

Tenders are invited at SCERT (Gurgaon), website: www.hsspp.in

Tender

For

**Professional Development of School Leaders in
Government Schools of Haryana**

Date of Pre-bid meeting: 25.08.2014 at 11.00 AM

Last date of Manual submission of bid: 04.09.2014 upto 11.00 A.M.

Date of opening of Technical bid: 04.09.2014 at 1.00 PM.

Date of opening of Financial bid: to be announced later

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1 INVITATION FOR TENDER

1.1 TENDER Notice

Invitation for Tender for selection of Agency for Professional Development of School Leaders in Government Schools of Haryana

Project Summary

Over the past decade, Government of Haryana (GoH) initiatives have successfully improved access and equity for its schools; however, national surveys like ASER and NAS (National Achievement Survey) indicate that the quality of learning still needs to improve. To address this issue, GoH, with assistance from The Boston Consulting Group (BCG), launched a state wide Quality Improvement Program (QIP) in 2013, which includes multiple initiatives ranging from in-school and in-class interventions to system level overhauls, all targeted at ultimately improving the quality of education.

One initiative of the QIP is on "Building School Leadership", with a goal of transitioning the school heads from a "Leader focused on Administration" to a "Leader for Academics and Management", who can guide, support and lead teachers, students and community. Agencies are invited to submit proposals to participate in this project.

1. State Council of Educational Research & Training (SCERT), Gurgaon invites proposals from bidders for the project. The bidders, who intend to participate in this bid, are required to follow the below mentioned stages
 - a) Pre-bid meeting
 - b) Bid Submission
 - c) Opening of Eligibility /Technical Bid
 - d) Evaluation of General Eligibility Criteria
 - e) Evaluation of Project Specific Evaluation Criteria for eligible bidders
 - f) Write up on following points by all eligible bidders , to be included in the project specific evaluation criteria envelope:
 - i. Understanding of Scope of Work
 - ii. Approach & Methodology
 - iii. Manpower / Resource deployment
 - iv. Project Plan / Timelines
 - g) Opening of Financial bid for all qualified bidders who score minimum of 50 marks as per stages e and f (combined)
 - h) A consolidated score for each Part would be calculated by giving 70% weightage to Technical Bid and 30% to Financial Bid.

- i) The overall score will be calculated based on the Technical Quality and Cost based selection (TQCBS) criteria.
2. Interested bidders may download the tender document from the website www.hsspp.in
 3. The bid must be submitted in physical format as explained in section 1.2 below. State Council of Educational Research & Training (SCERT), Gurgaon reserves the right to reject any or all the Proposals in whole or part without assigning any reasons.
 4. Minimum absolute technical score to qualify for commercial evaluation is 50 marks
 5. Bid Validity: 180 days

1.2 Important Information

Sr. No.	Information	Details
1.	Last date for submission of written queries for clarifications. Only by email - dircerthr@gmail.com Email Subject "Queries on School Leadership RFP"	22.08.2014
2.	Pre-bid meeting	25.08.2014 at 11:00 am in SCERT, Gurgaon
3.	Last date & time for manual submission of bid proposals	04.09.2014 upto 11 A.M.
4.	Place, Date and Time of opening technical proposals	04.09.2014 at 1 PM O/o Director, SCERT (Gurgaon) Sohna Road, Opposite Panchayat Bhawan Gurgaon – 122001, Haryana
5.	Place, Date and Time of opening financial/commercial proposal	To be announced separately
6.	Bid validity	180 days



2 INSTRUCTIONS TO BIDDERS

2.1 Definitions

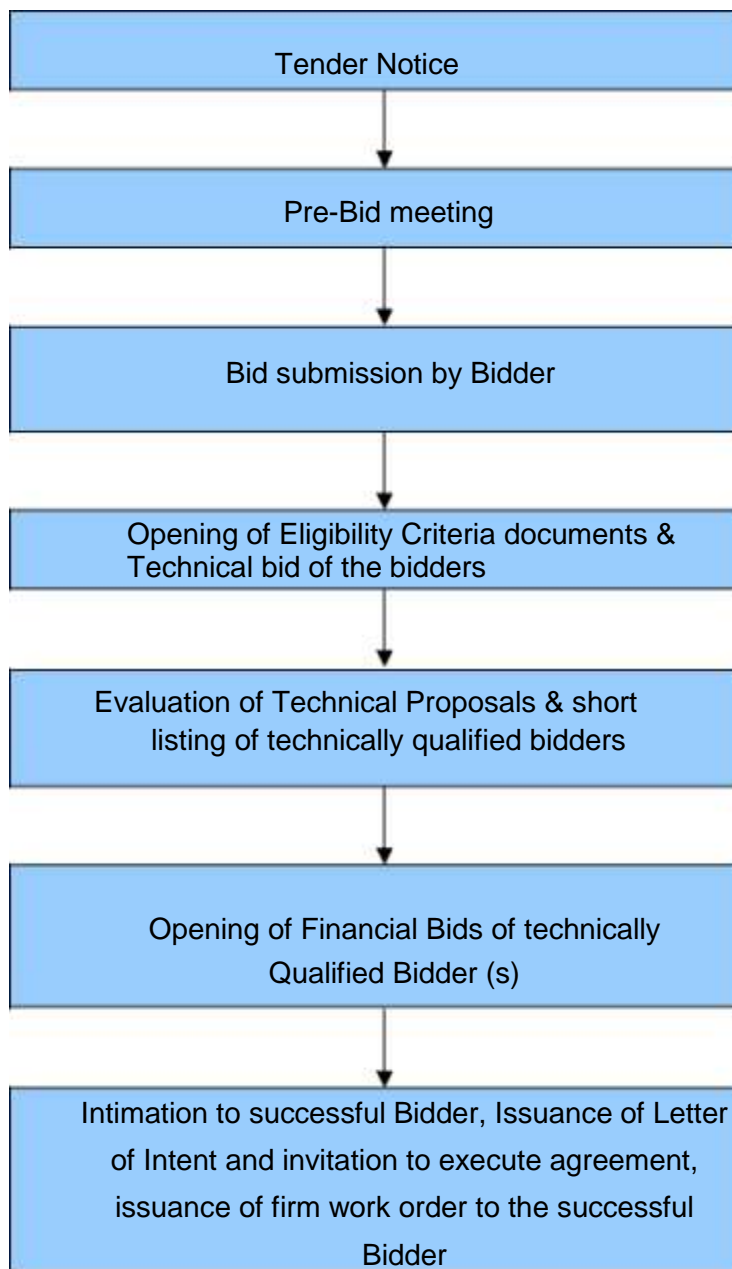
1. "Applicable Law" means the laws and any other instruments having force of law in India as they may be issued from time to time.
2. "Proposals" means proposals submitted by bidders in response to the Tender issued by State Council of Educational Research & Training (SCERT), Gurgaon for selection of consulting firm/company.
3. "Committee" means committee set up for the purpose of evaluation of bids.
4. "Contract Price" means the price payable to the Agency on the panel of State Council of Educational Research & Training (SCERT), Gurgaon under the Contract for the complete and proper performance of its contractual obligations.
5. "Agency" means any private or public entity, which will provide the services to State Council of Educational Research & Training (SCERT), Gurgaon under the contract.
6. "Contract" means the Contract signed by the parties along with the entire documentation specified in the tender.
7. "Day" means Working day
8. "Effective date" means the date on which the contract comes into force and effect.
9. "Government" means Government of Haryana.
10. "Member" means any of the entities that make up the joint venture/ consortium/Association, in relation responding to this tender.
11. "Personnel" means professional and support staff provided by the Agency and assigned to perform services to execute an assignment and any part thereof.
12. "Services" means the work to be performed by the Agency pursuant to the selection by State Council of Educational Research & Training (SCERT), Gurgaon and to the contract to be signed by the parties in pursuance of any specific assignment awarded to them by State Council of Educational Research & Training (SCERT), Gurgaon.

