules and capacity-building activities within TTMS. TTMS can export relevant remedial teaching resources, micro-courses, or training schedules to support areas highlighted by MLENS assessments. Ensures a direct link between student performance and teacher professional development, enabling data-driven intervention planning at school, cluster, and district levels.
Classroom Observation Tool (COT) Integration	Incorporates classroom observation data (pedagogy, TLM use, student engagement).	Forms feedback loops where observed classroom gaps directly inform future TPD modules; provides real-time mentoring insights.
State VSK (Vidya Samiksha Kendra) Integration	TTMS will act as a key data source for VSK, supplying consolidated teacher development data including TNA results, CPD records, training completion, and classroom observation reports at periodic intervals	<ul style="list-style-type: none"> VSK dashboards will use TTMS data to correlate teacher training with student learning outcomes, enabling deeper insights for policymakers. Integration will be enabled through secure APIs, fully compliant with data privacy, consent frameworks, and NDEAR-aligned standards.
Architecture Recommendation	Adopt an NDEAR-compliant, open-source architecture as recommended by the Ministry of Education	<ul style="list-style-type: none"> Ensures interoperability, future scalability, and avoids vendor lock-in. TTMS will import DIKSHA/NCERT course metadata, allowing teachers to view and enroll in national-level CPD courses directly from TTMS. Course completion records from DIKSHA will be automatically fetched, enabling TTMS to credit CPD hours and update training histories without manual entry.

		<ul style="list-style-type: none"> • TTMS-created content and modules may be published to DIKSHA, expanding access beyond Meghalaya. • Since DIKSHA uses a federated architecture, TTMS must use NDEAR-compliant APIs to ensure seamless, two-way content and data flow.
Conclusion	Integration covers all layers — diagnostic, training, classroom practice, and state-system linkages.	Positions TTMS as the central hub for teacher-development intelligence , ensuring SHCDM-II training for teacher's results in measurable improvements in teaching and learning quality.

4.3. Manpower Requirement

Manpower requirement is composed of key and non-key experts. The technical proposal should include the CVs of both key and non-key experts in the format provided in Section 4 – Bidding Documents. However, only the qualifications and expertise of key experts will be considered and given weight in the evaluation of the proposals. Please refer to Section 3 – Evaluation Criteria.

SI.No	Position	No of Position	Qualification	Job Description
Key Expert				
B1	Project Manager	1	MTech/ MCA/MBA with 10+ years of experience in project management, preferably in education or technology projects Skills: Leadership, stakeholder management, strategic planning, and communication.	<ul style="list-style-type: none"> • Lead and oversee the end-to-end implementation of TTMS • Coordinate with Educational Technology Cell, Directorate of Educational Research and Training (ET DERT), and Department technical teams. • Monitor project timelines, milestones, and deliverables. • Oversee scheduling, training plans, documentation, and quality assurance. • Ensure risk management, issue resolution, and smooth execution across all modules. • Work Mode: On site throughout the entire course of the project. • The Project Manager will have to report to the Department (PIU1 Team) and work closely with PIU1 Technical team, Project Management Consultant (PMC) and TTp Expert.

<p>B 2.1 B 2.2</p>	<p>Software Developer</p>	<p>2</p>	<p>BTech/BE in Computer Science & Engineering/MCA with 5+ years of experience in application development, design, and coding Skills: Programming Language (Java, Python, or similar), database management, and should have knowledge of complete life cycle of software development.</p>	<ul style="list-style-type: none"> • Develop, customize, and maintain all scope of TTMS modules and backend systems. • Implement APIs, integrations, dashboards, and workflows. • Ensure scalable, secure, and high-performance system architecture. • Troubleshoot technical issues, optimize code, and support ongoing enhancements. • Maintain technical documentation and support deployment activities.
<p>B3</p>	<p>AI/ML Specialists</p>	<p>1</p>	<p>BE/ BTech in Computer Science & Engineering/ MCA/ M.Sc. in Computer Science, Data Science, or related field with 5+ years of experience in machine learning and AI projects, preferably in education analytics Skills: Programming Language (Java, Python, or similar), Machine Learning Frameworks & Libraries, Data Handling & Processing, Model Deployment & MLOps.</p>	<ul style="list-style-type: none"> • Build AI/ML models for teacher competency analysis, CPD recommendations, and predictive analytics. • Analyze training, classroom observation, and assessment datasets. • Design and maintain ML pipelines, ETL processes, and model monitoring tools. • Work with the Data Analyst and TTMS development team to integrate AI outputs into dashboards. • Continuously improve model accuracy, fairness, and explainability.
<p>Non-Key Expert</p>				
<p>B4</p>	<p>Data Analyst</p>	<p>1</p>	<p>Bachelor's degree in Data Science, Statistics, Computer Science, Engineering, Mathematics, Economics, or related field with Minimum 2–3 years of experience in data analysis, data management, or business intelligence. Skills: Proficiency in data analysis tools (Python/R, Excel, SQL). Experience with visualization software (Tableau, Power BI, Google Data Studio, or similar). Strong analytical and problem-solving skills. Ability to communicate complex data insights clearly and concisely. Preference: shall be given to local candidates from Meghalaya who meet the required qualifications and experience criteria</p>	<ul style="list-style-type: none"> • Operate under the DERT ET Cell Team Lead to analyze TTMS datasets including TNA, COT, CPD participation, training attendance, platform usage, and teacher development indicators. • Collect and integrate data from multiple sources such as TTMS dashboards, MEG-SIMS logs, LMS/DIKSHA analytics, mobile app usage, feedback surveys, and external partner systems. • Establish robust data quality standards, ensuring regular cleaning, validation, deduplication, and updating of datasets to maintain accuracy and integrity. • Conduct quantitative and qualitative analyses to identify trends in teacher competencies, CPD completion patterns, classroom observation

				<p>results, mentoring outputs, and overall training effectiveness.</p> <ul style="list-style-type: none"> • Generate insights related to classroom practice improvements, learning behaviour patterns, CPD uptake, and regional disparities to support evidence-based decision-making. • Support AI/ML Specialists with structured data inputs, feature engineering, dataset preparation, and model validation, and assist in developing analytical dashboards and visualizations for DERT. • Support the design and implementation of Monitoring & Evaluation (M&E) frameworks aligned with TTMS, CPD, TTP, TNA, and COT programme indicators. • Track KPIs such as training coverage, learning impact, competency shifts, district-level performance, and quality of mentoring interactions. • Collaborate with course creators, mentors, academic coordinators, multimedia teams, and software developers to ensure analytics effectively supports instructional planning, CPD design, and system optimization. • Train DERT personnel, district teams, and TTMS users on dashboard interpretation, data literacy, and monitoring tools. • Work mode: On-Site throughout the entire course of the project.
B5	Motion Graphic Designer	1	<p>BA/BFA in Animation, Multimedia Design, Visual Communication, Motion Graphics or related field (preferred) with minimum 2–3 years of professional experience in motion graphics, animation, multimedia production.</p> <p>Skills: Adobe After Effects, Adobe Premiere Pro Illustrator & Photoshop, Motion design principles, 2D animation workflows, Compositing and VFX basics, Experience with 3D tools (Cinema 4D, Blender, Maya), Experience with educational/infographic</p>	<ul style="list-style-type: none"> • Work under the DERT ET Cell Team Lead to create high-quality educational animations and motion graphics. • Develop explainer videos, 2D/3D animated modules, transitions, overlays, intro/outro sequences, and visual assets. • Create storyboards, style frames, mood boards, and visual concepts based on scripts and learning objectives. • Collaborate with academic coordinators, subject expert's

			<p>animation, Knowledge of Lottie/Bodmovin or UI animation.</p> <p>Preference: shall be given to local candidates from Meghalaya who meet the required qualifications and experience criteria</p>	<p>graphic designers, scriptwriters, and video editors.</p> <ul style="list-style-type: none"> • Integrate graphics with narration, sound, and classroom content. • Perform compositing, motion VFX, visual clean-up, and animation refinements. • Maintain organized project files, templates, and asset libraries. • Attend review meetings and incorporate revisions • Work mode: On-Site throughout the entire course of the project
B6	Video Editor	1	<p>Diploma/Degree in Video Editing, Multimedia, Mass Communication, Film Production or related field with minimum 2-3 years' experience in editing educational, documentary or broadcast-quality videos.</p> <p>Skills: Proficiency in editing software such as Adobe Premiere Pro, Final Cut Pro, DaVinci Resolve or equivalent. Basic knowledge of motion graphics tools (After Effects, Blender or similar).</p> <p>Preference: shall be given to local candidates from Meghalaya who meet the required qualifications and experience criteria</p>	<ul style="list-style-type: none"> • The video editor will operate under the supervision of the Team Lead, DERT ET Cell. • Edit raw footage into professional, pedagogically aligned educational videos. • Add motion graphics, titles, captions, transitions, BGM, and sound effects. • Perform advanced post-production tasks such as color grading, noise reduction, sound balancing. • Collaborate with subject experts, scriptwriters, and the motion graphics team. • Participate in recording sessions (camera, lighting, audio setup) when required. • Produce outputs optimized for TTMS platforms and YouTube, • Maintain structured archives of raw footage, project files, audio tracks, and visual assets. • Deliver videos according to weekly/monthly production schedules. • Work mode: On-Site throughout the entire course of the project
B7	Operation Support Staff	1	<p>Bachelor's degree with diploma in Computer Application having 3+ years' experience in operations or project coordination. Candidates proficient in local language will be an added advantage.</p> <p>Skills: Organizational skills, documentation, logistics management, and communication.</p>	<ul style="list-style-type: none"> • Support day-to-day project operations and documentation activities. • Coordinate logistics for trainings, meetings, field visits, and deployments. • Assist communication between Department and implementing agencies.

