

**GOVERNMENT OF NCT OF DELHI  
DIRECTORATE OF EDUCATION  
OLD SECRETARIAT, DELHI-110054**

**Request For Proposal (RFP) to Implement Spoken English Project for students of DoE schools & to conduct third party impact assessment**

Directorate of Education, Government of NCT Delhi invites proposal from reputed institutions in implementing Spoken English project for students of Class-11 during the academic session 2018-19 and its Impact Evaluation. Under this pilot project about 24000 students(likely to be increased as per requirement) of Delhi Govt. schools are proposed to be trained to improve their English Speaking Skills during **April- June 2018**.For more details log on to website <http://www.edudel.nic.in>.

Proposals in the requisite format may be submitted along with necessary enclosures latest by **01.03.2018 (12:00 Noon)**.

**DIRECTOR (EDUCATION)**

## **DISCLAIMER**

This RFP Document is being issued on behalf of Directorate of Education, GNCT of Delhi for **“Implementing Spoken English project for students of Class 11 during the academic session 2018-19 and its Impact Evaluation.”**

The information contained in this Request for Proposal (“RFP”) document or subsequently provided to prospective Bidders, whether verbally or in documentary or any other form by or on behalf of the Directorate of Education (hereinafter referred to as the “DoE”), or any of its employees, is provided to prospective Bidders on the general terms and conditions set out in this RFP and such other terms and conditions subject to which such information is provided.

This RFP is not an agreement and is neither an offer nor invitation by the DoE to the prospective Bidders or any other person. The purpose of this RFP is to provide interested parties with the information that may be useful to them in the formulation of their Proposals pursuant to this RFP. This RFP includes statements, which reflect various assumptions and assessments arrived at by the DoE in relation to the services. Such assumptions, assessments and statements do not purport to contain all the information that each prospective Bidder may require. This RFP may not be appropriate for all firms, and it is not possible for the DoE, its employees or advisers to consider the objectives, technical expertise and particular needs of each party who reads or uses this RFP. The assumptions, assessments, statements and information contained in this RFP, may not be complete, accurate, adequate or correct. Each prospective Bidder should, therefore, conduct its own investigations and analysis and should check the accuracy, adequacy, correctness, reliability and completeness of the assumptions, assessments and information contained in this RFP and obtain independent advice from appropriate sources.

Information provided in this RFP to the prospective Bidders is on a wide range of matters, some of which depend upon interpretation of law. The information given is not an exhaustive account of statutory requirements and should not be regarded as a complete or authoritative statement of law. The DoE accepts no responsibility for the accuracy or otherwise for any interpretation or opinion on the law expressed herein.

The DoE makes no representation or warranty and shall have no liability to any person including any prospective Bidder under any law, statute, rules or regulations or tort, principles of restitution or unjust enrichment or otherwise for any loss, damages, cost or expense which may arise from or be incurred or suffered on account of anything contained in this RFP or otherwise, including the accuracy, adequacy, correctness, reliability or completeness of the RFP and any assessment, assumption, statement or information contained therein or deemed to form part of this RFP or arising in any way in this Selection Process.

The DoE also accepts no liability of any nature whether resulting from negligence or otherwise however caused arising from reliance of any prospective Bidder upon the statements contained in this RFP.

The DoE may in its absolute discretion, but without being under any obligation to do so, update, amend or supplement the information, assessment or assumption contained in this RFP.

The issue of this RFP does not imply that the DoE is bound to select a Bidder or to appoint the Selected Bidder, as the case may be, for providing services and the DoE reserves the right to reject all or any of the Proposals without assigning any reasons whatsoever.

The prospective Bidder shall bear all its costs associated with or relating to the preparation and submission of its Proposal including but not limited to preparation, copying, postage, delivery fees, expenses associated with any demonstrations or presentations which may be required by the DoE or any other costs incurred in connection with or relating to its Proposal. All such costs and expenses will remain with the prospective Bidder and the DoE shall not be liable in any manner whatsoever for the same or for any other costs or other expenses incurred by an prospective Bidder in preparation or submission of the Proposal, regardless of the conduct or outcome of the Selection Process.

## **STRUCTURE OF PROPOSED PROJECT**

In the academic session 2018-19, a pilot project, with some students who will be transiting from Class X to XI, is proposed to be initiated in the first week of April 2018 and concluded by 30<sup>th</sup> June, 2018. A total of about 24,000 students (likely to be increased up to 40000 if more students found eligible) are proposed to be covered under the scheme. Classes may be conducted for Boys & Girls together/separately, as per the pattern in the school.

Instructional classes are proposed to be organised for students, on pilot basis, in the schools of the Directorate of Education spread across different parts of Delhi by reputed external agency/agencies having experience of teaching spoken English. These classes would be for 100 hours duration during April-June 2018 with daily instructional activities of about 2/3 hours on working days. Assessment of progress at each level and certification at the end of the course will be done by the implementing agency. The implementing agencies shall submit soft copies of learner appropriate material in print ready form at the time of signing of the agreement. DoE will get it printed through Delhi Bureau of Text Books (DBTB) and distribute to the participating students.

Third party evaluation is proposed to be conducted by a reputed agency having experience of conducting large scale students' assessment of spoken English during the implementation phase. This would be on a sample of 10% enrolled students as pre-test during the first week of the commencement of the project and post-test within one week of the conclusion of the project based on tools developed as per Common European Framework of Reference(CEFR) or equivalent norm. The final report of the evaluating agency should also contain the details of the process/methodology adopted by the implementing agencies and overall outcome along with the efficacy of the pedagogical approach.

## INVITATION FOR PROPOSALS

Online proposals through e-procurement system on behalf of Government of National Capital Territory of Delhi are invited up to or before 01.03.2018 till 12:00 noon under Two-Bid Systems (Technical and Financial bid) for providing services in below-mentioned categories:-

Category-I	Classroom instruction between instructor & student followed by giving of assignments to students & level wise assessment (Pre and Post test).
Category-II	Classroom instruction with the aid of preloaded material using appropriate electronic gadgets plus interaction between Teacher-students followed by assignments offline and level wise assessment (Pre and Post-test).
Category-III	Third Party Evaluation.

The prescribed forms along with applicable terms and conditions has been published on the Government e-procurement website on 17.02.2018 and can be downloaded from <http://govtprocurement.delhi.gov.in>.