2.2 Introduction

The Government of Haryana has initiated steps to improve the student learning levels in its schools across the state and wishes to take these efforts forward, so as to achieve visible and measurable positive change. The aim is to ensure that learning levels of students in Haryana should be among the best nationally and internationally.

With this objective, among other initiatives, a project focusing on "Building School Leadership", has been conceptualised, with a goal of transitioning the school heads from administrators to leaders who can guide, support and lead teachers, students and community.

2.3 Tender Process Flow



2.4 Cost of Tender Document

- a. Tender document fee of Rs. 5000/- (Rupees Five Thousand only) is to be paid by a demand draft in favour of Director SCERT, Gurgaon payable at Gurgaon.
- b. All documents are to be submitted manually.
- c. Price bid is to be submitted in a separate sealed envelope.
- d. Proposals not accompanied by tender document Fees and EMD shall be rejected as non-responsive.
- e. The tender document fee shall be non-refundable.

2.5 Earnest Money Deposit (EMD)

1. Earnest Money Deposit of Rs. 5 Lakh in the form of DD in favour of Director, SCERT, Gurgaon (Haryana) payable at Gurgaon. Proposals/tender not accompanied by EMD shall be rejected as non-responsive.
2. The successful bidder's Earnest Money Deposit will be discharged only after the signing of the contract and submission and verification of performance security.
3. Unsuccessful bidder's EMD will be discharged / refunded as promptly as possible.
4. The EARNEST MONEY DEPOSIT shall be forfeited:
 - a. If a Bidder withdraws its bid during the period of Bid validity specified by the Bidder on the Bid Form;
 - b. Or in case of a successful Bidder, if the Bidder fails to sign the Contract; or to furnish the performance security.
5. No exemption for submitting the EMD will be given to any Agency.
6. The bidder is liable to pay liquidated damages @ 1% of the amount quoted by the bidder per week as penalty imposed by Director, SCERT, Gurgaon (Haryana) in the event of non-fulfilment of any of the terms or whole of the contract.

2.6 Tender Clarification

A prospective Bidder requiring any clarification of the bidding documents may seek clarifications of his queries submitted by e-mail only (e-mail: dirscerthr@gmail.com), before the date indicated under section 1.2 of this document. A pre-bid meeting will be held to clarify the doubts of the bidders as per date indicated in section 1.2 of this document. The queries and answers will be posted on the HSSPP and SCERT website.

2.7 Amendment to Tender

1. At any time prior to the deadline for submission of bids, State Council of Educational Research & Training (SCERT), Gurgaon may, for any reason, whether on its own initiative or in response to the clarification request by a prospective bidder, modify the bidding documents. Modification, if any, will be intimated on the HSSPP and SCERT website only.
2. All prospective bidders who have received the bidding documents will be intimated of the amendment through website only, and it will be binding on them.

2.8 Validity of proposal

Proposals shall remain valid for a period of 180 days (one hundred eighty days) after the date of Proposal opening prescribed in Tender. A Proposal valid for shorter period may be rejected as non-responsive. State Council of Educational Research & Training (SCERT),

Gurgaon may solicit the bidders' consent to an extension of Proposal validity (but without the modification in Proposals).

2.9 Right to accept / Reject Tender

State Council of Educational Research & Training (SCERT), Gurgaon reserves the right to accept or reject any tender, and to annul the tender process and reject all tenders at any time prior to award of contract, without thereby incurring any liability to the affected bidder(s) or any obligation to inform the affected bidder(s) of the grounds for such decision.

2.10 Preparation of tender

1. The tender and all associated correspondence shall be written in English and shall conform to prescribed formats. Any interlineations, erasures or overwritings shall not be valid.
2. The tender shall be typed or written in indelible ink (if required) and shall be initiated on all pages by authorized representative of the bidder to bind the bidder to the contract. The authorization shall be indicated by Board Resolution/ Power of Attorney and shall accompany the proposal.
3. In addition to the identification, the covering letter (Form I) shall indicate the name and address of the bidder to enable the proposal to be returned in the case it is declared late pursuant, and for matching purposes.
4. The information submitted must be definitive and specific. Vague terms, incomplete information, counter offers, and 'uncalled for' correspondence shall not be entertained.
5. Alteration / Rewording / Deletion / Correction of any part in the Tender Document are not permitted. If found, in any bid proposal, bid may be liable to be rejected without prior intimation to the bidder.
6. Bidder is required to submit the complete tender along with required forms etc. The tender shall be exactly according to the presented formats given in the Tender documents. All columns of the prescribed formats should be filled, and all questions in the tender document must be answered. Any additional information should be enclosed separately and referred to in the relevant column in the proposal formats. Modifications / rewording of formats shall not be acceptable. No column should be marked as "NIL" or "Zero", "0" etc. Where no price is proposed to be charged for any item or its parts required to be supplied, it should be clearly mentioned in words.
7. The technical response should be concise. Any response not as per the specified format may be liable to be rejected. No marketing literature pertaining to the bidder should be enclosed along with the proposal. If enclosed, it may be treated as

disqualification

8. Committee may ask Bidder(s) for detailed presentations, if required. All such shall be at the cost of bidder.
9. The envelopes should be addressed to: Director, State Council of Educational Research & Training, Sohna Road, Opposite Panchayat Bhawan, Gurgaon - 122001, Haryana (India).
10. The bidder is expected to examine carefully all instructions, forms, terms and specifications in the Tender document. Failure to furnish all information required in the Tender Document or submission of a tender not substantially responsive to the Tender Document in every respect will be at the bidder's risk and shall result in rejection of the tender.

2.11 Submission, Receipt & Opening of tender

1. The bid in response to this Tender should be submitted in four parts.
 - a. Part-I shall contain "Earnest Money Deposit" and the Tender Fee
 - b. Part-II shall contain "General Eligibility Criteria documents"
 - c. Part III shall contain "Project specific Evaluation Criteria documents"
 - d. Part-IV "Financial Bid"
2. All the four parts of this tender shall be put in four separate sealed envelopes and all these four envelopes shall be properly super scribed as
 - a. Part-I "Earnest Money Deposit" and "Tender fee".
 - b. Part-II "General Eligibility Criteria"
 - c. Part-III "Project specific Evaluation Criteria "
 - d. Part-IV "Financial Bid"Each envelopes shall also be super scribed with "Tender for Selection of Agency against Tender No, Date" and Name of Bidder.
3. The above four envelopes duly sealed are to be kept again in one envelop called 'Main Envelop' and sealed. This envelop should be super scribed with "Tender for Selection of Agency for "Professional Development of School Leaders in Government Schools of Haryana against Tender No, Date" and Name of Bidder.
4. The technical bid should also be submitted in a Soft Copy (Word / Excel) format in a CD.
5. The envelopes should be addressed to: Director, State Council of Educational Research & Training (SCERT), Sohna Road, Opposite Panchayat Bhawan, Gurgaon -122001, Haryana (India).

