

1105

RFP Reference No: MIS/68/7024/2016-17

## REQUEST FOR PROPOSAL (RFP)

For

*Digitization of "Student Record" for Student Database Management Information System (SDMIS) in Sync with U-DISE under Sarva Shiksha Abhiyan (SSA)*



### ***Bihar Education Project Council***

Shiksha Bhawan,  
Bihar Rashtrabhasha Parishad Campus,  
Saidpur – 800 004.

## BID DETAILS

| Sl. No. | Activity  | Date   |
|---------|---|--|
| 1.      | Date of commencement of Bidding Process                               | 25/09/2016.  |
| 2.      | Sale of RFP/Bid-document  | All working days during office hours starting from 25/09/2016. Can also be downloaded from the website <a href="http://www.bepcssa.in">www.bepcssa.in</a>  |
| 3.      | Date and Time of Pre -Bid meeting                                     | 07/10/2016 AT 3:30 PM  |
| 4.      | Last Date and time of sale of Bidding Documents                       | 26/10/2016 up to 1:00 PM   |
| 5.      | Last Date and time of Bid submission                                  | 26/10/2016 up to 3:00 PM   |
| 6.      | Date and time of Technical Bid opening                                | 26/10/2016 AT 3:30 PM  |
| 7.      | Place of Pre-Bid Meeting and Opening of Bids                          | <b>Bihar Education Project Council</b><br>Shiksha Bhawan,<br>Bihar Rashtrabhasha Parishad Campus,<br>Saidpur – 800 004.  |
| 8.      | Address for Communication   | As above   |
| 9.      | EMD (Earnest Money Deposit) /Bid Security                             | Zone-1 : Rs. 62,000/-<br>Zone-2 : Rs. 57,000/-<br>Zone-3 : Rs. 68,000/-<br>Zone-4 : Rs. 59,000/-<br>Zone-5 : Rs. 53,000/-<br>Zone-6 : Rs. 45,000/-<br>Zone-7 : Rs. 63,000/-<br>Zone-8 : Rs. 60,000/- |
| 10.     | Performance Security  | Performance Guarantee will be submitted by successful bidder. The value of Performance Guarantee will be 5% of the total Project Cost.   |
| 11.     | Cost of RFP   | Rs. 2,000.00/-   |
| 12.     | Contact Details (In case any clarification is required in the matter) | email : <a href="mailto:ssabihar@gmail.com">ssabihar@gmail.com</a><br>Tele. : 0612-2667164<br>Fax. : 0612-2667190  |

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### 1. INTRODUCTION

The Bihar Education Project Council (BEPC), popularly known as Bihar Education Project (BEP) is an organization primarily dedicated to achieving “Universal Elementary Education” (UEE) in the State of Bihar, India. Launched in 1991, with the purpose of bringing about quantitative and qualitative improvement in the Elementary Education system in Bihar.

The Parishad is implementing following major programmes towards its continuous effort to bring the power of education to rural, semi-urban and urban masses, especially to girls, disabled and children of deprived and downtrodden section of the society of the State:

- Sarva Shiksha Abhiyaan – RTE (SSA-RTE)
- Kasturba Gandhi Balika Vidyalaya ( KGVB)

#### ***About U-DISE and SDMIS (Computerization/digitization of Child Record)***

District Information System for Education (DISE) was initiated in the year 1994-95 at the time of launch of District Primary Education Programme (DPEP) in 11 districts of Bihar. The Scope of DISE was upgraded from primary to entire elementary level of education with the launch of Sarva Shiksha Abhiyan Programme in 2001 and entire State is being covered under DISE. Further, the review committee on Educational Statistics constituted by the MHRD recommended adopting unified system for collection and dissemination of educational statistics to overcome difficulties arising from multiple sources of data on education. Therefore, the MHRD recommended integration of DISE and SEMIS (State Educational Management Information System for Classes 9-12) into one single system from Academic Year 2012-13 onwards. This unification is known as Unified-DISE or U-DISE and under this system one Data Capture Format (DCF) is being used for the entire schooling system for classes 1 to 12. The U-DISE software has been designed by NUEPA (National University for Educational Planning & Administration), New Delhi in assistance with MHRD and UNICEF. The Software support is being provided by NUEPA to all the States & District in India which is an in-house arrangement.