				<ul style="list-style-type: none"> • Maintain registers, reports, schedules, and project records. • Handle filing, data entry, and support administrative tasks for TTMS operations.
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4.4. Training & Capacity Building

The training and capacity-building component ensures that all stakeholders, including teachers, master trainers, and administrators, are equipped to use the Teacher Training Management System (TTMS) effectively.

Sl.No	Components	Scope of Work	Deliverables
(a)	Training for key Stakeholders	Conduct training programs for key stakeholders, including DERT Training cell and ET Cell, DIET faculty, educators, Master Trainers and system administrators.	<ul style="list-style-type: none"> • Role-specific training modules covering responsibilities, workflows (Online or Offline sessions), and system usage. • Interactive workshops and hands-on sessions for practical understanding as required.
(b)	Capacity Building for Teachers	Provide training on the use of TTMS for registering, enrolling in Training Program, courses, and accessing resources.	<ul style="list-style-type: none"> • Detailed user guides, hands-on sessions, Video Tutorials and FAQs.
(c)	Development of Training Manuals/ Materials	Create comprehensive training materials, including video tutorials, user guides, and quick reference handouts.	<ul style="list-style-type: none"> • Video tutorials demonstrating system functionalities and best practices. • User-friendly manuals tailored for different roles (e.g., master trainers, educators, administrators). • Regular updates to training content based on system enhancements.
(d)	Specialized Training Programs	Focus on advanced system functionalities for DERT and DIET faculty, emphasizing data-driven decision-making and analytics	<ul style="list-style-type: none"> • Advanced workshops on AI-driven analytics, AI tool in Excel, and reporting tools. • Training in designing adaptive learning pathways.
(e)	Continuous Support	Conduct refresher sessions for system updates and new features.	<ul style="list-style-type: none"> • Regular webinars, video tutorials, and updated resource guides.
(f)	Monitoring and Feedback	Establish a system for capturing participant feedback and tracking training effectiveness	<ul style="list-style-type: none"> • Feedback reports, performance dashboards, and improvement plans.

4.5. Operation and Maintenance Support

Ensure the smooth and uninterrupted operation of TTMS post-implementation through dedicated support, maintenance, and upgrades for a period of 1 years after the go-live.

Sl.No	Components	Scope of Work	Deliverables
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(a)	System Maintenance	Perform regular system updates, security audits, and performance optimization.	Monthly maintenance logs, data backup reports
(b)	Software Updates	Roll out system updates based on user feedback and new requirements.	Release notes, updated system documentation, and training materials for new features.
(c)	Monitoring and Reporting	Provide real-time system monitoring and periodic performance evaluation reports.	Quarterly reports detailing system uptime, user statistics, and issue resolution trends.
(d)	VSK for Data Visualization and Analytics	Enable seamless integration with the VSK platform to provide advanced data visualization and analytics for teacher training data. Use VSK analytics dashboards to monitor teacher competencies, training progress, and outcomes.	Interactive data visualization modules, detailed analytics reports, and actionable insights for continuous improvement.
(e)	VSK Call Center for Stakeholder Support	Use the VSK call center to handle queries from teachers, administrators, and other stakeholders. Train VSK call executives to provide real-time guidance and technical support for TTMS-related issues. Implement an issue ticketing system to ensure efficient resolution tracking and analysis.	Ticketing system reports, resolution tracking logs, and stakeholder feedback analysis.

5. Project Implementation Timeline and Payment Milestones

SI No	Milestone	Deliverables	Timeline Schedule (in months)	Payment (% of the Contract Amount)
1.	Signing of Agreement	<ul style="list-style-type: none"> Official signing of the agreement between the Government of Meghalaya's Education Department and the implementing partner. 	T	
2.	Mobilization Advance. Project Planning & System Design	<ul style="list-style-type: none"> Define the project scope, objectives and architecture; gather stakeholder requirements; prepare detailed design and project plan. Ensure alignment with NEP priorities (teacher-centric design, digital education goals). Deliverables include a signed project charter, requirement specifications. System architecture, Prototype design and System Requirements documentation. 	T+2	10%

SI No	Milestone	Deliverables	Timeline Schedule (in months)	Payment (% of the Contract Amount)
3.	TNA Module Design and develop	<ul style="list-style-type: none"> Configurable questionnaire engine; sample question types (MCQ, Likert); cycle management, admin and teachers UI interface (Web and Mobile app); basic dashboards for competency gaps; initial test data loaded. Documentation: TNA design spec & API endpoints. Module testing, Functional integration testing (TNA scope), UAT with DERT. 	T+3 to T+6	15%
4.	COT Module, Design and Develop	<ul style="list-style-type: none"> Rubric templates, observation mobile/web forms (offline enabled), multimedia evidence upload, observer assignment & calibration framework, basic COT dashboards. Documentation: COT workflows & data model. Module testing, Functional integration testing (COT scope), UAT with DERT and Trained observers. 		
5.	Past Training Records	<ul style="list-style-type: none"> Past Training Records module (Enter data, certificate upload/QR or Certificate No validation) Functional testing with DERT Training Cell 		
6.	Registration & Enrollment	<ul style="list-style-type: none"> MEG-SIMS SSO & identity integration, Training Catalogue UI, one-click enrollment, Training ID generation mechanism and channel of communication for (SMS, WhatsApp, Email) for TNA, COT and CPD course etc., Functional testing with DERT Training Cell 		
7.	CPD Course Module + CPD Basic Course Module, Content Repository and LMS Training Delivery	<ul style="list-style-type: none"> CPD Course authoring & LMS basics (course creation, levels, assessments, auto-crediting of CPD hours), digitization & onboarding of CPD Basic (Generic) course, CPD recommend engine and micro credentials engine Initial content repository structure and taxonomy, repository APIs, mapping content to CPD taxonomy End-to-end CPD workflow testing UAT with DERT Training Cell & ET Cell 	T+3 To T+8	15%
8.	AI-Powered Analytics (Phase 1 to 3) & Adaptive Learning	<ul style="list-style-type: none"> Descriptive + diagnostic analytics modules (dashboards, KPIs); recommendation engine prototype (explainable rules for CPD suggestions based on TNA/COT/past records); adaptive learning design & POC. Deliverables: ML pipeline docs, models POC, analytics dashboards. 	T+9	10%

SI No	Milestone	Deliverables	Timeline Schedule (in months)	Payment (% of the Contract Amount)
9.	Pre-Service Teacher Education Module	<ul style="list-style-type: none"> Develop a dedicated module for pre-service teacher education, including course management, Manage Curriculum, internship tracking, and assessment tools. The module will allow integration with teacher education institutes (DIETS) and support continuous improvement through feedback mechanisms. 	T+10	15%
10.	Support TTP Implementation under SHCDM Phase II	<ul style="list-style-type: none"> End-to-end TTP workflows (Phase I/II/III) implemented: Training ID lifecycle, mentor workflows, digital portfolios, COT to CPD linkage, pilot cohort data capture. 		
11.	Testing & Quality Assurance and Training & Capacity Building	<ul style="list-style-type: none"> Conduct comprehensive testing: system validation, tests, load test, system integration tests, and overall functional UAT signoff from Department. Verify that all modules function correctly and integrations (MEGSIMS, MLENS, VSK, etc.) work seamlessly. 	T+11	10%
	<ul style="list-style-type: none"> Organize and deliver training workshops for administrators and end-users (DERT, DIET faculty, and master trainers) Provide detailed user manuals, video tutorials, and FAQs and conduct hands-on sessions on TTMS features, data entry, and report generation. Collect feedback for any final refinements Advanced workshops on AI-driven analytics and reporting. 			
12.	Deployment & Go-Live	<ul style="list-style-type: none"> Production deployment (secure hosting, SSL), data migration completed, final acceptance tests, go-live report, admin handover package (admin manuals, SOPs), training completion evidence. 	T+12	5%
13.	Post-Implementation Support	<ul style="list-style-type: none"> Provide maintenance and support over the 1 years after launch. Monitor system performance, address user support tickets, and apply patches or updates as needed. Optionally implement minor enhancements or CPD content updates FAQs and conduct hands-on sessions on TTMS features 	T+ 24	20% (5% in each quarter for 4 consecutive quarters)

6. SLA Penalty Matrix

SL No	Service Parameter	Target SLA	Measurement	Penalty for Non-Compliance
1	System Uptime (Core TTMS Modules – TNA, CPD, LMS, Registration, Integrations, Dashboards)	≥ 99.5% uptime per quarter during official working hours (9 AM–6 PM, Mon–Sat)	Quarterly uptime reports auto-generated from application & cloud monitoring tools	1% deduction of quarterly O&M payment for every 0.5% shortfall, capped at 5% per quarter
2	Helpdesk / Support Response Time	≥ 90% tickets acknowledged within 1 working day	Helpdesk/ticketing system reports	0.5% deduction of quarterly O&M payment for every 5% shortfall
3	Issue Resolution – Critical Issues (System down, CPD/LMS inaccessible, integration failure, data loss)	Within 4 hours	Ticketing system with timestamps	1% deduction of quarterly O&M payment for every additional delay
4	Issue Resolution – High Priority Issues (Enrollment, attendance sync, certificate issuance, assessment errors)	Within 8 working hours	Ticketing/incident reports	0.5% deduction of quarterly O&M payment for every additional delay
5	Issue Resolution – Normal Issues (User access, reporting issues, minor UI defects)	Within 24 working hours	Ticketing/Helpdesk reports	0.25% deduction of quarterly O&M payment for every additional delay
6	Integration Availability & Data Sync (MEG-SIMS, DIKSHA, MLENS, VSK)	Data sync within 24 hours	API logs, integration audit reports	1% deduction of quarterly O&M payment per day of integration downtime
7	Data Accuracy & Integrity	≥ 99.5% accuracy across TTMS modules and integrated systems	Quarterly data validation and audit reports	1% deduction of quarterly O&M payment per 1% accuracy shortfall
8	Reports & Dashboards Availability	Dashboards refreshed within 24 hours; all mandated reports on time	Dashboard timestamps, submission records	0.5% deduction of quarterly O&M payment per delayed/missed report
9	Training & Capacity Building Support	Minimum 2 training/refresher sessions per year	Training calendar, attendance & feedback records	0.5% deduction of annual O&M payment per missed session
10	Backup & Disaster Recovery Compliance	100% backup compliance; RTO ≤ 8 hrs, RPO ≤ 24 hrs	Backup logs, DR drill reports	1% deduction of quarterly O&M payment per missed backup or failed DR drill