2.12 Methodology & Criteria for Technical / Commercial evaluation

1. State Council of Educational Research & Training (SCERT), Gurgaon will form an evaluation Committee which will evaluate the proposals submitted by the bidders for a detailed scrutiny. During evaluation of proposals, State Council of Educational Research & Training (SCERT), Gurgaon may, at its discretion, ask the bidders for clarification of their Technical bid.

2. Only those bids/tenders meeting the eligibility criteria will be evaluated as per the parameters mentioned below for a project:

Sr. No.	Particulars	Max. Marks
1.	General Eligibility Criteria	20
2.	Project Specific Evaluation Criteria	45
3.	Manpower/ Resource Deployment	05
4.	Understanding of Scope of Work	10
5.	Approach & Methodology	10
6.	Project Plan and Timelines	10
	Total	100

3. Technical Bid Evaluation:

Technical Bid will be assigned a technical score (Tb) out of a maximum of 100 points. Bidders with technical score of 50 and above will qualify for the evaluation in the commercial process.

Note: Minimum absolute technical score to qualify for commercial evaluation is 50.

4. Commercial/Financial Bid Evaluation:

The Commercial bid of those bidders, who qualify in the technical evaluation, will only be opened. All other Commercial bids will not be opened. The Commercial bids (as per the formats provided in Form VI) of the technically qualified bidders will be evaluated.

The commercial scores would be normalized on a scale of 100, with lowest score being normalized to 100 and the rest being awarded on a pro-rata basis. Such normalized scores would be considered for the purpose of TQCBS based evaluation, explained in section below.

5. Technical Quality and Cost based selection (TQCBS)

The individual bidder's commercial scores are normalized as per the formula below:

$$F_n = F_{\min}/F_b * 100\% \text{ (rounded off to 2 decimal places)}$$

Where,

F_n = Normalized commercial score for the bidder under consideration

F_b = Absolute financial quote for the bidder under consideration

F_{\min} = Minimum absolute financial quote

$$\text{Composite Score (S)} = T_b * 0.7 + F_n * 0.3$$

The Bidder with the highest Composite Score(S) would be called for negotiations for the award of contract.

Note – Financial Bid 'Fb' would have to be submitted using Annexure: Form VI duly filled and submitted by the bidder.

2.13 SCERT's Right to vary quantities of work at the time of award of contract

SCERT reserves the right to increase or decrease quantity of work by 20% without any change in the rate fixed or other terms & conditions, at the time of award of contract. However for bought out items / components, or any third party items, the prevailing rates at the time of award of contract shall be considered.

2.14 Office of the Bidder

The Bidder is required to have a local office in India.

2.15 Award of Contract

On acceptance of tender/bid for awarding the contract, SCERT will notify the successful bidders in writing/web site that their tender/bid has been accepted. The successful bidder will have to sign a Contract Agreement with SCERT. After signing of the Contract Agreement, no variation in or modification of the term of the Contract shall be made except by written amendment signed by all the parties. Also all the terms and conditions of the tender documents shall be part of the contract agreement.

2.16 Performance Bank Guarantee

1. The successful Bidder has to furnish a performance security deposit so as to guarantee his/her (Bidder) performance of the contract.
2. The firm/company whose tender is accepted shall deposit 10% of the amount of Contract value as Performance Security. If additional work is allotted, the Agency has to deposit the additional Performance Security accordingly. The Performance Security shall be in the form of Bank Guarantee valid till 10 months from the date of actual closure of operations for project.
3. The proceeds of the performance security shall be payable to SCERT as compensation for any loss resulting from the Agency's failure to complete its obligations under the Contract.
4. The Performance Security shall be denominated in Indian Rupees and shall be in the form of a bank guarantee issued by a nationalized bank located in India, in the form provided in the bidding documents.
5. Within 15 days of the receipt of notification of award from SCERT the successful bidder shall furnish the performance security in accordance with the Conditions of the Contract, in the performance security Form provided in the bidding documents in the Performa prescribed in the Tender.
6. The Performance Security will be discharged by SCERT and returned to the Bidder on successful completion of the bidder's performance obligations under the contract as per condition of DNIT.
7. In the event of any contract amendment, the bidder shall, within 21 days of receipt of such amendment, furnish the amendment to the Performance Security, rendering the same valid till the duration of the Contract and after that for 10 months as per DNIT.
8. No interest shall be payable on the PBG amount. SCERT may invoke the above bank guarantee for any kind of recoveries, in case; the recoveries from the bidder exceed the amount payable to the bidder.

2.17 Confidentiality

Information relating to the examination, clarification and comparison of the proposals shall not be disclosed to any bidders or any other persons, not officially concerned with such process until the selection process is over. The undue use by any bidder of confidential information related to the process may result in rejection of its proposal. Except with the prior written consent of SCERT no party, shall, at any time communicate to any person or entity any confidential information acquired in the course of the Contract.

2.18 Cost of Bidding

All costs related to bidding shall be borne entirely by the bidder. Under no circumstances, any queries / request for compensation in cases of rejection / disqualification etc. will be entertained by SCERT.

2.19 Disqualification

SCERT may at its sole discretion and at any time during the evaluation of Proposal, disqualify any bidder, if the bidder has:

1. Submitted the tender/bid documents after the response deadline.
2. Made misleading or false representations in the forms, statements and attachments submitted in proof of the eligibility requirements.
3. Exhibited a record of poor performance such as doing as abandoning works, not properly completing the contractual obligations, inordinately delaying completion or financial failures, etc. in any project in the preceding three years.
4. Submitted a tender/bid that is not accompanied by required documentation or is non- responsive.
5. Failed to provide clarifications related thereto, when sought.
6. Declared ineligible by the Government of India, or any of the departments in the State Government, for corrupt and fraudulent practices or has been blacklisted.
7. Submitted a tender/bid with price adjustment / variation provision.

2.20 Fraud & Corruption

SCERT requires that the Agency, selected through this tender, must observe the highest standards of ethics during the performance and execution of such contract. In pursuance of this policy, SCERT,

1. Defines, for the purposes of this provision, the terms set forth as follows:
 - a. "Corrupt practice" means the offering, giving, receiving or soliciting of anything of value to influence the action of SCERT or any personnel of the Department in contract executions.
 - b. "Fraudulent practice" means a mis-presentation of facts, in order to influence a procurement process or the execution of a contract, to SCERT and includes collusive practice among bidders (prior to or after Proposal submission) designed to establish Proposal prices at artificially high or non-competitive levels and to deprive SCERT the benefits of free and open competition.

- c. “Unfair trade practices” means supply of services different from what is ordered on, or change in the Scope of Work which was given by SCERT
 - d. “Coercive Practices” means harming or threatening to harm, directly or indirectly, persons or their property to influence their participation in the execution of contract.
2. Will reject a tender/bid for award, if it determines that the bidder recommended for award, has been determined by SCERT to having been engaged in corrupt, fraudulent or unfair trade practices.
3. Will declare the Agency ineligible, either indefinitely or for a stated period of time, for awarding the contract, if it any time determines that the Agency has engaged in corrupt, fraudulent and unfair trade practice in competing for, or in executing the contract.

3 GENERAL TERMS & CONDITIONS

3.1 Application

These general conditions shall apply to the extent that provisions in other parts of Contract do not supersede them. For interpretation of any clause in the tender or Contract Agreement, the orders of Principal Secretary School Education, Haryana shall be final and binding on the AGENCY.