U-DISE achievements are significant and have helped immensely in strengthening of EMIS in Bihar & India which have further helped in decentralized educational planning and monitoring of school education to all level of educational administrators. Despite impressive improvement with regard to coverage, quality, consistency, sharing, dissemination and utilization of U-DISE data, there still few areas of concern which needs improvement. One of the areas of concern is the quality of enrolment data even though the same has significantly improved over the time and enrolment statistics is now more consistent than ever. A variety of enrolment-related information is collected annually under U-DISE which is manually aggregated by the school HM/Teacher/Respondent. In the absence of child wise information, it is very difficult to cross verify enrolment data submitted by the schools.

One way to further improve the quality of enrolment data is to collect detailed individual student’s detail and generated U-DISE enrolment tables which includes enrolment by Caste Category, age & medium of instruction, CWSN by nature of disability, repeaters, incentives, examination result etc.

In the light of above, the MHRD/NUEPA has decided and directed States to collect student-wise information as an add-on to ongoing U-DISE. The Data Capture Format suggested by the NUEPA/MHRD has been translated into the regional languages (Hindi) and have been distributed to schools for data collection during

## RFP for Digitization of “Student Record” for SD MIS under Sarva Shiksha Abhiyan (SSA)

the Academic Year: 2016-17. In this context, Bihar Education Project Council (BEPC), under Sarva Shiksha Abhiyan (SSA) wishes to hire the services of the Agencies/Companies/Firms for digitization/computerization of child wise record of nearly 2.34 Crore children of the State in a time-bound , in sync with U-DISE. These 2.34 crore children belong to all 38 districts of Bihar covering about 534 CD blocks. Out of these 2.34 children, 1,61,70,088 children belongs to Class I-V and 72,61,697 children belongs to VI-VIII. Keeping in view the strict time-line of the project, the work has been divided into 8 separate zone covering 38 districts of Bihar as mentioned in the TOR. The Objective of this RFP is to select technically competent and commercially competitive bidder for each zone, for the purpose of digitization of such a huge volume of information in an efficient and time-bound manner.

### 02. SCOPE OF WORK

Broad scope of work includes but not limited to the details as provided at **Appendix- III** in the detail Terms of Reference (ToR).

### 03. Eligibility Criteria (Pre- Qualification Criteria)

| Sl. No. | Qualification Criteria  | Documentary Evidence Required  |
|---------|---|--|
| 1.      | Should be a registered firm/registered co-operative societies/partnership firm and should be at least 3 years old entity. <b>Consortium in any form is not allowed.</b>   | Bidder Should produce Articles of Association (in case of private and public limited companies), Bye laws and certificates of registration (in case of registered co-operative societies), Partnership deed (in case of partnership firm). |
| 2.      | The bidder should be registered with the Sales Tax department as well as Service Tax Department, and should carry a valid PAN/ TAN Number.  | Provide Copy of VAT registration number, Service Tax Registration Number and Copy of PAN Card.   |
| 3.      | The Bidder should have minimum annual turnover of <b>Rs. 60 lakhs</b> in each of the last 3 financial years (FY 2014-15, 2013-14, 2012-13).   | Provide copy of the audited Profit & Loss Account of the company and Certificate from the Chartered Accountant clearly stating the turnover from similar IT enabled Services/Work.   |
| 4.      | Bidder should have positive net worth for each of the last 3 financial years (FY 2014-15, 2013-14, 2012-13)   | Provide copy of the audited balance sheet of the company and Certificate from the Chartered Accountant clearly stating the net worth.  |
| 5.      | Bidder must have the experience of executing similar digitization work in INDIA during last three Years.  | Relevant experience with work orders have to be submitted.   |
| 6.      | Bidder should have valid Income tax returns for the last three financial years (FY 2014-15, 2013-14, 2012-13), issued by Income Tax Department and should have PAN Card   | Provide documentary proof of Income Tax returns for the last three financial years. Provide copy of PAN card.  |
| 7.      | The bidder should have office in Bihar. In case bidder has no presence in Bihar, bidder shall furnish an undertaking that an office shall be opened in Bihar, with sufficient personnel and inventory of spares within a month of selection as Successful Bidder. | Copy of Electricity Bill, Tax Bill or Copy of the Agreement to be attached.  |
| 8.      | The Bidder shall not be under a declaration of ineligibility for corrupt or fraudulent practices, and should not be blacklisted by any State Govt./Central Govt./PSU for any reason.  | The Bidder shall provide affidavit in original for non-engagement in fraudulent corrupt practices, non-blacklisting in any Govt. /PSU during last three financial years.   |