1. Penalties (Liquidated Damages)

- 1.1. If the Implementing Agency fails to complete the operationalization, augmentation, deployment of modules, integration of systems, testing, and commissioning of the TTMS within the stipulated timeline—excluding delays due to Force Majeure or reasons solely attributable to the Department, it reserves the right to impose Liquidated Damages (LD). The applicable deductions shall be as follows:

S. No.	Delay Period	Liquidated Damages
1	Delay up to 1 month beyond the scheduled period	2.5% of the total contract value (minimum)
2	Delay of more than 1 month and up to 2 months	5.0% of the total contract value
3	Delay of more than 2 months and up to 3 months	7.5% of the total contract value
4	Delay exceeding 3 months beyond schedule	10.0% of the total contract value (maximum)

7. Hosting

During the initial development and testing phase, the application shall be hosted by the implementing agency/developer in a cloud-based data centre. Upon completion of development and readiness for production deployment, and subject to a detailed assessment of the State Data Centre (SDC) capacity, compatibility, and security requirements, the application may be migrated to the SDC hosting environment. The migration shall be carried out by the implementing agency in coordination with the Department, ensuring data integrity, security compliance, and minimal service disruption.

8. Change Management

Any change in scope (functional requirements, technical specifications, and schedule) must be approved through a formal change control process. The Department (or its representative) will **issue change orders**, and the bidder will submit impact assessments (cost/time). Agreed changes will modify the contract via a written amendment; unapproved work will not be paid.

9. Confidentiality and Data Security

The bidder shall sign a **Non-Disclosure Agreement** to protect all non-public data. All student, teacher and school data is confidential; it must be stored and transmitted securely (e.g. encrypted at rest and in transit) and comply with security standards, CERT-In or NCIIPC guidelines. The bidder must implement robust security protocols, intrusion detection, and disaster-recovery plans. Any breach must be reported immediately to the Department and remedied at the bidder's cost.

10. Intellectual Property Rights (IPR)

All data collected and any custom software/content developed for Department will be the property of the Department. The Implementing Agency shall be granted only a limited, non-exclusive, and non-transferable license to use such governmental data strictly for the purpose of executing the scope of work under this contract. At no point shall the Implementing Agency use, share, sell, or distribute the data or solutions for any other commercial or non-commercial purpose without explicit written approval from Department. Upon contract completion or termination, the bidder must provide a full data export and delete all copies from its systems.

11. Training and Knowledge Transfer

The bidder must provide training to Department staff throughout the project. Near the end of the contract, detailed handover training and documentation (including architecture diagrams, user guides, code repository) must be delivered so the Department can continue operations independently. The Department representative will certify the adequacy of knowledge transfer.

12. Extension and Sustainability

An optional contract extension may be offered (e.g. additional years of O&M) based on satisfactory performance. The bidder should plan for sustainability: e.g. use of open standards for interoperability, training local personnel, and gradually transferring responsibilities to government staff. All solutions should be maintainable within the Department budget after project end (e.g. reasonable recurring costs for cloud services).

Section 7: General Conditions of Contract

Table of Clauses

1.	Definitions	7-2
2.	Contract Documents	7-3
3.	Fraud and Corruption	7-3
4.	Interpretation.....	7-6
5.	Language.....	7-7
6.	Joint Venture.....	7-7
7.	Eligibility.....	7-7
8.	Notices.....	7-7
9.	Governing Law	7-7
10.	Settlement of Disputes	7-7
11.	Scope of Requirements	7-8
12.	Delivery.....	7-8
13.	Supplier's Responsibilities.....	7-8
14.	Purchaser's Responsibilities.....	7-8
15.	Contract Price.....	7-8
16.	Terms of Payment	7-8
17.	Taxes and Duties.....	7-9
18.	Performance Security	7-9
19.	Copyright	7-9
20.	Confidential Information.....	7-9
21.	Subcontracting.....	7-10
22.	Specifications and Standards.....	7-10
23.	Packing and Documents.....	7-11
24.	Insurance	7-11
25.	Transportation.....	7-11
26.	Inspections and Tests.....	7-11
27.	Liquidated Damages.....	7-12
28.	Warranty	7-12
29.	Patent Indemnity.....	7-13
30.	Limitation of Liability	7-14
31.	Change in Laws and Regulations.....	7-14
32.	Force Majeure.....	7-14
33.	Change Orders and Contract Amendments	7-15
34.	Extensions of Time	7-15
35.	Termination.....	7-15
36.	Assignment.....	7-17
37.	Respectful Work Environment.....	7-17

1. Definitions

1.1 The following words and expressions shall have the meanings hereby assigned to them:

- (a) "Contract" means the Agreement entered into between the Purchaser and the Supplier, together with the Contract Documents referred to therein, including all attachments, appendixes, and all documents incorporated by reference therein.
- (b) "Contract Documents" means the documents listed in the Agreement, including any amendments thereto.
- (c) "Contract Price" means the price payable to the Supplier as specified in the Agreement, subject to such additions and adjustments thereto or deductions therefrom, as may be made pursuant to the Contract.
- (d) "Day" means calendar day.
- (e) "Delivery" means the transfer of the IT products from the Supplier to the Purchaser in accordance with the terms and conditions set forth in the Contract.
- (f) "Completion" means the fulfillment of the services by the Supplier in accordance with the terms and conditions set forth in the Contract.
- (g) "Eligible Countries" means the countries and territories eligible as listed in Section 5.
- (h) "GCC" means the General Conditions of Contract.
- (i) "IT products" means all of the commodities, raw material, machinery and equipment, and/or other materials that the Supplier is required to supply to the Purchaser under the Contract.
- (j) "Purchaser's Country" is the country specified in the Special Conditions of Contract (SCC).
- (k) "Purchaser/ Employer" means the entity purchasing the IT Products and Services, as specified in the SCC.
- (l) "Services" means the services incidental to the supply of the IT products, such as insurance, installation, training and initial maintenance and other similar obligations of the Supplier under the Contract.
- (m) "SCC" means the Special Conditions of Contract.
- (n) "Subcontractor" means any natural person, private or government entity, or a combination of the above, including its legal successors or permitted assigns, to whom any part of the IT products to be supplied or execution of any part of the services is subcontracted by the Supplier.

- (o) "Supplier/ Agency" means the natural person, private or government entity, or a combination of the above, whose bid to perform the Contract has been accepted by the Purchaser and is named as such in the Agreement, and includes the legal successors or permitted assigns of the Supplier.
- (p) "ADB" is the Asian Development Bank.
- (q) "The Site," where applicable, means the place named in the SCC.

2. Contract Documents

2.1 Subject to the order of precedence set forth in the Agreement, all documents forming the Contract (and all parts thereof) are intended to be correlative, complementary, and mutually explanatory.

3. Fraud and Corruption

3.1 If the Purchaser determines, based on reasonable evidence, that the Supplier has engaged in corrupt, fraudulent, collusive or coercive practices, or other integrity violations, including the failure to disclose any required information which constitutes a fraudulent practice, in competing for or in executing the Contract, then the Purchaser may, after giving 14 days' notice to the Supplier, terminate the Contract and expel him from the Site, and the provisions of Clause 35 shall apply as if such termination had been made under Sub-Clause 35.1 (iii) [Termination].

3.2 Should any employee of the Supplier be determined, based on reasonable evidence, to have engaged in corrupt, fraudulent or coercive practice or other integrity violations during the supply of IT Products and Services then that employee shall be removed.