**Proposal will be accepted on-line only.**

### **SCHEDULE OF DATES OF RFP**

Date of uploading of RFP:	17.02.2018
Date of Pre-bid Meeting:	21.02.2018 at 03:00pm School branch DIRECTORATE OF EDUCATION Delhi -54
Clarification and amendment in Tender, if any, in pursuance to Pre-Bid Meeting:	23.02.2018
Last Date of submission of E.M.D & Technical Proposal (Hard Copy)	01.03.2018 at 12:00 Noon
Opening of Technical Proposal	01.03.2018 at 03:00pm

**Opening of Financial Proposal will be decided later on.**

Bidders are required to submit their proposal in any one of the above mentioned categories.

Bidders are advised to read the RFP carefully. Bid response/Proposal prepared in accordance with the procedures enumerated in Clause- 13 of the RFP should be submitted online to the Directorate of Education, GNCTD, not later than the date and time laid down and at the address given in the RFP.

Estimated Project Value of each Category is as under:-

Category of Project	Approx Number of Students to be covered under the Project	Estimated Project Value (In Rupees)	Earnest Money Deposit @ 2% of Project Value (In Rupees)	Performance Guarantee (5% of Project Value)
Category-I	12000	Rs. 4.5 Crore	Rs. 9 Lakh	22.50 Lakh
Category-II	12000	Rs. 2.5 Crore	Rs. 5 Lakh	12.50 Lakh
Category-III	2400	Rs. 50Lakh	Rs. 1 Lakh	2.50 Lakh

(The above shown figure has been specified on identical basis; however it may vary as per actual number of students).

The RFP form along with detailed terms & condition is available on the e-procurement website of NIC <http://govtprocurement.delhi.gov.in>.

The first requirement to participate in e-tender is to have digital signature and the registration of bidders with Application Service Provider National Informatics Centre is mandatory. For any enquiry about e-tender/digital signature, please contact at NIC Help Desk, C Wing, 6<sup>th</sup> Floor, Vikas Bhawan-2, Near-Metcalf House, Civil Lines, Delhi-110054, Tel No. 011-23813523.

**The Bidder should submit the proposal in the following two forms:**

- A. **Technical Proposal:** It should contain the documents mentioned under the Clause -13 of the RFP.
- B. **Financial Proposal:** It should have only rates quoted by the Bidder per student in the prescribed format only.

The Technical proposal of the companies/firms shall be evaluated by the Departmental Purchase Committee/Technical Evaluation Committee and the Financial Proposal of only those companies/firms shall be opened on-line which qualify in Technical Proposal in terms of criteria specified in RFP.

The Director of Education reserves the right to accept or reject any or all or any part of the tender without assigning any reason whatsoever.

**DDE (SCHOOL BRANCH)**

## INSTRUCTIONS TO BIDDERS

### 1. GENERAL

- 1.1 The present On-line proposals are being invited under which the bidder shall provide services for **“Implementing Spoken English project for students of Class 11 during the academic session 2018-19 and its Impact Evaluation”** in various Govt. Schools of the Directorate of Education, GNCTD under two bid systems (Technical and Financial).
- 1.2 Bidders are advised to study the RFP Document carefully. Submission of RFP shall be deemed to have been done after careful study and examination of the RFP Document with full understanding of its implications.
- 1.3 The interested firm/agency is required to submit their proposal in any one of category of the project as specified in RFP. **Proposals in different categories of project from an agency/firm will be summarily rejected.**

### 2. ELIGIBILITY OF BIDDER

The bidder must fulfil the following eligibility conditions and submit documentary proof in support of claim of fulfilling the conditions while submitting the technical Proposal.

#### 2.1 Common Eligibility for all Category of Project

- a) The firm should be registered under Goods & Service Tax (GST).
- b) In case the bidding firm is blacklisted or debarred for any fault from any Govt. Department/Organization will not be eligible for bidding.
- c) The bidding firm should not have incurred any loss in two (02) years during the last three years ending 31<sup>st</sup> March 2017.
- d) The average annual turnover ending with 31<sup>st</sup> March 2017 should be equal to the 30% of the total cost of the project in last three (03) years.

#### 2.2 Eligibility for Category –I & II of the Project.

The agencies should have:

- a) Been registered under as non-profit or company or body corporate in India or having the legal authority to operate in India, having operations for at least last 5 years in Delhi NCR and possess internationally accepted accreditation for conducting spoken English Course.
- b) Experience of training and assessing interactive communications skills which is performance based and contextual for at least 5000 students (direct interface) annual average during last 3 years.
- c) Should have the capacity to conduct Spoken English sessions for at least 5000 students in at least 50 venues spread across 12 districts simultaneously.
- d) Ability to work at scale and having a pool/panel of at least 100 trained instructors who have a minimum of 2 years teaching experience of teaching spoken English as skill with a minimum CEFR (or equivalent) level of B2.

#### 2.3 Eligibility for Category –III of the Project

In addition to Clause 2.2 (a) & (b), the agencies submitting the proposal to conduct Third Party Evaluation should have international level experience of conducting formal benchmarking test to map speaking and listening test to CEFR or equivalent levels and having proven record of working with agencies like CBSE, CISE or State board of examinations in India.

### 3. QUALIFICATION OF THE BIDDERS:-

- 3.1. The "Bidder" as used in the Proposal documents shall mean the one who has signed the Proposals. The Bidder may be either the Constituted attorney of the company/firm/organization or the Principal Officer or his duly Authorized Representative, in which case he/she shall submit a certificate of authority. All certificates and documents (including any clarifications sought and any subsequent correspondences) received hereby, shall, be furnished and signed by the Bidder.
- 3.2 It is further clarified that the individual signing the Proposal or other documents in connection with the Proposal must certify whether he/she signs as :
  - a) Constituted attorney of the company/firm/organization  
OR
  - b) The Principal Officer or his duly Authorized Representative of the company, in which case he/she shall submit a certificate of authority on behalf of the company
- 3.3 The Bidder shall sign its Proposals with the exact name of the Company to whom the contract is to be issued. The Proposals shall be duly signed and sealed by an executive officer of the Bidder's organization. Each Proposal shall be signed by a duly authorized officer executed under seal.
- 3.4 The Bidder shall clearly indicate their legal constitution and the person signing the Proposals shall state his capacity and also source of his ability to bind the Bidder.
- 3.5 The power or authorization, or any other document consisting of adequate proof of the ability of the signatory to bind the Bidder shall be annexed to the Proposal. DoE may outrightly reject any Proposal not supported by adequate proof of the signatory's authority.
- 3.6 Bidder is required to confirm and declare online with his bid that no agent, middleman or any intermediary has been, or will be, engaged to provide any services, or any other item or work related to the award and performance of this contract. They will have to further confirm and declare that no agency commission or any payment which may be construed as an agency commission will be paid and that the tender price will not include any such amount. If the Education Department subsequently finds to the contrary, the Department reserves the right to declare the Bidder as non-compliant and declare any contract if already awarded to the Bidder to be null and void.
- 3.7 Canvassing or offer of an advantage or any other inducement by any person with a view to influencing acceptance of a bid will be an offence under Laws of India. Such action will result in the rejection of bid, in addition to other punitive measures.
- 3.8 A Bidder shall not have a conflict of interest (the "Conflict of Interest") that affects the Bidding Process. Any Bidder found to have a Conflict of Interest shall be disqualified. In the event of disqualification, the Department shall be entitled to forfeit and appropriate the Bid Security or Performance Security, as the case may be, as mutually agreed genuine pre-estimated loss and damage likely to be suffered and incurred by the Authority and not by way of penalty for, inter alia, the time, cost and effort of the Authority, including consideration of such Bidder's proposal (the "Damages"), without prejudice to any other right or remedy that may be available to the Authority under the Bidding Documents and/ or the Concession Agreement or otherwise.
- 3.9 The implementing agency will not be allowed to outsource or assign any activities of their project to any other agency.