## 04. BID DOCUMENTS:

Bidder is expected to examine all instructions, forms, terms, and requirements in the bid document. Failure to furnish all information required by the bid document or submit a bid not substantially responsive to the bid document in every respect may result in the rejection of the Bid. The bids should be submitted in two parts as mentioned hereunder:-

### A. Technical bid

- i. Documents showing the legal status, place of registration and prime place of business of the bidder.
- ii. Proposed Project Implementation Approach outlining
  - Understanding the Scope of Work
  - Strategy to implement the project components in achieving the project objectives
  - Detailed Project Implementation Schedule clearly identifying the activities/sub activities and the timelines
- iii. Bidder is required to provide the details of projects executed/under execution as per **Appendix-I** that best explains the bidder’s ability to implement the desired scope of work (Please use one Sheet for one Project).
- iv. Bidder need to provide documentary evidences/proof with respect to qualification and experience criteria to support its claim.

**Any project details without documentary evidence will not be considered for evaluation.**

### B. Commercial bid

Commercial Bid must be submitted as per template provided at **Appendix-II**. The bid shall remain valid for a period not less than 90 days after the deadline date specified for submission.

## 05. SUBMISSION OF PROPOSALS

- i. All the proposals will have to be submitted in hard bound form with all pages numbered & signed. It should also have an **index giving page wise information** of above documents. Incomplete proposal will summarily be rejected.
- ii. No bid will be considered unless and until each page of the bid document is duly signed by the authorized signatory.
- iii. **Prices should not be indicated in the Technical Bid.**
- iv. The proposals shall be submitted in two parts, viz.,
- v. **Envelope 1:** - Technical Proposal super scribed as “**Envelope 1 – Technical Proposal**”, complete with all technical details”. In the technical proposal, there should not be any indication about the price offered.
- vi. **Envelope-2:** Commercial Proposal containing Price Schedule super scribed as “**Envelope 2 – Commercial Proposal**”.
- vii. The two sealed envelopes should again be placed in a single sealed envelope, to be submitted in the office of State Project Director, BEPC, up to the due date and time mentioned in the Schedule of Events of this document. The tender enquiry no. must be subscribed on this envelope.

## 06. LATE BIDS

Any bid received by the BEPC after the stipulated time and date for receipt of bids prescribed in this document will be rejected and be returned unopened to the Bidder.

## 07. PERFORMANCE SECURITY

- (a) 5% as performance security of the total bid/contract value will have to be deposited in form of Bank Guarantee/Demand Draft in favour of BEP-SSA, Payable at Patna, by the lowest evaluated responsive bidder before the award of work. The performance security will be refunded only after the successful completion of the work/project as specified in the bid-document/agreement.
- (b) The performance security deposit shall be forfeited in case any terms and conditions of the contract/agreement are infringed or the bidder fails to complete the work in time.

## 08. LIQUIDATED DAMAGES/PENALTIES

- (a) The bidder is required to assess the infrastructure requirements like hardware, software, manpower, internet/intranet etc. to be installed/setup at Block/Districts levels for the digitization of child record keeping in view the volume of information to be digitized and time schedule stipulated and allotted for the said work, failing which applicable penalty will be imposed.
- (b) If the work assigned to the bidder is not completed within the stipulated time/deadline, penalty @1% will be deducted for each delayed week from the performance security or on the final payment.
- (c) In case of the failure of the Private Agency to make the facility functional within the stipulated timeframe, the offer may be withdrawn at the discretion of the BSPP.