3.3 ADB's Anticorruption Policy (1998, as amended to date) requires Borrowers (including beneficiaries of ADB-financed activity), as well as Bidders, Suppliers, and Contractors under ADB-financed contracts, observe the highest standard of ethics during the procurement and execution of such contracts. In pursuance of this policy, ADB

(a) defines, for the purposes of this provision, the terms set forth below as follows:

- (i) "corrupt practice" means the offering, giving, receiving, or soliciting, directly or indirectly, anything of value to influence improperly the actions of another party;
- (ii) "fraudulent practice" means any act or omission, including a misrepresentation, that knowingly or recklessly misleads, or attempts to mislead, a party to obtain a financial or other benefit or to avoid an obligation;
- (iii) "coercive practice" means impairing or harming, or threatening to impair or harm, directly or indirectly, any party or the property of the party to influence improperly the actions of a party;
- (iv) "collusive practice" means an arrangement between two or more parties designed to achieve an improper purpose, including influencing improperly the actions of another party;

- (v) “abuse” means theft, waste, or improper use of assets related to ADB-related activity, either committed intentionally or through reckless disregard;
 - (vi) “conflict of interest” means any situation in which a party has interests that could improperly influence that party’s performance of official duties or responsibilities, contractual obligations, or compliance with applicable laws and regulations; and
 - (vii) “integrity violation” is any act, as defined under ADB’s Integrity Principles and Guidelines (2015, as amended from time to time), which violates ADB’s Anticorruption Policy, including (i) to (vi) above and the following: obstructive practice, violations of ADB sanctions, retaliation against whistleblowers or witnesses, and other violations of ADB’s Anticorruption Policy, including failure to adhere to the highest ethical standard.
- (b) will reject a proposal for award if it determines that the Bidder recommended for award or any of its officers, directors, employees, personnel, subconsultants, subcontractors, service providers, suppliers or manufacturers has, directly or through an agent, engaged in corrupt, fraudulent, collusive, coercive, or obstructive practices or other integrity violations in competing for the Contract;
 - (c) will cancel the portion of the financing allocated to a contract if it determines at any time that representatives of the Borrower or of a beneficiary of ADB-financing engaged in corrupt, fraudulent, collusive, coercive, or obstructive practices or other integrity violations during the procurement or the execution of that contract, without the Borrower having taken timely and appropriate action satisfactory to ADB to remedy the situation, including by failing to inform ADB in a timely manner at the time they knew of the integrity violations;
 - (d) will impose remedial actions on a firm or an individual, at any time, in accordance with ADB’s Anticorruption Policy and Integrity Principles and Guidelines, including declaring ineligible, either indefinitely or for a stated period of time, to participate¹ in ADB-financed, -administered, or -supported activities or to benefit from an ADB-financed, -administered, or -supported contract, financially or otherwise, if it at any time determines that the firm or individual has, directly or through an agent, engaged in corrupt, fraudulent, collusive, coercive, or obstructive practices or other integrity violations; and
 - (e) will have the right to require that a provision be included in bidding documents and in contracts financed, administered, or supported by ADB, requiring Bidders, suppliers and contractors, consultants, manufacturers, service providers and other third parties engaged or involved in ADB-related activities, and their respective officers, directors, employees and personnel, to permit ADB or its representative to inspect the site and their assets, accounts and records and other documents relating to the bid submission and

¹ Whether as a Contractor, Nominated Subcontractor, Consultant, Manufacturer or Supplier, or Service Provider; or in any other capacity (different names are used depending on the particular Bidding Document).

contract performance and to have them audited by auditors appointed by ADB.

3.4 All Bidders, consultants, contractors, suppliers, manufacturers, service providers, and other third parties engaged or involved in ADB-related activities and their respective officers, directors, employees and personnel, are obliged to cooperate fully in any investigation when requested by ADB to do so. As determined on a case by case basis by ADB, such cooperation includes, but is not limited to, the following:

- (a) being available to be interviewed and replying fully and truthfully to all questions asked;
- (b) providing ADB with any items requested that are within the party's control including, but not limited to, documents and other physical objects;
- (c) upon written request by ADB, authorizing other related entities to release directly to ADB such information that is specifically and materially related, directly or indirectly, to the said entities or issues which are the subject of the investigation;
- (d) cooperating with all reasonable requests to search or physically inspect their person and/or work areas, including files, electronic databases, and personal property used on ADB activities, or that utilizes ADB's Information and Communication Technology (ICT) resources or systems (including mobile phones, personal electronic devices, and electronic storage devices such as external disk drives);
- (e) cooperating in any testing requested by ADB, including but not limited to, fingerprint identification, handwriting analysis, and physical examination and analysis; and
- (f) preserving and protecting confidentiality of all information discussed with, and as required by, ADB.

3.5 All Bidders, consultants, contractors and suppliers shall require their officers, directors, employees, personnel, agents to ensure that, in its contracts with its subconsultants, Subcontractors and other third parties engaged or involved in ADB-related activities, such subconsultants, Subcontractors and other third parties similarly are obliged to cooperate fully in any investigation when requested by ADB to do so.

3.6 The Supplier shall permit ADB or its representative to inspect the Supplier's site, assets, accounts and records and other documents relating to the bid submission and contract performance of the Supplier and to have them audited by auditors appointed by ADB, if so required by ADB.

3.7 The Supplier undertakes that no fees, gratuities, rebates, gifts, commissions or other payments, other than those shown in the bid, have been given or received in connection with the procurement process or in the contract execution.²

² The undertaking also applies during the period of performance of the contract.

- 3.8 ADB's right to inspect the Site and/or the Supplier's accounts and records relating to the performance of the Contract stated in in this Sub-Clause and GCC 3.3(e) shall survive termination and/ or expiration of this Contract.
- 3.9 The Supplier has the obligation to notify the Purchaser of any changes in connection with the matters described in paragraphs (i), (k), (l), (m), (n), (o), (p) and (t) of the Letter of Bid.
- 3.10 If the Supplier is debarred or temporarily suspended by ADB, it shall inform the Purchaser of such debarment or suspension, and that the endorsement of ADB's Office of Anticorruption and Integrity is required for any variations, extensions or modifications to the Contract.

4. Interpretation

4.1 If the context so requires it, singular means plural and vice versa.

4.2 Incoterms

- (a) The meaning of any trade term and the rights and obligations of parties thereunder shall be as prescribed by Incoterms.
- (b) EXW, CIF, CIP, and other similar terms, shall be governed by the rules prescribed in the current edition of Incoterms, published by the International Chamber of Commerce at the date of the Invitation for Bids or as specified in the SCC.

4.3 Entire Agreement

The Contract constitutes the entire agreement between the Purchaser and the Supplier and supersedes all communications, negotiations, and agreements (whether written or oral) of parties with respect thereto made prior to the date of Contract.

4.4 Amendment

No amendment or other variation of the Contract shall be valid unless it is in writing, is dated, expressly refers to the Contract, and is signed by a duly authorized representative of each party thereto.

4.5 Nonwaiver

- (a) Subject to GCC Sub-Clause 4.5(b) below, no relaxation, forbearance, delay, or indulgence by either party in enforcing any of the terms and conditions of the Contract or the granting of time by either party to the other shall prejudice, affect, or restrict the rights of that party under the Contract, neither shall any waiver by either party of any breach of Contract operate as waiver of any subsequent or continuing breach of Contract.
- (b) Any waiver of a party's rights, powers, or remedies under the Contract must be in writing, dated, and signed by an authorized representative of the party granting such waiver, and must specify the right and the extent to which it is being waived.

- 4.6 **Severability**
- If any provision or condition of the Contract is prohibited or rendered invalid or unenforceable, such prohibition, invalidity, or unenforceability shall not affect the validity or enforceability of any other provisions and conditions of the Contract.
- 5. Language**
- 5.1 The Contract as well as all correspondence and documents relating to the Contract exchanged by the Supplier and the Purchaser, shall be written in the language specified in the SCC. Supporting documents and printed literature that are part of the Contract may be in another language provided they are accompanied by an accurate translation of the relevant passages in the language specified in the SCC, in which case, for purposes of interpretation of the Contract, this translation shall govern.
- 5.2 The Supplier shall bear all costs of translation to the governing language and all risks of the accuracy of such translation.
- 6. Joint Venture**
- 6.1 If the Supplier is a Joint Venture all of the parties shall be jointly and severally liable to the Purchaser for the fulfillment of the provisions of the Contract and shall designate one party to act as a leader with authority to bind the Joint Venture. The composition or the constitution of the Joint Venture shall not be altered without the prior consent of the Purchaser.
- 7. Eligibility**
- 7.1 The Supplier and its Subcontractors shall have the nationality of an eligible country. A Supplier or Subcontractor shall be deemed to have the nationality of a country if it is a citizen or constituted, incorporated, or registered, and operates in conformity with the provisions of the laws of that country.
- 7.2 All IT Products and Services to be supplied under the Contract and financed by ADB shall have their origin in Eligible Countries. For the purpose of this clause, "country of origin" means the country where the IT products have been grown, mined, cultivated, produced, manufactured, or processed; or through manufacture, processing, or assembly, another commercially recognized article results that differs substantially in its basic characteristics from its imported components.
- 8. Notices**
- 8.1 Any Notice given by one party to the other pursuant to the Contract shall be in writing to the address specified in the SCC. The term "in writing" means communicated in written form with proof of receipt.
- 8.2 A Notice shall be effective when delivered or on the Notice's effective date, whichever is later.
- 9. Governing Law**
- 9.1 The Contract shall be governed by and interpreted in accordance with the laws of the Purchaser's country, unless otherwise specified in the SCC.
- 10. Settlement of Disputes**
- 10.1 The Purchaser and the Supplier shall make every effort to resolve amicably by direct informal negotiation any disagreement or dispute arising between them under or in connection with the Contract.

- 10.2 If the parties fail to resolve such a dispute or difference by mutual consultation within 28 days from the commencement of such consultation, either party may require that the dispute be referred for resolution to the formal mechanisms specified in the SCC.
- 11. Scope of Requirements**
- 11.1 Subject to the SCC, the IT Products and Services to be supplied shall be as specified in Section 6 (Schedule of Requirements).
- 11.2 Unless otherwise stipulated in the Contract, the Scope of Supply shall include all such items not specifically mentioned in the Contract but that can be reasonably inferred from the Contract as being required for attaining Delivery and Completion of the IT Products and Services as if such items were expressly mentioned in the Contract.
- 12. Delivery**
- 12.1 Subject to GCC Sub-Clause 33.1, the Delivery of the IT products and Completion of the services shall be in accordance with the Delivery and Completion Schedule specified in the Section 6 (Schedule of Requirements). The details of shipping and other documents to be furnished by the Supplier are specified in the SCC.
- 13. Supplier's Responsibilities**
- 13.1 The Supplier shall supply all the IT Products and Services included in the Scope of Supply in accordance with GCC Clause 11, and the Delivery and Completion Schedule, as per GCC Clause 12.
- 14. Purchaser's Responsibilities**
- 14.1 Whenever the supply of IT Products and Services requires that the Supplier obtain permits, approvals, and import and other licenses from local public authorities, the Purchaser shall, if so required by the Supplier, make its best effort to assist the Supplier in complying with such requirements in a timely and expeditious manner.
- 14.2 The Purchaser shall pay all costs involved in the performance of its responsibilities, in accordance with GCC Sub-Clause 14.1.
- 15. Contract Price**
- 15.1 The Contract Price shall be as specified in the Agreement subject to any additions and adjustments thereto, or deductions therefrom, as may be made pursuant to the Contract.
- 15.2 Prices charged by the Supplier for the IT products delivered and the services performed under the Contract shall not vary from the prices quoted by the Supplier in its bid, with the exception of any price adjustments authorized in the SCC.
- 16. Terms of Payment**
- 16.1 The Contract Price shall be paid as specified in the SCC.
- 16.2 The Supplier's request for payment shall be made to the Purchaser in writing, accompanied by invoices describing, as appropriate, the IT products delivered and services performed, and by the documents submitted pursuant to GCC Clause 12 and upon fulfillment of all the obligations stipulated in the Contract.
- 16.3 Payments shall be made promptly by the Purchaser, no later than 60 days after submission of an invoice or request for payment by the Supplier, and the Purchaser has accepted it.