3.2 Relationship between parties

Nothing mentioned herein shall be constructed as relationship of master and servant or of principal and agent as between the State Council of Educational Research & Training (SCERT), Gurgaon & ‘the AGENCY’. The AGENCY, subject to this contract for selection, has complete charge of personnel and sub-AGENCY, if any, performing the services under the Project executed by SCERT from time to time. The AGENCY shall be fully responsible for the services performed by them or on their behalf hereunder. SCERT will allocate work/assignment to the AGENCY.

3.3 Standards of Performance

The AGENCY shall give the services and carry out their obligations under the Contract with due diligence, efficiency and economy in accordance with generally accepted professional standards and practices. The AGENCY shall always act in respect of any

matter relating to this contract as a faithful advisor to SCERT. The AGENCY shall abide by all the provisions/Acts/Rules etc of Information Technology prevalent in the country. The AGENCY shall conform to the standards laid down in tender in totality.

3.4 Delivery and Documents

As per the time schedule agreed between parties for specific projects given to the AGENCY from time to time, the AGENCY shall submit all the deliverables on due date as per the delivery schedule. In case of the termination of the contact, all the documents prepared by the AGENCY under this contract shall become sole property of SCERT. The AGENCY may retain a copy of such documents, but shall not use anywhere, without taking permission, in writing, from SCERT and SCERT reserves the right to grant or deny any such request.

3.5 Agency Personnel

The AGENCY shall employ and provide such qualified and experienced personnel as may be required to perform the services under the specified project as assigned by State Council of Educational Research & Training (SCERT), Gurgaon. The AGENCY shall deploy the personnel, who have adequate knowledge and experience in the domain related to this project. It is desirable that the AGENCY shall hire the services of domain Specialists, if required, to work on the Project effectively. The personnel (s) employed by the Agency shall have no claim whatsoever with SCERT.

3.6 Applicable Law

Applicable Law means the laws and any other instruments having the force of law in India as they may be issued and in force from time to time.

3.7 Use of Contract Documents and Information

- 1 The AGENCY shall not, without State Council of Educational Research & Training's (SCERT), Gurgaon prior written consent, disclose the Contract, or any provision thereof, or any specification, plan, drawing, pattern, sample or information furnished by or on behalf of SCERT in connection therewith, to any person other than a person employed by the AGENCY in performance of the Contract. Disclosure to any such employed person shall be made in confidence and shall extend only as far as may be necessary for purposes of such performance.
2. The AGENCY shall not, without SCERT prior written consent, make use of any

document or information except for purposes of performing the Contract.

- 3 Any document, other than the Contract itself, shall remain the property of SCERT and shall be returned (in all copies) to SCERT on completion of the AGENCY's performance under the Contract, if so required by SCERT.

3.8 Governing Language

The Contract shall be written in English Language. English version of the Contract shall govern its interpretation. All correspondence and other documents pertaining to the contract, which are exchanged between the parties, shall be written in the English Language.

3.9 Change Orders

1. State Council of Educational Research & Training (SCERT), Gurgaon may at any time, by written order given to the AGENCY make changes within the general scope of the Contract in the Services to be provided by the AGENCY.
2. The Agency should be ready to accommodate additional equipment/services at later stages. Additional cost for the same will be finalized mutually.
3. If any such change causes an increase or decrease in the cost of, or the time required for, the Agency's performance of any provisions under the Contract, equitable adjustments shall be made in the Contract Price or delivery schedule, or both, and the Contract shall accordingly be amended. Any claims by the AGENCY for adjustment under this clause must be asserted within thirty (30) days from the date of the Agency's receipt of SCERT change order.

3.10 Intellectual Property Rights

1. All the deliverables submitted by Agency under the contract will be the sole property of State Council of Educational Research & Training (SCERT), Gurgaon.
2. The AGENCY shall indemnify State Council of Educational Research & Training (SCERT), Gurgaon against all third-party claims of infringement of copyright, patent, trademark or industrial design rights arising from use of the Goods or any part thereof in India.
3. In the event of any claim asserted by a third party of infringement of copyright, patent, trademark or industrial design rights arising from the use of the Goods or any part thereof in India, the AGENCY shall act expeditiously to extinguish such claim. If the AGENCY fails to comply and SCERT is required to pay compensation to a third party resulting from such infringement, the AGENCY shall be responsible

for the compensation including all expenses, court costs and lawyer fees. SCERT will give notice to the AGENCY of such claim, if it is made, without delay.

3.11 Inspections and Tests

State Council of Educational Research & Training (SCERT), Gurgaon or its representative shall have the right to inspect and/or to test the work of the Agency to confirm their conformity to the Contract specifications at no extra cost to State Council of Educational Research & Training (SCERT), Gurgaon.

4. PROJECT DETAILS

4.1 Eligibility Criteria

General Eligibility Criteria

1. Should be a registered company, NGO, Trust, Foundation or Academic Institution (Private or Government Funded) and should be in existence for at least 1 year.
2. Should have accounts audited annually by reputed audit firms for at least last 3 years or since inception if less than 3 years in existence.
3. Should have valid PAN/TAN or other relevant documents.
4. Should have valid Service Tax Registration and should have paid service tax as per norms applicable.
5. Should have minimum average annual turnover of Rs. 3 Cr. in each of last 3 financial years ending 31st March 2014 or since inception if less than 3 years in existence.
6. Should have at least 30 employees on direct payroll of the Agency.
7. Should have minimum experience of 2 projects in the field of Professional development of School Leaders.
8. Bidder should not be under a declaration of ineligibility for corrupt and fraudulent practices issued by Government of Haryana and / or black-listed by any of the central or state govt. departments. An **affidavit** mentioning that the Bidder has never been engaged in any corrupt & fraudulent practices and has never been blacklisted by any Central Government Department or any State Government Department will be given.
9. Bidder should not have violated / been involved in infringement of any Indian or foreign trademark, patent, registered design or other intellectual property rights. An **affidavit** regarding non-violation / infringement of any Indian or foreign trademark,

patent, registered design or other intellectual property rights should invariably be submitted with the proposal.

Project Specific Evaluation Criteria

Agency bidding for this project should have successfully executed:-

1. Minimum of 1 project demonstrating independent capacity to implement large scale interventions towards professional development of school leaders
2. Minimum of 1 projects demonstrating experience in professional development of school leadership for Government school systems in any State of India or with the central government
3. Minimum of 2 projects on Professional Development for School Leaders demonstrating experience in the following areas:
 - a) Curriculum design for professional development of school heads
 - b) Delivery or transaction of curriculum for professional development of school heads
 - c) Capacity building of training facilitators
4. Project(s) demonstrating proof of impact of interventions in professional development of school leaders.
5. Minimum of 1 project demonstrating strength in research or academic understanding of educational leadership or Professional Development of School Leaders
 - a. Projects / research partnerships for expanding academic understanding of Professional Development of School Leaders
 - b. Projects / research partnerships for acquiring contemporary knowledge – acquainted with current development

Note :

1. The tenders/bids can be submitted either by a single bidder or as a consortium. In case a consortium is submitting the tender/bid, the lead bidder should have expertise in at least one of the core requirements of the Project.
2. Regarding eligibility criteria for minimum turnover and number of employees on direct payroll of the Agency, capability of Bidder or Lead Bidder shall only be considered.
3. For other criteria, experience and capability of bidder or consortium partner shall be considered.
4. Work orders need to be enclosed as proof of work done for all the project specific evaluation criteria, for each case/item separately.
5. The Agencies are requested to furnish work orders as proof of experience for all projects quoted. In addition, recommendation letters from State Governments are also sought, together with Affidavits for certifications requested in the Tender document