## 09. BID SECURITY

The bid must be accompanied with non interest bearing bid-security as prescribed for each zone the bidder is quoting for. If a bidder is quoting rates for more than one zone, then separate bid-security as prescribed for the zone/zones must be submitted. The bid-security should be in the form of demand draft/banker’s Cheque from any nationalized or scheduled bank, which shall be valid up to at least 45 days beyond the validity period of the bid. The same should be drawn in favour of BEP-SSA, Payable at Patna, along with the Technical (Part-I) of the bid. Bid-security in any other form or in case of non-submission of the bid-security, bids will be rejected.

The bid-security shall be forfeited;

- (a) If a bidder withdraws its bid after opening of Technical or Financial Proposal and before validity period of the bid.
- (b) If a successful bidder fails to deposit requisite amount of Performance Security/Guarantee within the specified time as per intimation/request of the BEPC.
- (c) If a successful bidder fails to execute the agreement within specified time as per intimation/request of the BEPC.

## 10. EVALUATION

- i. An evaluation committee so constituted by the BEPC will evaluate the bids i.e. technical and commercial.
- ii. The BEPC may conduct clarification meetings with each or any bidders to discuss any matters, technical or otherwise.
- iii. The evaluation of the proposal shall be carried-out in two stages; first the technical, and then the financial/commercial.

- iv. Evaluation of Technical Proposal shall not have access to the Commercial Proposal unless the technical evaluation is concluded.

### (a) Evaluation of Technical Bids:

A detailed evaluation of the technical bids shall be carried out in order to determine whether the technical aspects are substantially responsive to the requirements set forth in the RFP/Tender Enquiry. This may include physical verification for assessing the capacity of the bidder.

- i. The Purchaser will evaluate and compare the quotations determined to be substantially responsive i.e. whether bids;
  - a) are properly signed ;
  - b) meet the eligibility requirements specified;
  - c) confirm to the terms and conditions, and specifications; and
  - d) are accompanied by the required securities and are valid for the period specified in the tender document.
- ii. The BEPC reserves the right to ask for a technical elaboration/clarification in the form of a technical presentation from the Bidder on the already submitted Technical Proposal at any point of time before opening of the Commercial Proposal. The Bidder shall furnish the required information to the BEPC and may appoint their representative on the date asked for, at no cost to the BEPC. The BEPC may at its discretion, visit the office / Operational Center of the Bidder for Services, any time before the issue of Letter of Award.
- iii. No further discussion/interface will be held with the bidder whose bid has been technically disqualified / rejected.

### (b) Evaluation of Commercial Bids:

- i. After the evaluation of the technical proposal is completed, Price/Commercial Proposal of only technically responsive bidders shall be further opened and considered for evaluation.
- ii. The proposal of the bidder whose quotation has been determined to be substantially responsive and who has offered the lowest evaluated quotation price (in Appendix-II) will be designated as L1.
- iii. Commercial evaluation will be done Zone wise i.e. for each zone, the bidder whose quotation has been determined to be substantially responsive and who has offered the lowest evaluated quotation price will be designated as L1.

## 11. DECIDING AWARD OF CONTRACT:

- i. Prior to the expiry of the bid-validity, the SPD, BEPC/BSPP will notify the lowest evaluated responsive bidder (L1) in writing that its proposal has been accepted.
- ii. The bidder will sign the Contract Agreement as per the he terms and conditions within 7 days of the notification.
- iii. Negotiations, if any, will be held with the L1 bidder at the office of the BEPC.
- iv. **Keeping in view the restrict time-line, volume and nature of the work to be accomplished, the work will be awarded to a substantially responsive bidder for maximum 2 (two) zones.**
- v. The committee’s decision would be final and binding to the Bidders.
- vi. Notwithstanding the above, the purchaser reserves the right to accept or reject any bids/quotations and to cancel the bidding process and reject all quotations at any time prior to the award of contract. The decision of the BSPP shall be final, and no enquiries or application for review shall be entertained.
- vii. The quantity/number/volume of work may be increased or decreased (maximum approximate up to 20% of the total project cost) as per the requirements of the BSPP.



## 12. GENERAL TERMS AND CONDITIONS:

### 1. ACKNOWLEDGMENT COPY

Signing and returning the acknowledgment copy of a contract issued by or beginning work under that contract shall constitute acceptance of a binding agreement between BEPC and the Successful bidder.