#### **4. SITE VISIT AND VERIFICATION OF INFORMATION**

- 4.1 The bidder(s) is required to provide the service to approximately 1028 Govt. Schools spread across Delhi (list available on [www.edudel.nic.in](http://www.edudel.nic.in)) under the Directorate of Education and is advised to visit and acquaint himself / herself with the area and operational locations. The cost of visiting shall be borne by the bidder.
- 4.2 It shall be deemed that by submitting online a proposal, the Bidder has: -
- a) made a complete and careful examination of the RFP;
  - b) received all relevant information requested from the Authority;
  - c) accepted the risk of inadequacy, error or mistake in the information provided in the RFP or furnished by or on behalf of the Department relating to any of the matters relevant to the Project;
  - d) Satisfied itself about all matters, things and information including necessary and required documents for submitting an informed Bid, execution of the Project in accordance with the RFP and performance of all of its obligations there under;
  - e) Acknowledged and agreed that inadequacy, lack of completeness or incorrectness of information provided in the RFP or ignorance of any of the matters referred in tender hereinabove shall not be a basis for any claim for compensation, damages, extension of time for performance of its obligations, loss of profits etc.
  - f) Acknowledged that it does not have a Conflict of Interest; and
  - g) Agreed to be bound by the undertakings provided by it under and in terms hereof.
  - h) Noted that this proposal is invited on single responsibility basis, so the bidder is supposed to quote the rates considering all aspects, e.g. inclusive of all taxes/charges, etc, while submitting his proposal.
- 4.3 The Department shall not be liable for any omission, mistake or error in respect of any of the above or on account of any matter or thing arising out of or concerning or relating to the Tender Document or the Bidding Process, including any error or mistake therein or in any information or data given by the Department.

#### **5. MODE FOR SUBMISSION OF PROPOSAL**

The proposal must be submitted online on the website <https://govtprocurement.delhi.gov.in> Proposal will not be accepted if sent by post or any other medium, under any circumstances. The firms are required to authenticate and scan (colour) all the legible documents required in the technical proposal and upload the same on the notified website.

#### **6. ONE PROPOSAL PER BIDDER & COST OF PROPOSAL.**

Each Bidder can submit one bid only by way of opting any of the Categories of the project. If a bidder participates in more than one category of the project, the proposals shall be summarily rejected. The bidder shall bear all costs associated with the preparation and submission of his proposal and the Department will in no case shall be responsible or liable for those costs, regardless of the conduct or outcome of the tender process

#### **7. Amendment/ Corrigendum of RFP Document**

- 7.1. At any time prior to the last time and date for receipt of Proposals, the DoE, may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective Bidder, modify the RFP Document by an amendment.

- 7.2. The amendment/ corrigendum will be notified online through <https://govtprocurement.delhi.gov.in>.
- 7.3. In order to provide prospective Bidders reasonable time in which to take the amendment/ corrigendum into account in preparing their Proposals, the DoE may, at its discretion, extend the last date for the receipt of Proposals.

## **8. Language of Proposals**

The Proposals prepared by the Bidder and all correspondence and documents relating to the Proposals exchanged by the Bidder and the DoE, shall be written in the English language, provided that any printed literature furnished by the Bidder may be written in another language so long the same is accompanied by an English translation in which case, for purposes of interpretation of the Proposal, the English translation shall govern.

## **9. Proposal by Consortiums**

In case of Proposal being submitted by Consortiums

- (i) There shall be a maximum of 3 (Three) Members in the Consortium, including the Lead Member of the Consortium, at the time of submission of Proposal.
- (ii) Subject to the provisions of clause (i) above, the Proposal should contain the information required for each member of the Consortium.
- (iii) Members of the Consortium shall nominate one member as the Lead Member (the "Lead Member"), who on behalf of the Consortium, shall have the authority to conduct all business for and on behalf of, any and all the Members of the Consortium during the RFP process and in the event the Consortium is awarded the Project, during signing of the agreement.
- (iv) The Lead Member of the Consortium must meet the 50% capacity of financial and technical requirements specified in RFP.
- (v) No change in composition of the Consortium shall be allowed between the Proposal Due Date and the date of issue of Letter of Award.
- (vi) The Proposal must contain a Memorandum of Understanding (MoU), on stamp paper of Rs. 100/- (Rupees One Hundred Only), entered into between the Consortium Members. Each Member of the Consortium shall duly sign the MoU, making each of the Consortium Members, liable for their respective roles and commitments relating to the technical and financial requirements of the project. In the absence of such a document, the Proposal shall not be considered for evaluation and will be rejected. The MoU entered into between the members of the Consortium must be specific to the Project and should fulfill the above requirements, failing which the Proposal shall be considered as non-responsive. The MoU shall not be amended without the explicit approval of the DoE. The MoU shall, inter alia,
  - (a) clearly outline the roles and responsibilities of each member at each stage;
  - (b) provide details of the minimum equity stake to be held by each member;
  - (c) Include a statement to the effect that all members of the Consortium shall be liable jointly and severally for execution of the Project in accordance with the terms of the Agreement.