4.2 Technical Evaluation Criteria

4.2.1 General Evaluation Criteria: The bidder/consortium would be evaluated as per following evaluation criteria

S. No.	Particula	Criteria	Max Marks
1	Years of existence (Y)	Y<1: 0 1<=Y<2: 2 2<=Y<3 : 3 3<=Y<5 : 4 Y>=5 : 5	5
2	Average annual Turnover in Crores for three consecutive years (2010-11, 2011-12 and 2012-13 (T)) or average annual turnover since its inception if less than 3 years in existence.	3<=T<5 : 3 5<=T<=10 : 4 T > 10 : 5	5
3	No. of employees(E) on direct payroll of the agency	30<=E<=50 : 3 50<E<=100 : 4 E > 100 : 5	5
4	Relevant past experience in School Leadership Development Projects (P); no. of Projects (P) executed in the field	P=2: 3 P=3: 4 P>3: 5	5
Total			20

4.2.2 Project Specific Evaluation Criteria:

1.	Minimum of 1 project demonstrating independent capacity to implement <u>large scale interventions</u> in Professional Development of School Leaders, implementing school leadership reform for (at least P1) school heads per year	P1<=200: 4 200<P1<=500: 6 500<P1<=1000: 8 P1 >1000 : 10	10
2.	Minimum of 1 project (P2) demonstrating experience in carrying out Professional Development program for School Leaders of <u>Government school systems</u> in any State of India or with the central	P2=1: 6 P2=2: 8 P2 >=3 : 10	10

	government.		
3.	<p>Minimum of 2 projects on Professional Development for School Leaders, demonstrating experience specifically in the following areas:</p> <ul style="list-style-type: none"> a. Experience in curriculum design for professional development of school heads b. Experience in delivery or transaction of curriculum for professional development of school heads c. Experience in training and capacity building of training facilitators 	<p>Min. 2 projects, each involving any 1 of the areas (a), (b) and (c) = 4</p> <p>Min. 2 projects, each involving any 2 of the areas (a), (b) and (c) = 8</p> <p>Min. 2 projects, each involving all of the areas (a), (b) and (c)= 10</p> <p>1 project involving any 1 of the areas (a), (b) and (c) and 1 project involving 2 of the areas (a), (b) and (c) = 6</p> <p>1 project involving any 2 of the areas (a), (b) and (c) and 1 project involving all of the areas (a), (b) and (c) = 9</p> <p>1 project involving any 1 of the areas (a), (b) and (c) and 1 project involving all of the areas (a), (b) and (c) = 7</p>	10
4.	<p>Projects demonstrating proof of impact of interventions on professional development of school leaders</p> <ul style="list-style-type: none"> a) Documented evaluation or assessment (R1) conducted by an external agency supporting proof of impact (parameters other than student learning outcomes) 	<p>R1 =1: 4 R1 >1: 6 R2 =1: 8 R2 >1: 10</p>	10

	b) Documented evaluation or assessment (R2) conducted by an external agency supporting proof of impact, where parameter is improvement in student learning outcomes		
5.	Minimum of 1 project demonstrating strength in research and academic areas of educational leadership and Professional Development of School Leaders a) Projects / research partnerships for expanding academic understanding of Professional Development of School Leaders b) Projects / research partnerships for acquiring contemporary knowledge – acquainted with current development	1 of (a) or (b) = 2 1 of (a) and (b) = 3 More than 1 of (a) and (b) = 5	5
6.	Manpower and resource deployment (including CVs of key professionals in the project team)		5
7.	Understanding of Scope of Work		10
8.	Approach and methodology		10
9.	Project Plan and Timelines		10
Total			80

Note – Kindly use template prescribed in Annexure: Form – IV for describing relevant Project experience for eligibility and evaluation criteria.

Kindly use template prescribed in Annexure: Form - V for describing educational qualifications and relevant work experience of Team proposed.

4.3 Scope of Work for This Project

Professional Development of School Leaders in Haryana

Overview:

Over the past decade, Government of Haryana (GoH) initiatives have successfully improved access and equity for its schools; however, the National Achievement Survey (NAS)) indicates that the quality of learning still needs to improve. To address this issue, GoH has launched a state wide Quality Improvement Program (QIP) in 2013, which includes multiple initiatives ranging from in-school and in-class interventions to system level overhauls, all targeted at ultimately improving the quality of education.

One initiative of the QIP is on building School Leadership, with a goal of transitioning the school heads from a "Leader focused on Administration" to a "Leader for Academics and Management", who can guide, support and lead teachers, students and community. In order to build school leaders' capacities as academic, administrative and instructional leaders, professional development opportunities including periodic workshop trainings, continuous mentorship and field support, and an induction program for newly appointed school heads will be provided.

The State intends to build systemic internal capacity to conduct these programs, by creating a cadre of competent training facilitators and field coaches. This includes formation of a **State Resource Group (SRG)**, which would comprise of a group of professionals with a wide range of experience in school/teacher education or education management and leadership. These members of SRG will be the key resource of the State to lead the Professional Leadership Development activities for the school heads in Haryana. The State also envisions provision of hand-holding support to the school heads through other State resources (like Block Resource Persons or BRPs) as field-based practitioners and facilitators to the school heads.

Details:

There are around 15000 government and government-aided schools across all 21 districts in Haryana. The aim of the School Leadership program is to build capacities of school heads for all government schools during the 5 years of program implementation.

- i) Duration of the Project – Project will be for a period of 5 years. SCERT reserves the right to terminate the contract before 5 years due to non performance / unforeseen reasons.
- ii) All the school heads of the State are to be trained in 3 separate tranches over 5 years. All School Heads must have begun undergoing the program by end of year 3. Program should be of minimum 1 year duration, but could be longer as per agency's recommendation. The Agency can suggest appropriate batch size for any one training; however GOH recommends keeping the size to around 50 participants per batch.
- iii) Agency is requested to provide its own timelines on the training of around 15000 school heads & of their trainers in different phases – while doing the due diligence in terms of quality as well being time efficient. The in-service training for every school head should be a combination of at least 12 days of workshops spread over 1 year, with interspersed in-field support and peer-to-peer sessions, using the 'Train-Apply-Coach' cycle, which implies that there should be opportunities built in the program for applying what is learnt in trainings and then relevant coaching provided based on that experience. Multiple such cycles may be built into program design. The agency

may suggest a program design of more than 1 year duration for professional development of School Heads if it considers so necessary.

Table 1 below provides a district wise break-up of government schools in Haryana based on which classes are taught. The school heads within these four types of schools vary considerably in their seniority. It is also expected that capacity building shall have to be differentiated catering to their requirements.