- 16.4 The currency or currencies in which payments shall be made to the Supplier under this Contract shall be specified in the SCC.
- 17. Taxes and Duties**
- 17.1 For IT products supplied from outside the Purchaser's country, the Supplier shall be entirely responsible for all taxes, stamp duties, license fees, and other such levies imposed outside the Purchaser's country.
- 17.2 For IT products supplied from within the Purchaser's country, the Supplier shall be entirely responsible for all taxes, duties, license fees, etc., incurred until delivery of the contracted IT products to the Purchaser.
- 17.3 If any tax exemptions, reductions, allowances or privileges may be available to the Supplier in the Purchaser's Country, the Purchaser shall use its best efforts to enable the Supplier to benefit from any such tax savings to the maximum allowable extent.
- 18. Performance Security**
- 18.1 The Supplier shall, within 28 days of the notification of Contract award, provide a Performance Security for the due performance of the Contract in the amounts and currencies specified in the SCC.
- 18.2 The proceeds of the Performance Security shall be payable to the Purchaser as compensation for any loss resulting from the Supplier's failure to complete its obligations under the Contract.
- 18.3 The Performance Security shall be denominated in the currencies of the Contract, or in a freely convertible currency acceptable to the Purchaser, and shall be in one of the forms stipulated by the Purchaser in the SCC, or in another form acceptable to the Purchaser.
- 18.4 The Performance Security shall be discharged by the Purchaser and returned to the Supplier not later than 28 days following the date of completion of the Supplier's performance obligations under the Contract, including any warranty obligations, unless specified otherwise in the SCC.
- 19. Copyright**
- 19.1 The copyright in all drawings, documents, and other materials containing data and information furnished to the Purchaser by the Supplier herein shall remain vested in the Supplier, or, if they are furnished to the Purchaser directly or through the Supplier by any third party, including suppliers of materials, the copyright in such materials shall remain vested in such third party.
- 20. Confidential Information**
- 20.1 The Purchaser and the Supplier shall keep confidential and shall not, without the written consent of the other party hereto, divulge to any third party any documents, data, or other information furnished directly or indirectly by the other party hereto in connection with the Contract, whether such information has been furnished prior to, during or following completion or termination of the Contract. Notwithstanding the above, the Supplier may furnish to its Subcontractor such documents, data, and other information it receives from the Purchaser to the extent required for the Subcontractor to perform its work under the Contract, in which event the Supplier shall obtain from such Subcontractor an undertaking of confidentiality similar to that imposed on the Supplier under GCC Clause 20.

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

20.3 The obligation of a party under GCC Sub-Clauses 20.1 and 20.2 above, however, shall not apply to information that

- (a) the Purchaser or Supplier needs to share with ADB or other institutions participating in the financing of the Contract;
- (b) now or hereafter enters the public domain through no fault of that party;
- (c) can be proven to have been possessed by that party at the time of disclosure and which was not previously obtained, directly or indirectly, from the other party; or
- (d) otherwise lawfully becomes available to that party from a third party that has no obligation of confidentiality.

20.4 The above provisions of GCC Clause 20 shall not in any way modify any undertaking of confidentiality given by either of the parties hereto prior to the date of the Contract in respect of the Supply or any part thereof.

20.5 The provisions of GCC Clause 20 shall survive completion or termination, for whatever reason, of the Contract.

21. Subcontracting

21.1 The Supplier shall notify the Purchaser in writing of all subcontracts awarded under the Contract if not already specified in the Bid. Subcontracting shall in no event relieve the Supplier from any of its obligations, duties, responsibilities, or liability under the Contract.

21.2 Subcontracts shall comply with the provisions of GCC Clauses 3 and 7.

22. Specifications and Standards

22.1 Technical Specifications and Drawings

- (a) The Supplier shall ensure that the IT Products and Services comply with the technical specifications and other provisions of the Contract.
- (b) The Supplier shall be entitled to disclaim responsibility for any design, data, drawing, specification or other document, or any modification thereof provided or designed by or on behalf of the Purchaser, by giving a notice of such disclaimer to the Purchaser.
- (c) The IT Products and Services supplied under this Contract shall conform to the standards mentioned in Section 6 (Schedule of Requirements) and, when no applicable standard is mentioned, the

standard shall be equivalent or superior to the official standards whose application is appropriate to the country of origin of the IT products.

22.2 Wherever references are made in the Contract to codes and standards in accordance with which it shall be executed, the edition or the revised version of such codes and standards shall be those specified in the Section 6 (Schedule of Requirements). During Contract execution, any changes in any such codes and standards shall be applied only after approval by the Purchaser and shall be treated in accordance with GCC Clause 33.

23. Packing and Documents

23.1 The Supplier shall provide such packing of the IT products as is required to prevent their damage or deterioration during transit to their final destination, as indicated in the Contract. During transit, the packing shall be sufficient to withstand, without limitation, rough handling and exposure to extreme temperatures, salt and precipitation, and open storage. Packing case size and weights shall take into consideration, where appropriate, the remoteness of the final destination of the IT products and the absence of heavy handling facilities at all points in transit.

23.2 The packing, marking, and documentation within and outside the packages shall comply strictly with such special requirements as shall be expressly provided for in the Contract, including additional requirements, if any, specified in the SCC, and in any other instructions ordered by the Purchaser.

24. Insurance

24.1 Unless otherwise specified in the SCC, the IT products supplied under the Contract shall be fully insured, in a freely convertible currency from an eligible country, against loss or damage incidental to manufacture or acquisition, transportation, storage, and delivery, in accordance with the applicable Incoterms or in the manner specified in the SCC.

25. Transportation

25.1 Unless otherwise specified in the SCC, obligations for transportation of the IT products shall be in accordance with the Incoterms specified in Section 6 (Schedule of Requirements).

26. Inspections and Tests

26.1 The Supplier shall at its own expense and at no cost to the Purchaser carry out all such tests and/or inspections of the IT Products and Services as are specified in Section 6 (Schedule of Requirements).

26.2 The inspections and tests may be conducted on the premises of the Supplier or its Subcontractor, at point of delivery, and/or at the final destination of the IT products, or in another place in the Purchaser's country as specified in the SCC. Subject to GCC Sub-Clause 26.3, if conducted on the premises of the Supplier or its Subcontractor, all reasonable facilities and assistance, including access to drawings and production data, shall be furnished to the inspectors at no charge to the Purchaser.

26.3 The Purchaser or its designated representative shall be entitled to attend the tests and/or inspections referred to in GCC Sub-Clause 26.2, provided that the Purchaser bear all of its own costs and expenses incurred in connection with such attendance including, but not limited to, all traveling and board and lodging expenses.

- 26.4 Whenever the Supplier is ready to carry out any such test and inspection, it shall give a reasonable advance notice, including the place and time, to the Purchaser. The Supplier shall obtain from any relevant third party or manufacturer any necessary permission or consent to enable the Purchaser or its designated representative to attend the test and/or inspection.
- 26.5 The Purchaser may require the Supplier to carry out any test and/or inspection not required by the Contract but deemed necessary to verify that the characteristics and performance of the IT products comply with the technical specifications, codes, and standards under the Contract, provided that the Supplier's reasonable costs and expenses incurred in the carrying out of such test and/or inspection shall be added to the Contract Price. Further, if such test and/or inspection impedes the progress of manufacturing and/or the Supplier's performance of its other obligations under the Contract, due allowance will be made in respect of the Delivery Dates and Completion Dates and the other obligations so affected.
- 26.6 The Supplier shall provide the Purchaser with a report of the results of any such test and/or inspection.
- 26.7 The Purchaser may reject any IT products or any part thereof that fail to pass any test and/or inspection or do not conform to the specifications. The Supplier shall either rectify or replace such rejected IT products or parts thereof or make alterations necessary to meet the specifications at no cost to the Purchaser, and shall repeat the test and/or inspection, at no cost to the Purchaser, upon giving a notice pursuant to GCC Sub-Clause 26.4.
- 26.8 The Supplier agrees that neither the execution of a test and/or inspection of the IT products or any part thereof, nor the attendance by the Purchaser or its representative, nor the issue of any report pursuant to GCC Sub-Clause 26.6, shall release the Supplier from any warranties or other obligations under the Contract.

27. Liquidated Damages

- 27.1 Except as provided under GCC Clause 32, if the Supplier fails to deliver any or all of the IT products or perform the services within the period specified in the Contract, the Purchaser may without prejudice to all its other remedies under the Contract, deduct from the Contract Price, as liquidated damages, a sum equivalent to the percentage specified in the SCC of the Contract Price for each week or part thereof of delay until actual delivery or performance, up to a maximum deduction of the percentage specified in the SCC. Once the maximum is reached, the Purchaser may terminate the Contract pursuant to GCC Clause 35.