## 10. EARNEST MONEY DEPOSIT

- (i) The bidder(s) will have to submit **Earnest Money Deposit** of the above mentioned amount as per concerned category of the project, in the form of Fixed Deposit Receipts / Bank guarantee from any of Scheduled Bank in favour of "Director of Education, Government of National Capital Territory of Delhi, Old Secretariat, Delhi". Earnest Money will not be accepted in the form of Cash/DD/ Money Order. The bid security shall remain valid for a period of 45 days beyond the Final Validity period \*\*. Note- \* \* 165 days (120 days + 45 days)
- (ii) The bidder(s) are advised to furnish the bid security in the acceptable form in a duly superscripted sealed envelope. The Earnest Money Deposit must be submitted physically in the office of proposal opening authority on or before 01.03.2018 till 12.00 noon.
- (iii) If the successful bidder refuses or neglects to execute the contract or fails to furnish the required Performance Security within 15 days of the placement of the work order, the bid security / Earnest Money Deposit will be forfeited and the awarded work will be cancelled.
- (iv) Bid security/ EMD of the bidder will be forfeited, if the bidder withdraws or amends its tender or impairs or derogates from the tender in any respect within the period of the validity of its tender.
- (v) EMD of unsuccessful bidder(s) will be returned to them approximately within 30 days after award of contract. No interest is payable on EMD amount.

## 11. Obligation of Directorate of Education

Obligation of the Directorate of Education is as under:

- (i) To provide students (as per number specified above in each category of the Project)
- (ii) To assign schools to the implementing agency/agencies where the Spoken English class is to be conducted.
- (iii) To provide classroom for teaching learning activities in its school equipped with Power point projector if required.
- (iv) Printed learning material and stationary item to its students.
- (v) Nodal teacher/ Estate Manager in each school for infrastructural/ coordination issues.
- (vi) Design and operate an online MIS system in which the implementing agency shall be required to report daily attendance of students and instructors and academic achievement data.
- (vii) Acknowledge the implementing agency as the partner organization of DoE in its project reports in all forms.
- (viii) The Directorate will engage a third party having experience of children's learning assessment in spoken English to assess the impact of interventions on participating children's spoken English ability, for an independent third party evaluation of the project.

## 12. Description of Service:

### (a) Category – I & II of the Project

- ✓ Under the proposed implementation model, the external agency shall provide adequate number of instructors and Print ready form of students learning material
- ✓ Conduct 100 hours of classes with a batch size of 25-30 students for at least 12,000 students in schools spread across Delhi.
- ✓ Deploy quality instructors (possessing the minimum qualification and experience) and responsible for their orderly conduct during the course period.
- ✓ Provide level appropriate learner support materials for the students who are between A1 and B1 as per Common European Framework of Reference for Languages (CEFR) or adapted equivalent norm.
- ✓ Implement its pedagogical plan which is CEFR or its equivalent compliant.

- ✓ Monitor activities and progress of students during the sessions. Each venue should be visited by the supervisory/training staff of the organization at least thrice during the 100 hours period.
- ✓ Conduct three assessments of all enrolled students- baseline, at the completion of 50 hours, and at the completion of 100 hours using internationally valid tool to assess the spoken English level of students and provide the student wise completion and achievement certificate.
- ✓ Conduct regular assessment of students and certify the progress.
- ✓ Conduct quality check.

**(b) Category – III of the Project**

- ✓ Conduct Baseline and End line assessment of at least 10% of the participating students using appropriate random sampling technique.
- ✓ Conduct assessment at any venue where the classes are being organized.
- ✓ Submit the baseline report within 15 days of assessment and detailed impact assessment report within 30 days of completion of the instructional activities under this project.

**13. SUBMISSION OF THE PROPOSALS & DOCUMENT REQUIRED**

Besides uploading, the Interested agencies may invariably submit his/her technical proposal physically in Room No: 18, Old Secretariat, Directorate of Education, Government of NCT of Delhi for technical evaluation in 02 superscripted sealed covers separately namely (1) EMD Cover (2) Technical Supporting Documents Cover –clearly indicating the category-I, II & III for which they are applying [It must contain check list (Annexure-1) along with legible copies of supporting documents mentioned below at point (ii) to (xii) as Technical proposal].

- (i) Earnest Money Deposit – Refer to Clause-10.
- (ii) Self-attested copy of Registration under GST in GNCT of Delhi.  
(In case the bidder is not registered under GST at the time of bidding, he would submit an undertaking along with the bid that he would get registered under GST in GNCT of Delhi before the award of work. Also he would have to submit the self-attested copy of registration certificate before the award of work).
- (iii) Details of the Institute/Organisation (If applying as consortium, the details of all partner agency involved)–Annexure -'A'
- (iv) Details of experience – Annexure-'B'
- (v) Details of faculty and course material of the agency (for Category –I & II of the project) – Annexure-'C-1'
- (vi) Details of faculty and course material of the agency (for Category –III of the project) – Annexure-'C-2'
- (vii) Audited Balance Sheet (duly certified by the Chartered Accountant) for preceding three financial years i.e. 2014-2015, 2015-2016& 2016-017 showing minimum average annual financial turnover. The average annual turnover should be equal to the 30% of the total cost of the Project Work in last three (03) years.- Annexure-'D'
- (viii) Authorization letter/document from management in favour of Authorized signatory
- (ix) An undertaking on Rs. 100/- on non-judicial stamp paper stating that their firm/agency has not been banned/debarred by any Govt. Department/PSU/Autonomous body- Annexure-E
- (x) An undertaking on Rs. 100/- on non-judicial stamp paper stating that work will not be executed through sub-contract through another agency etc as per Annexure-F
- (xi) Authorization letter/document from management in favour of Authorized signatory.
- (xii) Two page write up on effectiveness of Pedagogical Technique (Annexure-'J') or any other Document as specified in the RFP.

#### 14. OPENING OF TECHNICAL PROPOSAL

Technical Proposals will be opened online on 01.03.2018 at 03:00pm in Room No: 18, Old Secretariat, Directorate of Education, Government of NCT of Delhi in the presence of bidders or their authorized representatives who wish to be present on the occasion. Online bid documents submitted by intending bidders shall be opened only of those bidders, whose Earnest Money Deposit and other documents are found in order as per condition of RFP. The technical proposal shall be opened by the duly constituted Technical Evaluation Committee (TEC). The decision of the Director (Education) to declare any of the bidders qualified/disqualified in the bidding, on the basis of the advice of the TEC, shall be final and binding. The intimation of decision of the Director (Education) shall be conveyed to the bidders.