Table 1: Sanctioned (S), Working (W), Vacant (V) posts for different cadres of heads

District	Principal (Higher Sec.)			Head Master (Secondary)			Middle Head (Upper Primary)			Head Teacher (Primary)		
	S	W	V	S	W	V	S	W	V	S	W	V
Ambala	80	67	13	74	63	11	293	231	62	365	302	63
Bhiwani	163	136	27	139	110	29	463	452	11	175	170	5
Faridabad	46	43	3	37	30	7	129	117	12	188	28	160
Fatehabad	62	44	18	78	70	8	225	206	19	151	213	-62
Gurgaon	65	54	11	51	30	21	199	197	2	334	171	163
Hisar	121	115	6	145	100	45	364	348	16	247	149	98
Jhajjar	117	95	22	53	38	15	227	225	2	69	68	1
Jind	91	82	9	117	94	23	307	294	13	228	219	9
Kaithal	83	47	36	60	49	11	219	171	48	268	202	66
Karnal	80	59	21	84	73	11	286	257	29	418	200	218
Kurukshetra	54	53	1	56	36	20	300	241	59	411	261	150
Mahendergarh	88	68	20	56	19	37	276	271	5	491	264	227
Mewat	29	12	17	39	38	1	330	158	172	410	309	101
Palwal	44	39	5	54	44	10	237	143	94	333	104	229
Panchkula	32	31	1	26	19	7	139	120	19	58	110	-52
Panipat	65	45	20	45	34	11	171	162	9	178	22	156
Rewari	77	59	18	69	37	32	245	244	1	56	91	-35
Rohtak	105	100	5	54	33	21	198	194	4	173	60	113
Sirsa	80	71	9	98	86	12	301	275	26	204	259	-55
Sonapat	114	100	14	94	62	32	290	279	11	389	156	233
Yamuna Nagar	47	41	6	57	44	13	349	219	130	300	225	75
Total	1643	1361	282	1486	377	1109	5548	4804	744	5446	3583	1863

Source: DSE, DEE, 2014

The Agency would have to do the following work:

1. Contextualization of NCSL's (National Center for School Leadership) Curriculum to suit Haryana's needs

Ministry of Human Resource and Development (MHRD) has set up the National Center for School Leadership (NCSL) under the National University of Educational Planning and Administration (NUEPA) for the purpose of school leadership development in the country. Haryana has recently been included in the NCSL's list of states for their first phase of work. The School leadership program for Haryana would therefore have NCSL's national curricular framework and proposed delivery model at the core, and would have to be supplemented by additional modules/ state level initiatives to address Haryana's specific goals and targets.

A Committee of experts (henceforth called 'Program Design Committee') shall be formed at the State level to contextualise NCSL's curriculum and delivery model to suit Haryana's needs. This committee shall comprise of representatives from NCSL (NUEPA), members of Haryana's State Resource Group (SRG), members of School Leader's Professional Development wing at SCERT (Haryana), and a few school leaders from the Govt. schools of Haryana. Key members of the Agency shall also be a part of the Program Design Committee.

As a member of the Program Design committee, curriculum experts of the Agency would have to work closely with the other members to review NUEPA's curriculum, and identify gaps that need to be filled to contextualise the curriculum for Haryana's specific needs. The Agency would then lead the development of additional state-specific materials/ modules as necessary to plug the gaps identified, in collaboration with the NCSL faculty or other key members of the SRG. NCSL's Teaching learning material e.g. facilitator handbook and self-learning materials for school heads will also need to be adapted/ enhanced to include Haryana's context specific issues and challenges faced by school heads and cases of best leadership practices. These materials will be provided to the school heads as part of the workshop trainings and as self-learning modules.

The State expects that the final curriculum and program design will have a separate set of modules for 'induction' of newly appointed Headmasters, the objective of which would be to sensitize the new heads on their roles and responsibilities, build a perspective on school leadership, and support building a strong peer-to-peer network. These modules could be differentiated for different seniority levels of School Heads i.e. heads of middle schools, heads of elementary schools or heads of senior secondary / high schools. The induction curriculum modules should seamlessly integrate into the rest of the curriculum for school heads allowing for new heads to merge with the regular School Heads training pool after the induction phase is over.

Contextualization and enhancement of the curriculum should be completed by the Agency within 3 months of signing the contract. E-learning, or technology-based remote learning material may also be developed for delivery using EDUSAT or other means.

The Agency should continuously assimilate and analyse the learnings from the field and feedback of the State, and is expected to review the curriculum on a periodic basis during the first 2 years of signing the contract.

2. Selection and Training of members of the SRG

The initiative aims to provide Professional Development opportunities to the school heads by building systemic capacity of the State, by creating a cadre of competent training facilitators and field coaches. The State envisions formation of a core school leadership development team known as the **State Resource Group (SRG)**, which would comprise of a group of professionals with a wide range of experience in school/ teacher education or education and leadership management. As facilitators of training, the members of the SRG shall be responsible for effective delivery of the curriculum to the school heads through workshops and also for building the capacity of other states resources (e.g. Block Resource Persons) for providing sustained in-field support to the school heads for the period in between workshops. In the long run, the members of SRG, along with SCERT, would lead the decision making in the State, and sustain and strengthen the School Leadership Development in the State.

Keeping in mind the targets of scale set by the state, the state envisions support of 2 SRGs per block, where possible, to meet the training needs. This implies ~240 SRG members across Haryana. The Agency would be expected to design an operating model, with well defined process and timeline for screening, selecting and training the members of SRG.

The Agency is expected to:

- 1.1.1. Collaborate with the State for screening and selection of the members of the SRG who shall facilitate School Leadership trainings in Haryana.
- 1.1.2. Develop the materials for training of members of the SRG, in collaboration with the Program Design Committee. This would include workshop materials, facilitator handbooks/ guides, self learning material, e-learning or technology based material etc for the SRG. The training should enable members of the SRG to in-turn conduct professional development workshops for the school heads on the curriculum designed, as well as train the other State resources (e.g. Block Resource Persons or BRPs) who will be tasked with providing on-going field support to the school heads in between their trainings (henceforth referred to as 'field facilitators')

- 1.1.3. Establish a plan and schedule to develop capacities of the SRG through trainings/ workshops and for providing continuous field support to them as they in-turn start training the Heads of schools. Conduct the program and collaborate with select NCSL faculty and other State and National experts as necessary in the process.
- 1.1.4. Provide constant guidance, mentorship and field support to the SRG in planning, organizing and conducting the training of school heads and their field facilitators. Agency must guide the SRG on providing mentorship to their trainees and encourage innovation and entrepreneurship in the field.
- 1.1.5. Ensure continuous involvement of the SRG in the process of curriculum and material development, its contextualization, adaptation and translation in State, so as to build ownership since the beginning.
- 1.1.6. Strong emphasis should be given to develop capacities of the SRG by building strong peer-to-peer network among them, and also by building networks with external experts on Professional Development of School Leaders.
- 1.1.7. Strong emphasis should be given to ensure quality while achieving the targeted numbers and frequency of workshops for training members of the SRG.

3. Monitoring and Supervision of School Leaders' Professional Development

The Agency shall have the overall ownership and responsibility for successful delivery of the School Leader's Professional Development Program to around 15000 Heads of School in the State over a period of five years by planning, scheduling, and supervising the trainings & activities of SRGs and the State's field support resources. Towards this end, the agency is expected to:

3.1 Ensure successful and effective delivery of HM trainings:

- Supervise the planning and coordination of trainings for school heads of around 15000 govt. schools of the State, both existing and new, in 3 phases over 5 years. The Agency can recommend alternative timelines and implementation plan, if they consider so necessary.
- Ensure scheduled and timely execution of training workshops for school heads by the SRG with the planned frequency
- Ensure sustained and effective on-the-job field support is provided to the school heads via the established field support channels
- Ensure newly appointed schools heads also undergo 'induction' modules designed in the curriculum

3.2 Measure program success and track outcomes through indicators

The Agency should identify indicators to track the progress of the school heads throughout their training on all aspects of School Leadership, and establish

methods to measure progress at an individual, district and State level, and track outcomes. This should feed into revision of program design and delivery, as necessary.