28. Warranty

- 28.1 The Supplier warrants that all the IT products are new, unused, and of the most recent or current models, and that they incorporate all recent improvements in design and materials, unless provided otherwise in the Contract.
- 28.2 Subject to GCC Sub-Clause 22.1, the Supplier further warrants that the IT products shall be free from defects arising from any act or omission of the Supplier or arising from design, materials, and

workmanship, under normal use in the conditions prevailing in the country of final destination.

- 28.3 Unless otherwise specified in the SCC, the warranty shall remain valid for 12 months after the IT products, or any portion thereof as the case may be, have been delivered to and accepted at the final destination indicated in the SCC, or for 18 months after the date of shipment or loading in the country of origin, whichever period concludes earlier.
- 28.4 The Purchaser shall give Notice to the Supplier, stating the nature of any such defects together with all available evidence thereof, promptly following the discovery thereof. The Purchaser shall afford all reasonable opportunity for the Supplier to inspect such defects.
- 28.5 Upon receipt of such Notice, the Supplier shall, within the period specified in the SCC, expeditiously repair or replace the defective IT products or parts thereof, at no cost to the Purchaser.
- 28.6 If having been notified, the Supplier fails to remedy the defect within the period specified in the SCC, the Purchaser may proceed to take within a reasonable period such remedial action as may be necessary, at the Supplier's risk and expense and without prejudice to any other rights which the Purchaser may have against the Supplier under the Contract.

29. Patent Indemnity

- 29.1 The Supplier shall, subject to the Purchaser's compliance with GCC Sub-Clause 29.2, indemnify and hold harmless the Purchaser and its employees and officers from and against any and all suits, actions or administrative proceedings, claims, demands, losses, damages, costs, and expenses of any nature, including attorney's fees and expenses, which the Purchaser may suffer as a result of any infringement or alleged infringement of any patent, utility model, registered design, trademark, copyright, or other intellectual property right registered or otherwise existing at the date of the Contract by reason of
- (a) the installation of the IT products by the Supplier or the use of the IT products in the country where the Site is located; and
 - (b) the sale in any country of the products produced by the IT products.

Such indemnity shall not cover any use of the IT products or any part thereof other than for the purpose indicated by or to be reasonably inferred from the Contract, neither any infringement resulting from the use of the IT products or any part thereof, or any products produced thereby in association or combination with any other equipment, plant, or materials not supplied by the Supplier, pursuant to the Contract.

- 29.2 If any proceedings are brought or any claim is made against the Purchaser arising out of the matters referred to in GCC Sub-Clause 29.1, the Purchaser shall promptly give the Supplier a notice thereof, and the Supplier may at its own expense and in the Purchaser's name conduct such proceedings or claim and any negotiations for the settlement of any such proceedings or claim.

- 29.3 If the Supplier fails to notify the Purchaser within 28 days after receipt of such notice that it intends to conduct any such proceedings or claim, then the Purchaser shall be free to conduct the same on its own behalf.
- 29.4 The Purchaser shall, at the Supplier's request, afford all available assistance to the Supplier in conducting such proceedings or claim, and shall be reimbursed by the Supplier for all reasonable expenses incurred in so doing.
- 29.5 The Purchaser shall indemnify and hold harmless the Supplier and its employees, officers, and Subcontractors from and against any and all suits, actions or administrative proceedings, claims, demands, losses, damages, costs, and expenses of any nature, including attorney's fees and expenses, which the Supplier may suffer as a result of any infringement or alleged infringement of any patent, utility model, registered design, trademark, copyright, or other intellectual property right registered or otherwise existing at the date of the Contract arising out of or in connection with any design, data, drawing, specification, or other documents or materials provided or designed by or on behalf of the Purchaser.

30. Limitation of Liability

- 30.1 Except in cases of gross negligence or willful misconduct,
- (a) neither party shall be liable to the other party for any indirect or consequential loss or damage, loss of use, loss of production, or loss of profits or interest costs, provided that this exclusion shall not apply to any obligation of the Supplier to pay liquidated damages to the Purchaser; and
- (b) the aggregate liability of the Supplier to the Purchaser, whether under the Contract, in tort, or otherwise, shall not exceed the amount specified in the SCC, provided that this limitation shall not apply to the cost of repairing or replacing defective equipment, or to any obligation of the Supplier to indemnify the Purchaser with respect to patent infringement.

31. Change in Laws and Regulations

- 31.1 Unless otherwise specified in the Contract, if after the date of the Invitation for Bids, any law, regulation, ordinance, order or bylaw having the force of law is enacted, promulgated, abrogated, or changed in the place of the Purchaser's country where the Site is located (which shall be deemed to include any change in interpretation or application by the competent authorities) that subsequently affects the Delivery Date and/or the Contract Price, then such Delivery Date and/or Contract Price shall be correspondingly increased or decreased, to the extent that the Supplier has thereby been affected in the performance of any of its obligations under the Contract. Notwithstanding the foregoing, such additional or reduced cost shall not be separately paid or credited if the same has already been accounted for in the price adjustment provisions where applicable, in accordance with GCC Clause 15.

32. Force Majeure

- 32.1 The Supplier shall not be liable for forfeiture of its Performance Security, liquidated damages, or termination for default if and to the

extent that its delay in performance or other failure to perform its obligations under the Contract is the result of an event of Force Majeure.

32.2 For purposes of this clause, "Force Majeure" means an event or situation beyond the control of the Supplier that is not foreseeable, is unavoidable, and its origin is not due to negligence or lack of care on the part of the Supplier. Such events may include, but not be limited to, acts of the Purchaser in its sovereign capacity, wars or revolutions, fires, floods, epidemics, quarantine restrictions, and freight embargoes.

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

33. Change Orders and Contract Amendments

33.1 The Purchaser may at any time order the Supplier through Notice in accordance GCC Clause 8, to make changes within the general scope of the Contract in any one or more of the following:

- (a) drawings, designs, or specifications, where IT products to be furnished under the Contract are to be specifically manufactured for the Purchaser;
- (b) the method of shipment or packing;
- (c) the place of delivery; and
- (d) the services to be provided by the Supplier.

33.2 If any such change causes an increase or decrease in the cost of, or the time required for, the Supplier's performance of any provisions under the Contract, an equitable adjustment shall be made in the Contract Price or in the Delivery and Completion Schedule, or both, and the Contract shall accordingly be amended. Any claims by the Supplier for adjustment under this Clause must be asserted within 28 days from the date of the Supplier's receipt of the Purchaser's change order.

33.3 Prices to be charged by the Supplier for any services that might be needed but which were not included in the Contract shall be agreed upon in advance by the parties and shall not exceed the prevailing rates charged to other parties by the Supplier for similar services.

34. Extensions of Time

34.1 If at any time during performance of the Contract, the Supplier or its Subcontractors should encounter conditions impeding timely delivery of the IT products or completion of services pursuant to GCC Clause 12, the Supplier shall promptly notify the Purchaser in writing of the delay, its likely duration, and its cause. As soon as practicable after receipt of the Supplier's notice, the Purchaser shall evaluate the situation and may at its discretion extend the Supplier's time for performance, in which case the extension shall be ratified by the parties by amendment of the Contract.

34.2 Except in case of Force Majeure, as provided under GCC Clause 32, a delay by the Supplier in the performance of its Delivery and Completion obligations shall render the Supplier liable to the imposition of liquidated damages pursuant to GCC Clause 27, unless an extension of time is agreed upon, pursuant to GCC Sub-Clause 34.1.

35. Termination

35.1 Termination for Default

- (a) The Purchaser, without prejudice to any other remedy for breach of Contract, by Notice of default sent to the Supplier, may terminate the Contract in whole or in part,
 - (i) if the Supplier fails to deliver any or all of the IT products within the period specified in the Contract, or within any extension thereof granted by the Purchaser pursuant to GCC Clause 34; or
 - (ii) if the Supplier fails to perform any other obligation under the Contract.
 - (iii) if the Supplier, in the judgment of the Purchaser has engaged in integrity violations, as defined in GCC Clause 3, in competing for or in executing the Contract.
- (b) In the event the Purchaser terminates the Contract in whole or in part, pursuant to GCC Clause 35.1(a), the Purchaser may procure, upon such terms and in such manner as it deems appropriate, IT Products and Services similar to those undelivered or not performed, and the Supplier shall be liable to the Purchaser for any additional costs for such similar IT Products and Services. However, the Supplier shall continue performance of the Contract to the extent not terminated.

35.2 Termination for Insolvency

The Purchaser may at any time terminate the Contract by giving Notice to the Supplier if the Supplier becomes bankrupt or otherwise insolvent. In such event, termination will be without compensation to the Supplier, provided that such termination will not prejudice or affect any right of action or remedy that has accrued or will accrue thereafter to the Purchaser.

35.3 Termination for Convenience

- (a) The Purchaser, by Notice sent to the Supplier, may terminate the Contract, in whole or in part, at any time for its convenience. The Notice of termination shall specify that termination is for the Purchaser's convenience, the extent to which performance of the Supplier under the Contract is terminated, and the date upon which such termination becomes effective.
- (b) The IT products that are complete and ready for shipment within 28 days after the Supplier's receipt of the Notice of termination shall

be accepted by the Purchaser at the Contract terms and prices. For the remaining IT products, the Purchaser may elect

- (i) to have any portion completed and delivered at the Contract terms and prices; and/or
- (ii) to cancel the remainder and pay to the Supplier an agreed amount for partially completed IT Products and Services and for materials and parts previously procured by the Supplier.