#### 15. RIGHT OF THE DEPARTMENT TO REJECT ANY PROPOSAL

The Director of Education, GNCT of Delhi reserves the right to cancel/reject the proposals at any stage- Technical/Financial. Further, the Director of Education, GNCT of Delhi does not bind himself/herself to accept the lowest or any other proposal and reserves the right to reject any or all the proposals received without assigning any reason. All proposals in which any of the prescribed condition is not fulfilled or any condition including that of conditional rebate is put forth by the bidders shall be summarily rejected. The Director of Education, Government of National Capital Territory of Delhi reserves to himself/herself the right of accepting the whole or any part of the proposal and the bidders shall be bound to perform the same at the rate quoted and as accepted by the Director (Education).

#### 16. EVALUATION OF TECHNICAL PROPOSAL FOR IMPLEMENTING AGENCIES (CATEGORY -I & II OF THE PROJECT)

Sr. No	Item/	parameter	Maximum Marks	No. of marks	Remarks (if any)
1	Experience of organizing Spoken English & Communication skills programs to students/career seeking candidates	<ul style="list-style-type: none"><li>• Minimum 3years</li><li>• 4-5 yrs</li><li>• Above 5yrs</li></ul>	4	2 3 4	
2	Experience of working at scale- at least 80% of the course time was through direct interface between instructors and students in same space (average of last 3 years)	<ul style="list-style-type: none"><li>• More than 10,000 students</li><li>• 5000-10,000</li><li>• 2500-4999</li></ul>	4	4 3 2	
3.	At least 50 faculties with minimum 2 years experience of teaching English as a skill with a minimum CEFR level of B2	<ul style="list-style-type: none"><li>• in house</li><li>• empanelled for at least past 6months</li><li>• tie-up with any other institution</li><li>• Hire from open market for the program</li></ul>	4	4 3 2 1	
4.	Availability of material	<ul style="list-style-type: none"><li>• developed in house</li><li>• Adopts material available in the market</li></ul>	2	2 1	

5.	Capacity to organize special classes in the Govt. Schools of Directorate of Education across Delhi	<ul style="list-style-type: none"> <li>• Minimum of 5000 students</li> <li>• 5001-10,000 students</li> <li>• 10,001-15,000 students</li> <li>• 15,001-20,000 students</li> <li>• Above 20,000 students</li> </ul>	5	1 2 3 4 5	
6.	Average Turnover of last 3 years.	<ul style="list-style-type: none"> <li>• More than 5 crore</li> <li>• More than 2 crore and less than 5 crore</li> </ul>	2	2 1	
7	Effectiveness of Pedagogical Technique	To be awarded on the basis of quality of approach as described in 2 page write-up	6		
8	Having any other special feature (specify)		3	1	
<b>Total</b>			<b>30</b>		

**17. EVALUATION OF TECHNICAL PROPOSAL FOR EVALUATION AGENCIES  
(CATEGORY -III OF THE PROJECT)**

Sr. No	Item/	parameter	Maximum Marks	No. of marks	Remarks (if any)
1	Experience of conducting Spoken English & Communication skills assessment	<ul style="list-style-type: none"> <li>• Minimum 3years</li> <li>• 4-5 yrs</li> <li>• Above 5yrs</li> </ul>	4	2 3 4	
2.	At least 50 faculties with minimum 2 years experience of teaching English or designing assessment tools.	<ul style="list-style-type: none"> <li>• in house</li> <li>• empanelled for at least past 6months</li> <li>• tie-up with any other institution</li> <li>• Hire from open market for the program</li> </ul>	4	4 3 2 1	
3.	Availability of assessment tools based on CEFR or equivalent norms	<ul style="list-style-type: none"> <li>• developed in house</li> <li>• Adopts material available in the market</li> </ul>	2	2 1	
4.	Capacity to conduct student wise assessment in the Govt. Schools of Directorate of Education across Delhi	<ul style="list-style-type: none"> <li>• Minimum of 5000 students</li> <li>• 5001-10,000 students</li> <li>• 10,001-15,000 students</li> <li>• 15,001-20,000 students</li> <li>• Above 20,000 students</li> </ul>	5	1 2 3 4 5	

6.	Average Turnover of last 3 years.	<ul style="list-style-type: none"> <li>• More than 5 crore</li> <li>• More than 2 crore and less than 5 crore</li> <li>• Upto 2 crore</li> </ul>	3	3 2 1	
7.	Having any other special feature (specify)		2	1	
<b>Total</b>			<b>20</b>		

## 18. SHORT-LISTING OF TECHNICAL PROPOSALS FOR OPENING OF FINANCIAL PROPOSALS

The technical proposals of eligible firm/agency will be evaluated by the Technical Evaluation Committee on the marking scheme of criteria as mentioned in Clause 16 & 17. After marking, **Proposals whose aggregate percentage of marks earned as per category is 60% and above will only be considered for opening of Financial bid.**

## 19. FINANCIAL PROPOSALS

The bidder shall furnish (online only) the financial rate bid (called Financial Proposal) in Annexure- G (for concerned category of the project).

- (i) The financial bid shall remain valid for the 04 months.
- (ii) Initially the quality of the technical proposals will be scored as per criteria mentioned in Clause 16 & 17. Only those responsive proposals that have achieved at least 60% qualifying score in quality of technical proposals will be considered for opening of Financial Proposals. The date and time shall be conveyed to technically qualify short-listed bidders.
- (iii) The acceptance of financial bid shall be subject to the approval of the Director (Education) on the recommendations of the Committee.
- (iv) The Bidder must quote only single rate for inclusive of all taxes/charges.
- (v) The tender which is found with double/multiple/optional rates will be summarily rejected.
- (vi) If the selected bidder cannot handle the increased number of students, the next placed bidder will be allocated the increased no. of students at the rate already approved, if agreed.

## 20. AWARD OF WORK CONTRACT

**The work contract will be awarded on 'Quality and Cost Based Selection (QCBS)'. In this process, the proportion for Technical Proposal and Financial Proposal will in aspect of 60:40.** After opening and scoring, the Financial Proposals of responsive technically qualified bidders, a final combined score will arrive at by giving relative weightages for the score of quality of the technical proposal and the score of financial proposal. The proposal with the highest weighted combined score (Quality & Cost) shall be declared as (H-1) successful bidder and work contract will be awarded.

In case, if the highest weighted combined score (H-1) bidder denies accepting the work contract, the same would be gradually offered to the next responsive bidder at the negotiated rate of lowest (H-1) rate. In case of denial of offer from all responsive bidders, the tender shall be rejected / cancelled.

The Department will communicate to the successful bidder by facsimile confirmed by letter transmitted by speed post that his financial proposal has been accepted. This letter (hereinafter and in the condition of contract called the "Letter of Offer") shall prescribe the amount at which the contractor will be paid in consideration of the execution of services by the firm/agency as required in the contract.