Also, the state is conducting a census based achievement survey for its students every year to measure the learning level outcomes for students in Grades 3, 5, and 8. The State shall provide the Agency with a detailed analysis of the assessments. The agency should suggest suitable ways to use that information to assess the impact of the professional development of school heads on the learning level outcomes of students in their schools, and use that information to guide the program design as well as modules/ activities etc.

The Agency should also establish other means to collect quantitative and qualitative feedback of the impact of the program periodically (e.g. through surveys, interviews, feedback channels from the students, teachers, community, etc.) and incorporate necessary changes in program design.

3.3 Capacity Building of the State to undertake 'Monitoring and supervision' on its own after closure of partner's engagement

The Agency should work towards building systemic capacity of the State's own resource institutions (e.g. the School Leaders' Professional Development wing at SCERT, selected faculty from the DIETs, and State's resources at District and Block level who provide field support to the school heads). Capacity should be built for these official structures at the State, District and Block levels by enabling them to be self-sustainable. The Agency should aim at providing them intense handholding and supervision support, building slowly over the course of the partnership, especially starting second year of the partnership. These individuals or institutions should be enabled to provide the required ongoing support to the school heads, and to lead and program manage the process of Professional Development of School Leaders by the end of the 5 years of contract.

The Agency should also provide support to the GoH in conducting orientation sessions of other officials at the block and district levels (e.g. BEOs/ DEOs/ BEEOs/ DEEOs etc.) to ensure their alignment to the program and understanding of it, on an ongoing basis.

4. Conducting end to end professional development for ~200 School Heads as best practice model

The State would like the agency to undertake professional development of around 200 School heads themselves directly, in collaboration with NCSL faculty, within 6 months of signing the contract so that a best practice model is available for the newly trained SRGs and other State resources (e.g. field facilitators, SCERT and

DIET staff etc.

Progress Reports

The Agency is required to submit quarterly progress report to Director, SCERT and PMU, Haryana. The reports should provide a comprehensive overview of the activities undertaken in the quarter, details of the costs incurred, and the proposed plan of activities for the next 6 months.

Monthly meetings / Periodic review meetings with the district and State authorities will be conducted to review progress on an ongoing basis.

4.4 List of Deliverables and Timelines

Mentioned below is the list of deliverables expected for the project from the Agency. The Agency must present its own timelines, plan of action and implementation strategy in the proposal for the entire scope of the project, while doing the due diligence in terms of quality as well being time efficient. SCERT and the Agency will mutually agree upon time lines, on selection of the Agency.

List of Deliverables:

1. Curriculum and training modules (including the Handbook, Self Learning Material, Field Support guidelines, technology based learning material, if any etc.) for training the school heads
2. Curriculum and training modules (including the Handbook, Self Learning Material, Field Support guidelines, technology based learning material, if any etc.) for training the SRG
3. Constituting the SRG by assisting the State in screening and selection of ~240 members for the SRG
4. Delivery of program designed for training and capacity building of the SRG (~240 members) including workshops and continuous field support
5. Monitoring and supervision of Professional Development of around 15000 Heads of School in the State over a period of 5 years. This involves:
 - i. Ensuring scheduled and effective execution of School heads trainings (existing and new Heads) by the SRG
 - ii. Ensuring continuous and sustained field-support provided by State's assigned field resources.
 - iii. Identifying reliable indicators and establishing methods to measure progress and track outcomes
 - iv. Developing institutional capacity of the State by enabling the official structures at the block, district and State levels to provide support and monitoring systems, lead the program design and curriculum

development, and provide strategic leadership support after agency's exit.

4.5 Payment Terms

Payment would be made each year as per following schedule

Activity / Deliverables	Payment schedule
1. Finalization of curriculum and training modules for school heads	20% at the end of each of the five years
2. Constituting the SRG by assisting the State in screening and selection of ~240 members for the SRG	100% after completion of task
3. Training and Capacity Building of members of the SRG (training content and delivery); ~240 members	100% after completion of task
4. Monitoring and supervision of professional development of around 15000 School Heads, existing and new, over 5 years by the SRG (incl. monitoring the workshops conducted by SRG for School Heads as well as field facilitators, and provision of field support to the School Heads)	20% at the end of each of the five years
5. Capacity building of GoH officials for ongoing monitoring and supervision (DIETs, SCERT, select District and Block Staff)	20% at the end of each of the five years
6. Professional Development of 200 School Heads by the agency themselves to establish best practice model for SRG and other State resources	One-third each at the end of years 1, 2 and 3 (after completion of training and handholding for the 200 School Heads)

4.6 Service Levels and Penalties

Service Levels for each of the deliverable is according to time line mentioned in Technical Bid and agreed. Penalties would be charged for delayed and unsatisfactory submissions of deliverables.

A Penalty of 1% of deliverable's value per week delay will be levied subject to a maximum of 10% of item the contract value.

4.7 Role and Responsibilities

Role and Responsibilities of State Council of Educational Research & Technology (SCERT), Gurgaon

1. SCERT would appoint personnel for regular communication and coordination with the Agency, providing guidance and instructions, and discussion regarding receiving of deliverables etc.
2. SCERT would be responsible for partnering and cooperating with Agency for

development of deliverables.

3. The actual acceptance and action taken on the plan would be SCERT's responsibility and if needed, the government might further engage with the Agency, based on its performance.
4. SCERT, Gurgaon would provide school head appointment, BRP assignment, and other data to the Agency for planning of training needs and timelines.
5. SCERT and the relevant state agencies will determine who will manage all logistical and financial aspects of conducting examination on behalf of State Council of Educational Research & Technology (SCERT), Gurgaon.
6. SCERT will manage all workshop related logistical arrangements for training of school heads, and providing the lists of existing school heads to be trained, and the list of eligible teachers to be screened, inducted and trained as newly selected school heads.

Role and Responsibilities of the Agency

1. Agency would be responsible for adhering to Time Lines defined in the scope of work and maintain highest standards of quality.
2. Agency would be responsible for adhering to Service Levels.
3. Agency would be responsible for nominating key personnel for interaction with SCERT.

4.8 Dispute

Any dispute arising out of the contract agreement between the parties shall be decided by the Sole Arbitrator in accordance with the provisions of Arbitration and Conciliation Act, 1996 (amended from time to time). The Sole Arbitrator shall be Principal Secretary School Education, Haryana or any person nominated by Principal Secretary School Education, Haryana. The award given by the Sole Arbitrator shall be final and binding upon the parties.

ANNEXURE

5.1 FORM I: Tender/Bid Form

Reference:

Date:

Tender No.:

To

Sir / Madam

Having examined the Bidding Documents including Agenda Nos. _____ (insert numbers, if any), the receipt of which is hereby duly acknowledged, we, the undersigned, offer to render services for the tender Selection of Agency for this Project of State Council of Educational Research & Training (SCERT), Gurgaon in conformity with the said bidding documents for the same as per the technical and financial bid and such other sums as may be ascertained in accordance with the Financial Bid submitted.

We undertake, if our bid is accepted, to render the services in accordance with the delivery schedule which will be specified in the contract document that we will sign if the work order is given to us.

If our bid is accepted, we will obtain the guarantee of a bank in a sum equivalent to fixed amount based on the estimation of the total project cost for the due performance of the Contract, in the form prescribed by State Council of Educational Research & Training (SCERT), Gurgaon.

We agree to abide by this bid for a period of 180 (One hundred and eighty only) days after the date fixed for bid opening as mentioned under the Instruction to Bidders and it shall remain binding upon us and may be accepted at any time before the expiration of that period.