36. Assignment

36.1 Neither the Purchaser nor the Supplier shall assign, in whole or in part, their obligations under this Contract, except with prior written consent of the other party.

37. Respectful Work Environment

37.1 The Contractor shall ensure that its employees and Subcontractors observe the highest ethical standards and refrain from any form of bullying, discrimination, misconduct and harassment, including sexual harassment and shall, at all times, behave in a manner that creates an environment free of unethical behavior, bullying, misconduct and harassment, including sexual harassment. The Contractor shall take appropriate action against any employees or Subcontractors, including suspension or termination of employment or sub-contract, if any form of unethical or inappropriate behavior is identified.

37.2 The Contractor shall conduct training programs for its employees and Subcontractors to raise awareness on and prevent any form of bullying, discrimination, misconduct, and harassment including sexual harassment, and to promote a respectful work environment. The Contractor shall keep an up to date record of its employees and subcontractors who have attended and completed such training programs and provide such records to the Purchaser at their first written request.

Section 8: Special Conditions of Contract

The following Special Conditions of Contract (SCC) shall supplement the General Conditions of Contract (GCC). Whenever there is a conflict, the provisions herein shall prevail over those in the GCC.

GCC 1.1(j)	The Purchaser's country is: India
GCC 1.1(k)	The Purchaser is: The Director, Directorate of School Education & Literacy, Education Department, Government of Meghalaya, Kennelworth Road, Laitumkhrah, Meghalaya, Shillong – 793003.
GCC 1.1 (q)	The Site is: Meghalaya, India
GCC 4.2 (b)	The version of Incoterms shall be: Not Applicable
GCC 5.1	The language shall be: English The language for translation of supporting documents and printed literature is: Not Applicable
GCC 8.1	For notices , the Purchaser's address shall be: Attention: The Director, Directorate of School Education & Literacy, Education Department, Government of Meghalaya. Street address: Kennelworth Road, Laitumkhrah Floor/ Room number: City: Shillong ZIP code: 793003 Country: India Telephone: 03642914095 E-mail: piu1shcdm@gmail.com
GCC 9.1	The governing law shall be: In accordance with the law of India
GCC 10.2	The formal mechanism for the resolution of disputes shall be: The Purchaser and the Supplier shall make every effort to resolve amicably by direct informal negotiation any disagreement or dispute between them under or in connection with the Contract. In the case of an unresolved dispute, the dispute shall be settled in accordance with the provisions of the Arbitration and Conciliation Act 1996. Place of arbitration: Shillong, Meghalaya

GCC 11.1	The Scope of Requirements shall be defined in: Section 6
GCC 12.1	Details of shipping and documents to be furnished by the Supplier shall be: Not Applicable
GCC 15.2	The price adjustment shall be: Price shall not be adjusted during the performance of the contract.

GCC 16.1	Payment of the Contract Price shall be made in the following manner:				
	SI No	Milestone	Deliverables	Timeline Schedule (in months)	Payment (% of the Contract Amount)
	1.	Signing of Agreement	<ul style="list-style-type: none"> Official signing of the agreement between the Government of Meghalaya's Education Department and the implementing partner. 	T	
	2.	Mobilization Advance. Project Planning & System Design	<ul style="list-style-type: none"> Define the project scope, objectives and architecture; gather stakeholder requirements; prepare detailed design and project plan. Ensure alignment with NEP priorities (teacher-centric design, digital education goals). Deliverables include a signed project charter, requirement specifications. System architecture, Prototype design and System Requirements documentation. 	T+2	10%
	3.	TNA Module Design and develop	<ul style="list-style-type: none"> Configurable questionnaire engine; sample question types (MCQ, Likert); cycle management, admin and teachers UI interface (Web and Mobile app); basic dashboards for competency gaps; initial test data loaded. Documentation: TNA design spec & API endpoints. Module testing, Functional integration testing (TNA scope), UAT with DERT. 		
	4.	COT Module, Design and Develop	<ul style="list-style-type: none"> Rubric templates, observation mobile/web forms (offline enabled), multimedia evidence upload, observer assignment & calibration framework, basic COT dashboards. Documentation: COT workflows & data model. Module testing, Functional integration testing (COT scope), UAT with DERT and Trained observers. 	T+3 to T+6	15%
	5.	Past Training Records	<ul style="list-style-type: none"> Past Training Records module (Enter data, certificate upload/QR or Certificate No validation) Functional testing with DERT Training Cell 		
6.	Registration & Enrollment	<ul style="list-style-type: none"> MEG-SIMS SSO & identity integration, Training Catalogue UI, one-click enrollment, Training ID generation mechanism and channel of communication for (SMS, 			

			WhatsApp, Email) for TNA, COT and CPD course etc., <ul style="list-style-type: none"> • Functional testing with DERT Training Cell 		
7.	CPD Course Module + CPD Basic Course Module, Content Repository and LMS Training Delivery	<ul style="list-style-type: none"> • CPD Course authoring & LMS basics (course creation, levels, assessments, auto-crediting of CPD hours), digitization & onboarding of CPD Basic (Generic) course, CPD recommend engine and micro credentials engine • Initial content repository structure and taxonomy, repository APIs, mapping content to CPD taxonomy • End-to-end CPD workflow testing • UAT with DERT Training Cell & ET Cell 	T+3 To T+8	15%	
8.	AI-Powered Analytics (Phase 1 to 3) & Adaptive Learning	<ul style="list-style-type: none"> • Descriptive + diagnostic analytics modules (dashboards, KPIs); recommendation engine prototype (explainable rules for CPD suggestions based on TNA/COT/past records); adaptive learning design & POC. Deliverables: ML pipeline docs, models POC, analytics dashboards. 	T+9	10%	
9.	Pre-Service Teacher Education Module	<ul style="list-style-type: none"> • Develop a dedicated module for pre-service teacher education, including course management, Manage Curriculum, internship tracking, and assessment tools. The module will allow integration with teacher education institutes (DIETS) and support continuous improvement through feedback mechanisms. 	T+10	15%	
10.	Support TTP Implementation under SHCDM Phase II	<ul style="list-style-type: none"> • End-to-end TTP workflows (Phase I/II/III) implemented: Training ID lifecycle, mentor workflows, digital portfolios, COT to CPD linkage, pilot cohort data capture. 			
11.	Testing & Quality Assurance and Training & Capacity Building	<ul style="list-style-type: none"> • Conduct comprehensive testing: system validation, tests, load test, system integration tests, and overall functional UAT signoff from Department. • Verify that all modules function correctly and integrations (MEGSIMS, MLENS, VSK, etc.) work seamlessly. • Organize and deliver training workshops for administrators and end-users (DERT, DIET faculty, and master trainers) • Provide detailed user manuals, video tutorials, and FAQs and conduct hands-on sessions on TTMS features, data entry, and report generation. 	T+11	10%	

			<ul style="list-style-type: none"> • Collect feedback for any final refinements • Advanced workshops on AI-driven analytics and reporting. 		
	12.	Deployment & Go-Live	<ul style="list-style-type: none"> • Production deployment (secure hosting, SSL), data migration completed, final acceptance tests, go-live report, admin handover package (admin manuals, SOPs), training completion evidence. 	T+12	5%
	13.	Post-Implementation Support	<ul style="list-style-type: none"> • Provide maintenance and support over the 1 years after launch. Monitor system performance, address user support tickets, and apply patches or updates as needed. Optionally implement minor enhancements or CPD content updates FAQs and conduct hands-on sessions on TTMS features 	T+ 24	20% (5% in each quarter for 4 consecutive quarters)
	<p>Note: All payments are contingent on client approval of deliverables and adherence to agreed service levels.</p>				
GCC 16.4	The currencies for payments shall be: Indian Rupees (INR)				
GCC 18.1	The Supplier shall provide a Performance Security of 5 (Five) % percent of the Contract Price. The Performance Security shall be denominated in the following amounts and currencies: 5% of the Contract Price in INR				
GCC 18.3	The forms of acceptable Performance Security are: A bank guarantee issued by a reputable bank located in the Employer's country, acceptable to the Employer, in the format included in Section 9 (Contract Forms).				
GCC 18.4	Discharge of the Performance Security shall take place: After completion of the project and issue of completion certificate by the Employer.				
GCC 23.2	The packing, marking, and documentation within and outside the packages shall be: Not Applicable				

GCC 24.1	<p>The insurance coverage shall be in accordance with:</p> <ol style="list-style-type: none"> a. Third Party motor vehicle liability insurance in respect of motor vehicles operated in the Purchaser's country by the Supplier or its Experts or Sub-consultants, with a minimum coverage as per the amended motor vehicles act. b. Third Party liability insurance, with a minimum coverage of <i>10% of the total contract value</i>. c. Employer's liability and workers' compensation insurance in respect of the experts and Sub-consultants in accordance with the relevant provisions of the applicable law in the Supplier's country, as well as, with respect to such Experts, any such life, health, accident, travel or other insurance as may be appropriate; and d. Insurance against loss of or damage to (i) equipment purchased in whole or in part with funds provided under this Contract, (ii) the Supplier's property used in the performance of the Services, and (iii) any documents prepared by the Supplier in the performance of the Services.
GCC 25.1	<p>Obligations for transportation of the IT products shall be in accordance with: Not Applicable</p>
GCC 26.2	<p>Tests and Inspections specified in Section 6 (Schedule of Requirements), shall be carried out at the following times or milestones, and places:</p> <p>IT Products: Design, Development, Commissioning and Operation & Maintenance of Teacher Training Management System (TTMS)</p> <p>Type of Test: Testing & Quality Assurance and Training & Capacity Building</p> <p>Time or Milestone: With in 12 (twelve) months from date of signing of contract agreement.</p> <p>Place: Directorate of School Education & Literacy, Education Department, Government of Meghalaya</p> <p>Address: Kennelworth Road, Laitumkhrah, Meghalaya, Shillong – 793003</p> <p>Country: India</p>
GCC 27.1	<p>The applicable rate for liquidated damages for delay shall be: 0.5 % per week or part thereof</p>
GCC 27.1	<p>The maximum amount of liquidated damages shall be: 10% of the Contract Price.</p>
GCC 28.3	<p>The period of Operation & Maintenance shall be: 13-24 months after Deployment & Go-Live. The place of final destination shall be: Directorate of School Education & Literacy, Education Department, Government of Meghalaya, Kennelworth Road, Laitumkhrah, Meghalaya, Shillong – 793003.</p>
GCC 28.5	<p>The selected agency shall correct any defects during operation & maintenance period as per the service level metrics mentioned in section 6.</p>
GCC 30.1 (b)	<p>The amount of aggregate liability shall be: equivalent to 100% of the Contract Price</p>