The successful bidder will be required to execute an agreement in the form specified in annexure -'I' as well as to furnish Performance Security in form specified in annexure- 'H' also).

## **21. PERFORMANCE GUARANTEE**

The successful bidder will be required to submit Performance Guarantee @ 5% (Five Percent) of the cost of Project for each Category within 15 days of the award of the work.

This guarantee shall be in the form of Fixed Deposit Receipt/Bank Guarantee from any of scheduled bank in accordance with the prescribed form. In case the bidder fails to deposit the said performance guarantee within the said period, the Earnest Money deposited by the bidder shall be forfeited automatically without any notice to the bidder and the work awarded would be cancelled.

The performance guarantee must remain valid for the period of 60 days beyond the date of completion of all the contractual obligations. In case the contract period is extended further, the validity of performance security shall also be extended by the contractor accordingly. No interest is payable on Performance Security/Guarantee by the Department.

If at any stage, the bidder deviates from the terms and conditions of the Contract Agreement or his performance are found to be unsatisfactory, Agreement of contract shall be liable to be terminated without any notice and the Performance Security shall be forfeited.

## **22. AGREEMENT DEED**

The successful bidder shall execute an agreement for the fulfillment of the contract on Rs. 100/- non-judicial stamp paper within 15 days from the date of award of the contract. Agreement/contract shall be signed after the submission of the performance security on the following terms:

The incidental expenses of execution of agreement/contract shall be borne by the successful bidder.

The conditions stipulated in the agreement/contract should be strictly adhered to and violation of any of these conditions will entail termination of the contract without prejudice to the rights of the Directorate of Education and any consequential loss will be recovered from the bidder. Agreement shall be executed with the successful bidders as per terms and conditions of this RFP.

## **23. PENALTY FOR NON-COMMENCEMENT, SLOW PERFORMANCE OR DELAY IN SERVICE**

Any short fall in the agreed terms & conditions will be subject to imposition of penalties including termination of the contract. The schedule of Penalties for the short fall in services given below. The total Quantum of Penalties shall not exceed 30% of total transacted value of the programme. Director Education will be the authority to assess the Quantum of penalty and any appeal against the decision of the Director Education can be submitted to Secretary Education for consideration.

S. No.	Item	Quantum of Penalty for each deficiency of service
1.	Deployment of Instructors in violation of the Qualification norms	10%
2.	Instance of Indiscipline like teacher/instructor absenting from the class, late coming, etc.	10% of the per day remuneration of the concerned teacher
3.	Failure to ensure at least one level up gradation in respect of 50% of students as per CEFR or equivalent norms at the end of the programme.	10%
4.	Any other deficiency in service (Specify)	Another 10%

#### 24. PAYMENT SCHEDULE

The following schedule is applicable for release of payment to the selected agency / Institution for organizing classes

S. No.	Stage of release of fund	Percentage of total amount
1.	On signing of MoU	30%
2.	On successful completion of 50 hours of conduct of classes	40%
3.	On receipts of third party evaluation Report and not later than August 31, 2018.	30%

#### 25. OTHER OBLIGATION TO THE SERVICE PROVIDER

- (a) The Firm / Agency selected for conducting class shall ensure the continuity of teachers initially engaged for this purpose till the completion of the programme. As it is a short term programme change of teachers' midway will not be permitted.
- (b) Deployment of qualified teachers / instructors is the prime responsibilities of the selected institution / agency. Any deviation in this regard will attract penalty.
- (c) The regular attendance, discipline of the Teachers/Instructors is the sole responsibility of the selected agency.
- (d) The instructors appointed by it should have police verification record not later than three months old at the time of commencing the instruction in this project.
- (e) No objection to the assessment proposed to be conducted by a third party evaluator.
- (f) The implementing agency will not be allowed to outsource or assign any activities of their project to any other agency.
- (g) No objection from their instructors/supervisory personnel to use biometric attendance and equipment of DoE.
- (h) The selected agencies for implementation and evaluation shall have to give a declaration that they are not related to each other.

#### FORCE MAJEURE

If at any time during the currency of contract, either party is subject to force majeure which can be termed as civil disturbance, riots, strikes, tempest, act of God etc. which may prevent either party to discharge his obligation, the affected party shall promptly notify the other party about happening of such an event. Neither party shall be, reason of such event, be entitled to terminate the contract in respect of such performance of their obligations. The obligations under the contract shall be resumed as soon as practicable after the event has come to an end or cease to exist. The performance of any obligations under the contract shall be resumed as soon as practicable after the event has come to an end or ceased to exist.

**DISPUTE RESOLUTION.**

- (A) Any dispute and or difference arising out of or relating to this contract will be resolved through joint discussion of the authorities/representatives of the concerned parties. However, if the disputes are not resolved by joint discussions, then the matter will be referred for adjudication to a sole Arbitrator appointed by the Hon'ble Lt. Governor, Delhi.
- (B) The award of the sole Arbitrator shall be final and binding on all the parties. The arbitration proceedings shall be governed by Indian Arbitration and Conciliation Act 1996 as amended from time to time.
- (C) The cost of Arbitration shall be borne by the respective parties in equal proportions. During the pendency of the arbitration proceeding and currency of contract, neither party shall be entitled to suspend the work/service to which the disputes relates on account of the arbitration and payment to the contractor shall continue to be made in terms of the contract. Arbitration proceedings will be held at Delhi/New Delhi only.

**JURISDICTION OF COURT.**

The courts at Delhi/New Delhi shall have the exclusive jurisdiction to try all disputes, if any, arising out of this agreement between the parties.

**DDE (SCHOOL BRANCH)**

**PROFORMA FOR TECHNICAL PROPOSAL**

NUMBER OF CATEGORY OF PROJECT FOR WHICH TECHNICAL PROPOSAL SUBMITTED- .....

DISCRIPTION OF THE CATEGORY OF PROJECT FOR WHICH PROPOSAL APPLIED.....