Until a formal contract is prepared and executed, this bid, together with your written acceptance thereof and your notification of award shall constitute a binding Contract between us.

Name: _____

Address: _____

We understand that you are not bound to accept the lowest or any bid you may receive.

Dated this day of _____ Signature (in the capacity of) Duly authorized to sign Bid
for and on behalf of

Dated on this day of

Signature
(in the capacity of)

Duly authorized to sign
Bid for and on behalf of

5.2 FORM II: Particulars of the Bidder's Organization

1. Tender for Selection of Agency for Project for State Council of Educational Research & Training (SCERT), Gurgaon	
2. Name and full address of the Agency/ Company/ Organization etc.	
3. Registered Office with full address, Telephone No(s) Fax No(s) E-mail address	
4. Income Tax Registration number. (PAN)	
5. Service Tax Registration No.	
6. Whether Public Limited Company or Private Limited Company or any other entity (Give details)	
7. In case of a company, details of Director, Managing Director etc and their Share holding and their respective liabilities in carrying this tender and discharge of subsequent	
8. Whether any establishment is in Haryana. If so detailed address of the same and activity carried on there.	
9. Name and addresses and designation of the persons who will represent the Bidder while dealing with State Council of Educational Research & Training (SCERT), Gurgaon (Attach letter of authority)	
10. Details of service / support network and infrastructure available in Haryana. (If Any)	

Note: Above details are mandatory, Bidder may use additional sheets for above submittals.

(Authorized Signatory)

Name: _____

Designation & Authority: _____

Place: _____

Date: _____

Stamp: _____

Company Name: _____

Business Address: _____

5.3 FORM III - Performance Bank Guarantee

To: State Council of Educational Research & Training (SCERT), Gurgaon WHEREAS
----- (Name of Agency) hereinafter called "AGENCY" has undertaken,
in pursuance of

Contract No. ____

to render services as Agency for this Project of State Council of Educational Research & Training (SCERT), Gurgaon hereinafter called "the Contract". AND WHEREAS it has been stipulated by you in the said Contract that the AGENCY shall furnish you with a Bank Guarantee by a Nationalized bank for the sum specified therein as security for compliance with the Bidder / Agency's performance obligations in accordance with the Contract.

AND WHEREAS we have agreed to give the Supplier / Agency a Guarantee:

WE, THEREFORE, hereby affirm that we are Guarantors and responsible to you, on behalf of

the AGENCY, up to a total of Rs ----- and we undertake to pay you, upon your first

written demand declaring the AGENCY to be in default under the Contract and without cavil or

arguments, any sum or sums within the limit of Rs ----- (Amount of Guarantee) as aforesaid, without your needing to prove or to show grounds or reasons for your demand of

the sum specified therein.

This guarantee is valid until the _____ day of _____ 20 _____

Signature and Seal of Guarantors _____

Date _____

Address _____

5.4 FORM IV: Performance Statement

For each project, please provide a profile based on the following template. The profile for single project must not exceed one page.

S.N.	Information Sought	Details
Customer Information		
1	Customer Name	
2	Name of the contact person from the client organization who can act as a reference with contact coordinates	
	Name	
	Designation	
	Address	
	Phone Number	
	Mobile Number	
	Email ID	
Project Details		
3	Project Title	
4	Start Date / End Date	
5	Current Status (In Progress / Completed)	
6	Number of responding firm's staff deployed on this project (peak time)	
Value of the Project		
7	Order value of the project (in rupees lakhs)	

8	Narrative description of project: (Highlight the components / services involved in the project that are of similar nature to the project for which this Tender is floated	
9	Description of actual services provided by the responding firm within the project and their relevance to the envisaged components / services involved in the project for which this tender is floated	
10	Description of the key areas where significant contributions are made for the success of the project	
11	Order Copies & Performance Certificate received from Client is attached with this statement	

5.5 FORM V: Project Team

Summary

Using the format below, please provide a summary of the profiles you propose to include for evaluation and the roles they are expected to play in the project:

S.No.	Proposed Role	Number of Resources	Area of Expertise	Key Responsibilities

CV for the Proposed Professional Staff:

Please provide detailed professional profiles of the staff proposed for evaluation. The profile for a single staff member must not exceed two pages.

Please attach a cover letter, with the summary of the Individual's work experience that has direct relevance to the project (maximum 1 page).

SN	Description	Details
1	Name	
2	Designation	
3	Role proposed for:	
4	Current responsibilities in the responding firm	
5	Total years of relevant experience	
6	Years of experience with the responding firm	
7	<u>Educational qualifications:</u> Degree – Academic Institution – Year of Graduation – Specialization (if any) -	
8	Professional certifications (if any)	
9	<u>Professional Experience:</u> (Project-wise details) Project Name: Client: Key project features (in brief): Location of the project: Designation: Roles, Responsibilities and Activities: Duration of the project:	

CVs must be accompanied by the following undertaking from the staff member:

Certification

I, the undersigned, hereby certify to the best of my knowledge and belief that the information provided about the project team is correct. I understand that any wilful misstatement described herein may lead to our disqualification or dismissal, if engaged.

Date:

(Authorized Signatory)

Name: _____ Designation & Authority: _____

Place: _____ Date: _____ Stamp: _____

Company Name:

Business Address: _____

Note : If this bid is filed by consortium, each partner organization should provide separate certification for their team.

5.6 FORM VI: Financial Bid

Bidder should quote firm rates for the entire Scope of Work and Technical Requirements mentioned in the Scope of Work of Tender Document for a period of 5 years.

Activity / Deliverables	Amount (Rs.)
1. Finalization of curriculum and training modules for school heads (lumpsum)	
2. Constituting the SRG by assisting the State in screening and selection of ~240 members for the SRG (lumpsum)	
3a. Training and Capacity Building of members of the SRG (training content and delivery); 240 members to be trained	
3b. Training and Capacity Building of members of the SRG (training content and delivery); 200 members to be trained	
3c. Training and Capacity Building of members of the SRG (training content and delivery); 160 members to be trained	
3d. Training and Capacity Building of members of the SRG (training content and delivery); 120 members to be trained	
3e. Training and Capacity Building of members of the SRG (training content and delivery); 80 members to be trained	
3f. Training and Capacity Building of members of the SRG (training content and delivery); Cost per additional batch of 40 SRG members, over and above 240 members already trained by the agency	
4. Monitoring and supervision of professional development of around 15000 School Heads, over 5 years by the SRG (incl. monitoring the workshops conducted by SRG for School Heads as well as field facilitators, and provision of field support to the School Heads)	
5. Capacity building of GoH officials for ongoing monitoring and supervision (DIETs, SCERT, select District and Block Staff)	
6a. Professional development of 200 School Heads by the agency themselves to establish best practice model for SRG and other State resources	
6b. Professional development cost <u>per batch</u> for any additional batches of School Heads to be trained by the agency themselves (over and above 200 School Heads to be trained by the agency); 1 batch will include ~50 School Heads	

Note: Taxes are extra as applicable at the time of invoicing.

5.7 Form VII - Format for Statement of Deviation

S. No	Reference of Clause No. & Page No.	Deviation in the Proposal	Brief Reason

5.8 Form VIII - Request for Clarification

Bidder's Request For Clarification				
Name of Organization submitting request		Name & position of person submitting request		Address of Organization including phone, fax, email points of contact
				Tel: Fax: E-mail:
Sr.No.	Bidding Document Reference (Clause /page)	Content of tender requiring		Points of Clarification required
1				
2				
3				
4				