Section 9: Contract Forms

Table of Forms

Notice of Intention for Award of Contract	9-2
Notification of Award	9-3
Contract Agreement	9-4
Performance Security	9-6
Advance Payment Security	9-7

Notice of Intention for Award of Contract

[on letterhead paper of the Employer]

[date of notification]

To: [name of the Bidder]
 Attention: [insert name of the Bidder's authorized representative]
 Address: [insert address of the Bidder's authorized representative]
 Telephone/Fax numbers: [insert telephone/fax numbers of the Bidder's authorized representative]
 E-mail Address: [insert e-mail address of the Bidder's authorized representative]

This is to notify you of our intention to award the contract [insert name of the contract and identification number, as given in the Bid Data Sheet]. You have [insert number of days as specified in ITB 42.1 of the BDS] days from the date of this notification to (i) request for a debriefing in relation to the evaluation of your Bid; and/or (ii) submit a bidding-related complaint in relation to the intention for award of contract, in accordance with the procedures specified in ITB 48.1.

The summary of the evaluation are as follows:

1. List of Bidders

Name of Bidder	Bid Price as Read Out at Opening	Evaluated Bid Price

2. Reason/s Why Your Bid Was Unsuccessful

.....

3. The Successful Bidder

Name of Bidder:	
Address:	
Contract Price:	
Duration of Contract:	
Scope of the Contract Awarded:	
Amount Performance Security Required:	

Authorized Signature:

Name and Title of Signatory:

Name of Agency:

Notification of Award

[on letterhead of the Employer]

Letter of Acceptance

[date]

To: [name and address of the Selected Agency]

Subject: Contract No. [please specify]

This is to notify you that your Bid dated [date] for execution of the [name of the contract and identification number, as given in the Bid Data Sheet] for the Accepted Contract Amount of the equivalent of [amount in words and figures and name of currency], as corrected and modified in accordance with the Instructions to Bidders is hereby accepted by our Agency.

You are requested to furnish the Performance Security within 28 days in accordance with the Conditions of Contract and any additional security required as a result of the evaluation of your bid, using for that purpose the Performance Security Form included in Section 9 (Contract Forms) of the Bidding Document.

Authorized Signature:

Name and Title of Signatory:

Name of Agency:

Attachment: Contract Agreement

Contract Agreement

THIS AGREEMENT made on the *[insert date]* day of *[insert month]*, *[insert year]*, between *[insert complete name of the purchaser]* Of *[insert complete address of the Purchaser]* (hereinafter “the Purchaser”), of the one part, and *[insert complete name of the supplier]* Of *[insert complete address of the supplier]* (hereinafter “the Supplier”), of the other part:

WHEREAS the Purchaser invited Bids for certain IT Products and Services, viz., *[insert brief description of the it products and services]* and has accepted a Bid by the Supplier for the supply of those IT Products and Services in the sum of *[insert currency or currencies and amount of contract price in words and figures]* (hereinafter “the Contract Price”).

NOW THIS AGREEMENT WITNESSETH AS FOLLOWS:

1. In this Agreement, words and expressions shall have the same meanings as are respectively assigned to them in the Contract referred to.
2. The following documents shall be deemed to form and be read and construed as part of this Agreement, viz.:
 - (a) Letter of Acceptance;
 - (b) Letter of Bid and the Price Schedules submitted by the Agency;
 - (c) Addenda Nos. *[insert addenda numbers if any]*¹
 - (d) Special Conditions of Contract;
 - (e) List of Eligible Countries that was specified in Section 5 of the Bidding Document;
 - (f) General Conditions of Contract;
 - (g) Schedule of Requirements; and
 - (h) any other documents shall be added here. ²

This Contract shall prevail over all other Contract documents. In the event of any discrepancy or inconsistency within the Contract documents, then the documents shall prevail in the order listed above.

3. In consideration of the payments to be made by the Employer to the Agency as indicated in this Agreement, the Agency hereby covenants with the Employer to provide the IT Products and Services and to remedy defects therein in conformity in all respects with the provisions of the Contract.
4. The Employer hereby covenants to pay the Agency in consideration of the provision of the IT Products and Services and the remedying of defects therein, the Contract Price or such other

¹ Information contained in the addenda and or addendum should preferably be included in the contract documents to avoid potential ambiguities during contract implementation. If however, unavoidable priority should be decided depending on the nature of information provided in the addenda/addendum.

² Tables of Adjustment Data may be added if the contract provides for price adjustment (see GCC 15).

sum as may become payable under the provisions of the Contract at the times and in the manner prescribed by the Contract.

IN WITNESS whereof the parties hereto have caused this Agreement to be executed in accordance with the laws of *[indicated name of country]* on the day, month, and year indicated above.

Signed by *[insert authorized signature for the Employer]* (for the Employer)

Signed by *[insert authorized signature for the Agency]* (for the Agency)

Performance Security

[Bank's name, and address of issuing branch or office]

Beneficiary: [Name and address of the Employer]

Date:[Insert date (as day, month, and year)]

Performance Guarantee No.:

We have been informed that [name of the agency] (hereinafter called "the Agency") has entered into Contract No. [reference number of the contract] dated [date] with you, for the execution of [name of contract and brief description of its products and 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 Agency, we [name of the bank] hereby irrevocably undertake to pay you any sum or sums not exceeding in total an amount of [name of the currency and amount in words]¹ [amount in figures] such sum being payable in the types and proportions of currencies in which the Contract Price is payable, upon receipt by us of your first demand in writing accompanied by a written statement stating that the Supplier is in breach of its obligation(s) under the Contract, without your needing to prove or to show grounds for your demand or the sum specified therein.

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

This guarantee is subject to the Uniform Rules for Demand Guarantees (URDG) 2010 Revisions, ICC Publication No. 758, except that the supporting statement under Article 15(a) is hereby excluded.³

.....
[Signature(s) and seal of bank (where appropriate)]

-- Note to Bidder --

If the bank issuing performance security is located outside the Purchaser's country, it shall be counter-guaranteed or encashable by a bank in the Purchaser's country.

¹ The guarantor shall insert an amount representing the percentage of the contract price specified in the contract and denominated either in the currency(ies) of the contract or in any freely convertible currency acceptable to the Employer.

² Insert the date 28 days after the expected completion date. The Employer should note that in the event of an extension of the time for completion of the contract, the Purchaser would need to request an extension of this guarantee from the guarantor. Such request must be in writing and must be made prior to the expiration date established in the guarantee. In preparing this guarantee, the Purchaser might consider adding the following text to the form, at the end of the penultimate paragraph: "The Guarantor agrees to a one-time extension of this guarantee for a period not to exceed [six months] [one year], in response to the Employer's written request for such extension, such request to be presented to the Guarantor before the expiry of the guarantee."

³ Or the purchaser may use "Uniform Rules for Demand Guarantees, ICC Publication No. 458, except that subparagraph (ii) of Sub-article 20(a) is hereby excluded" as appropriate.

Advance Payment Security

[insert complete name and number of contract]

To: [insert complete name of the Employer]

In accordance with the payment provision included in the Contract, in relation to advance payments, [insert complete name of the agency] (hereinafter called "the Agency") shall deposit with the Purchaser a security consisting of [indicate type of security], to guarantee its proper and faithful performance of the obligations imposed by said Clause of the Contract, in the amount of [insert currency and amount of guarantee in words and figures].

We, the undersigned [insert complete name of the guarantor], legally domiciled in [insert full address of the guarantor] (hereinafter "the Guarantor"), as instructed by the Agency, agree unconditionally and irrevocably to guarantee as primary obligor and not as surety merely, the payment to the Purchaser on its first demand without whatsoever right of objection on our part and without its first claim to the Supplier, in the amount not exceeding [insert currency and amount of guarantee in words and figures].

This security shall remain valid and in full effect from the date of the advance payment being received by the Agency under the Contract until [insert date (as day, month, year)].

This guarantee is subject to the Uniform Rules for Demand Guarantees (URDG) 2010 Revisions, ICC Publication No. 758, except that the supporting statement under Article 15(a) is hereby excluded.¹

Name: [insert complete name of person signing the Security]

In the capacity of [insert legal capacity of person signing the Security]

Signed: [insert signature of person whose name and capacity are shown above]

Duly authorized to sign the security for and on behalf of [insert seal (where appropriate) and complete name of the guarantor]

Date: [insert date of signing]

-- Note to Bidder --

If the bank issuing advance payment security is located outside the Purchaser's country, it shall be counter-guaranteed or encashable by a bank in the Purchaser's country.

¹ Or the employer may use "Uniform Rules for Demand Guarantees (URDG), ICC Publication No. 458, except that subparagraph (ii) of Sub-article 20(a) is hereby excluded" as appropriate.