1. Name of the Firm :
2. Full Postal Address :
3. Telephone number :
4. E-mail ID :

S. N	Name of desired Document	Whether copy of desired certificate/Documents are uploaded	Documents/ Details (copy enclosed at page No. of the Proposal)
1.	<b>Earnest Money Deposit (EMD)</b> having suitable validity **	FDR/B.G No..... Name..... Branch..... Date.....	
2.	Self attested Copy of Registration under GST in GNCT of Delhi	<b>Yes/No</b>	
3.	Details of the Institute/Organisation (If applying as consortium, the details of all partner agency involved) –Annexure -'A'	<b>Yes/No</b>	
4.	Details of experience – Annexure-'B'	<b>Yes/No</b>	
5.	Details of faculty and course material of the agency (for Category –I & II of the project) – Annexure-'C-1'	<b>Yes/No</b>	
6.	Details of faculty and course material of the agency (for Category –III of the project) – Annexure-'C-2'	<b>Yes/No</b>	
7.	Annual turnover In Annexure-'D'	<b>Yes/No</b>	
	Audited balance sheet/turn over for the last 03 Years	<b>Yes/No</b>	
	2014-15	<b>Yes/No</b>	
	2015-16	<b>Yes/No</b>	
	2015-17	<b>Yes/No</b>	
5.	An undertaking on Rs.100/- non judicial stamp paper that their firm /agency has not been debarred/banned or declared black listed by any Govt. Department/ PSU/ Autonomous Body. Annexure -E	<b>Yes/No</b>	
6.	An undertaking on Rs. 100/- non judicial stamp paper that the firm will not engage any sub - contractor in any manner Annexure-F	<b>Yes/No</b>	
7.	Authorization letter/document from management in favor of signatory	<b>Yes/No</b>	
8.	Two page write up on effectiveness of Pedagogical Technique (Annexure-'J')	<b>Yes/No</b>	

**(Signature of Authorized Signatory)**  
**(Rubber seal)**

**DETAILS OF THE INSTITUTE/ORGANISATION  
(IF APPLYING AS CONSORTIUM, THE DETAILS OF ALL PARTNER AGENCY INVOLVED)**

1.	Name of the institution/organisation	
2.	Status of registration	
	(i) Registered under Societies Act of 1860 (Yes/No)	
	(ii) Registered under Indian Trusts Act 1882 (Yes/No)	
	(iii) Registered under section 25 of the Companies Act 1956 (Yes/No)	
	(iv) Registered under any other Act (Specify)	
	(v) Registered under GST (Yes/No)	
3.	Address for Communication along with Phone Number, Mobile Number and e-mail ID	
4.	Name of the Contact person along with Phone Number, Mobile Number and e-mail ID	
5.	Main activities of the institute/organisation	



**Annexure-'C-1'.**

**DETAILS OF FACULTY AND COURSE MATERIAL OF THE INSTITUTE/ ORGANISATION  
(To be filled by implementing agencies only)**

1.	Whether the institute/organization is having dedicated and certified faculty? (Yes/No)	
2.	If yes, the number of faculty available.	
3.	Details of certification of teaching faculty- Minimum 2 years' experience of teaching English as a skill with a minimum CEFR level of B2.	
4.	Details of course material designed for Development of Spoken English Skills and Communicative Competence in students (enclose a copy).	
5.	Any awards/recognitions/certifications received in last 5 years.	

**DETAILS OF FACULTY AND COURSE MATERIAL OF THE INSTITUTE/ ORGANISATION  
(To be filled by External evaluation Agency only)**

1.	Whether the institute/organization is having dedicated and certified faculty? (Yes/No)	
2.	If yes, the number of faculty available.	
3.	Details of certification of teaching faculty- Minimum 2 years' experience of teaching English as a skill with a minimum CEFR level of B2.	
4.	Details of assessment tools designed for child wise assessment of Spoken English Skills and Communicative Competence in students (enclose a copy).	
5.	Any awards/recognitions/certifications received in last 5 years.	

**DETAILS OF ANNUAL TURNOVER**  
(IN INDIAN RUPEES)

1. Name of the Firm
- 2 Address with Tel No
- 3 Annual turn-over for the last three years

<b>Financial Year</b>	<b>Turnover (Rs. In lakhs)</b>
2014-15	
2015-16	
2016-17	

Name & signature of the authorized signatory  
With rubber stamp

**UNDERTAKING**

**(ON NON JUDICIAL STAMP PAPER OF Rs.100)**

To

The Director,  
Directorate of Education,  
Govt. of NCT of Delhi,  
Old Sectt., Delhi-54

\_\_\_\_\_Name of the firm.

Sir/ Madam

1. I/We hereby agree to abide by all terms and conditions laid down in RFP.
2. This is to certify that I/We before submitting the proposal have read and fully understood all the terms and conditions and instructions contained therein and undertake myself/ourselves to abide by the said terms and conditions.
3. I/We declare that I/we or any of our constituent partners (in case of consortium) have neither been debarred nor blacklisted for tendering in any organization at any time. It is further stated that none of us has been convicted by any court of law.

(Signature of the Authorized Signatory)  
With Rubber Stamp.

UNDERTAKING

(ON NON JUDICIAL STAMP PAPER OF Rs.100)

To

The Director,  
Directorate of Education,  
Govt. of NCT of Delhi,  
Old Sectt., Delhi-54

\_\_\_\_\_ Name of the firm.

Sir/Madam

I/We hereby undertake that the firm will not engage any sub-contractor or transfer the contract to any other person/agency in any manner.

**(Signature of the Authorized Signatory)**

**With Rubber Stamp.**

**FINANCIAL PROPOSAL FORMAT**

<b>Proposal inviting Authority : DIRECTOR, DIRECTORATE OF EDUCATION, GNCT OF DELHI,          OLD SECRETARIAT, DELHI - 54</b>				
<b>Name of work:</b>		<b><u>CATEGORY-I</u></b>		
		Classroom instruction between instructor & student followed by giving of assignments to students & level wise assessment (Pre and Post test).		
<b>Name of the Firm :</b>				
<b>SCHEDULE OF WORK</b>				
Sl No.	Name of Item	Approx Number of Students to be covered under the Project	Rate per student (In Rs.) Inclusive of all taxes//Charges (in figure)	Rate per student (In Rs.) Inclusive of all taxes//Charges (in words)
1.	Classroom instruction between instructor & student followed by giving of assignments to students & level wise assessment (Pre and Post test).	12000 approx		
		<b>Rupees only</b>		

**FINANCIAL PROPOSAL FORMAT**

<b>Proposal inviting Authority : DIRECTOR, DIRECTORATE OF EDUCATION, GNCT OF DELHI,          OLD SECRETARIAT, DELHI - 54</b>				
<b>Name of work:</b>		<b><u>CATEGORY -II</u></b>  <b>Classroom instruction with the aid of preloaded material using appropriate electronic gadgets plus interaction between Teacher- students followed by assignments offline and level wise assessment(Pre and Post-test).</b>		
<b>Name of the Firm :</b>				
<b>SCHEDULE OF WORK</b>				
Sl No.	Name of Item	Approx Number of Students to be covered under the Project	Rate per student (In Rs.) Inclusive of all taxes//Charges (in figure)	Rate per student (In Rs.) Inclusive of all taxes//Charges (in words)
1.	Classroom instruction with the aid of preloaded material using appropriate electronic gadgets plus interaction between Teacher- students followed by assignments offline and level wise assessment (Pre and Post-test).	12000 approx		
		<b>Rupees only</b>		

**FINANCIAL PROPOSAL FORMAT**

<b>Proposal inviting Authority : DIRECTOR, DIRECTORATE OF EDUCATION, GNCT OF DELHI, OLD SECRETARIAT, DELHI - 54</b>				
<b>Name of work:</b>		<b><u>CATEGORY -III</u></b> <b>Third Party Evaluation</b>		
<b>Name of the Firm :</b>				
<b>SCHEDULE OF WORK</b>				
<b>Sl No.</b>	<b>Name of Item</b>	<b>Approx Number of Students to be covered under the Project</b>	<b>Rate per student (In Rs.) Inclusive of all taxes//Charges (in figure)</b>	<b>Rate per student (In Rs.) Inclusive of all taxes//Charges (in words)</b>
<b>1.</b>	<b>Third Party Evaluation</b>	<b>2400 approx</b>		
		<b>Rupees only</b>		

**FORM OF PERFORMANCE SECURITY**

(To be stamped in accordance with Stamp Act of India)

WHEREAS..... (Name of bidder) (Hereinafter called "the bank") has submitted his/her proposal Dated \_\_\_\_\_ for providing ..... in Delhi Government schools (hereinafter called "the Deptt.")

KNOW ALL MEN by these present that we ..... (Name and Address of Bank), having our registered office at (hereinafter called "the Bank") are bound unto Directorate of Education (hereinafter called "the Department") in sum of Rs. .... for which payment will and truly to be made to the said Department, the Bank binds itself its successors and assigns by these presents.

WHEREAS the bidder is required to furnish a Bank Guarantee for the sum of Rs. .... as Performance Security against the bidder's offer as aforesaid.

AND WHEREAS ..... (Name of Bank) have on the request of the bidder, agreed to give this Guarantee as hereinafter contained.

We further agree as follows:-

1. That the Department may without affecting this guarantee grant time of other to or indulgence to or negotiate further with the bidder in regard to the condition contained in the said tender and thereby modify these conditions or add thereto any further conditions as may be mutually agree upon between the Department and the bidder.
2. That the guarantee herein before contained shall not be affected by any change in constitution of our bank or in the constitution of the bidder.
3. That this guarantee commences from the date hereof and shall remain in force till:-
  - a. The bidder, in case the bid is accepted by the department, executes a formal Agreement after furnishing the performance Guarantee of a scheduled commercial Bank based in India.
  - b. Sixty days after the date of validity or the extended date of validity of the contract, as the case may be, whichever is later.
4. That the expression "the Bidder" and "the Bank" herein used shall, unless such an interpretation is repugnant to the subject or context, include their respective successors and assigns.

**TERMS AND CONDITIONS of this obligation are:**

1. If the Bidder having been notified of the acceptance of its bid by the Department, fails or refuses to terms of the contract as mentioned in the RFP during period of award of contract.
2. If the tender is terminated on the allegation of production of false/forged document for obtaining the contract.
3. If the contract is terminated for the reason that the agency is blacklisted in Government of NCT of Delhi or in any State Government /Union Government

We undertake to pay to the Department upto the above amount upon receipt of it's first written Demand, without the Department having to substantiate its demand provided that in its demand the Department will note that amount claimed by it, is due to owing to the occurrence of any one of the above mentioned conditions and specifying and occurred condition or conditions.

This guarantee will remain in force upto and including 60 days after the period of the bid validity or as it may be extended by the Department notice of which (extension) to the bank is hereby waived and any demand in respect thereof should reach the bank not later than the above date.

Signature of Witness

Signature of Authorized Official of the Bank

Name of Official.....

Designation .....

ID No.....

(Stamp/Seal of Bank)

Name of Witness:-

Address of Witness:-

**GOVT. OF NCT OF DELHI  
DEPARTMENT OF EDUCATION, DELHI  
OLD SECRETARIAT, DELHI - 110054**

**AGREEMENT**

THIS AGREEMENT is made on the ..... day..... (Month).....(year) Between the President of India Through Director, Directorate of Education (Name and address of the department) (hereinafter expression shall, unless excluded by or repugnant to the context be deemed to include his successors in office and assigns) of the one part AND (Name and address of the firm) through..... authorized representative (hereinafter called "the contractor" which expression shall, unless excluded by or repugnant to the context, be deemed to include his successors, heirs, executors Administration, representatives and assigns) of the other part for providing ..... in the government schools of Directorate of Education.

**NOW THIS AGREEMENT WITNESSETH AS FOLLOWS:-**

1. In this Agreement words and expression shall have the same meanings as are respectively assigned to them in the Terms and Conditions of contract herein after refereed to.
2. The following documents shall be deemed to form and be read and constructed as part of this Agreement , viz:
  - a. Letter of acceptance of award of contract;
  - b. Terms and Conditions;
  - c. Notice inviting proposals;
  - d. Bill of Quantities;
  - e. Addend, if any ; and
  - f. Any other documents forming part of the contract.
3. In consideration of the payments to be made by the Department to the Firm as hereinafter Mentioned, the Firm hereby covenants with the Department to execute to provide the ..... w.e.f ..... as per the provisions of this Agreement and the tender document.
4. The Department hereby covenants to pay the firm in consideration of the execution and Completion of the works/supply as per this agreement and tender document, the contract price of Rs. \_\_\_\_\_ per student.

Being the sum stated in the letter of acceptance subject such additions thereto or deductions there from as may be made under the provisions of the contract at the times in manner prescribed by the contract.

IN WITNESS WHEREOF the parties here to have signed the Agreement the day and the year first above written.

For an on behalf of the Contractor

For and on behalf of the president of  
India.

Signature of the authorized official

Signature of the authorized Officer

Name of the official with Stamp / seal of the firm

Name of the official with Stamp / seal of the  
Office

By the said \_\_\_\_\_ Name on behalf  
of the Contractor in the presence of:

By the said \_\_\_\_\_ Name on behalf  
of the Contractor in the presence of :

Witness \_\_\_\_\_  
Name \_\_\_\_\_  
Address \_\_\_\_\_

Witness \_\_\_\_\_  
Name \_\_\_\_\_  
Address \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Telephone No.

Telephone No.

**Two page write up on effectiveness of Pedagogical Technique**