### 2. PAYMENT TERMS

(a) The Bihar Education Project Council (BEPC) shall, unless otherwise specified in the contract, make payment within 30 days of receipt of the Successful bidder's invoice and certificate from the competent authority as specified in the contract.

(b) The prices/rates shown in the contract cannot be altered except by express written agreement by the State Project Office.

### 3. LEGAL STATUS.

The Successful bidder shall be considered as having the legal status of an independent successful bidder vis-a-vis the State Project Office. The Successful bidder's personnel shall not be considered in any respect as being the employees or agents of the State Project Office/District Project Offices.

### 4. SUCCESSFUL BIDDER'S RESPONSIBILITY FOR EMPLOYEES

The Successful bidder shall be responsible for the professional and technical competence of its employees and will select, for work under this Contract, reliable individuals who will perform effectively in the implementation of the Contract, respect the local customs and conform to a high standard of moral and ethical conduct.

### 5. SOURCE OF INSTRUCTIONS

The Successful bidder shall neither seek nor accept instructions from any authority external to The Bihar Education Project Council in connection with the performance of its services under this Contract. The Successful bidder shall refrain from any action which may adversely affect the Bihar Education Project Council and shall fulfill its commitments with the fullest regard to the interests of the State/District Project Office.

### 6. COPYRIGHT, PATENTS AND OTHER PROPRIETARY RIGHTS

The Bihar Education Project Council shall be entitled to all intellectual property and other proprietary rights including but not limited to patents, copyrights and trademarks, with regard to documents and other materials which bear a direct relation to or are prepared or collected in consequence or in the course of the execution of this contract. At the Bihar Education Project Council's request, the successful bidder shall take all necessary steps, execute all necessary documents and generally assist in securing such proprietary rights and transferring them to The Bihar Education Project Council in compliance with the requirements of the applicable law.

### 7. TERMINATION

If the Successful bidder fails to deliver any or all of the deliverables within the time period(s) specified in the contract, or fails to perform any of the terms, conditions, or obligations of the contract, or should the Successful bidder be adjudged bankrupt, or be liquidated or become insolvent, or should the successful bidder make an assignment for the benefit of its creditors, or should a receiver be appointed on account of the insolvency of the Successful bidder, The Bihar Education Project Council may, without prejudice to any other right or remedy it may have under the terms of these conditions, terminate the Contract, forthwith, in whole or in part, upon fifteen (15) days notice to the Successful bidder.

The Bihar Education Project Council reserves the right to terminate without cause this Contract at any time upon fifteen (15) days prior written notice to the Successful bidder. In the event of any termination no payment shall be due from the Bihar Education Project Council to the Successful bidder except for work and services satisfactorily performed in conformity with the terms of the contract.

Upon the giving of such notice, the Successful bidder shall have no claim for any further payment, but shall remain liable to The Bihar Education Project Council for reasonable loss or damage which may be suffered by The Bihar Education Project Council for reason of the default. The Successful bidder shall not be liable for any loss or damage if the failure to perform the contract arises out of force majeure.

Upon termination of the contract, The Bihar Education Project Council may require the Successful bidder to deliver any finished work which has not been delivered and accepted, prior to such termination and any materials or work-in-process related specifically to this contract. Subject to the deduction of any claim The Bihar Education Project Council may have arising out of this contract or termination, The Bihar Education Project Council will pay the value of all such finished work delivered and accepted by The Project Directorate.

### 8. SUB-CONTRACTING

Sub-contracting in any case shall not be permitted/accepted.

### 9. ASSIGNMENT AND INSOLVENCY

1. The Successful bidder shall not, except after obtaining the written consent of The Project Directorate, assign, transfer, pledge or make other dispositions of the Contract, or any part thereof, of the Successful bidder's rights or obligations under the Contract.
2. Should the Successful bidder become insolvent or should control of the Successful bidder change by virtue of insolvency, The Bihar Education Project Council may, without prejudice to any other rights or remedies, terminate the Contract by giving the Successful bidder written notice of termination.

### 10. OFFICIALS NOT TO BENEFIT

The Successful bidder warrants that no official of the Bihar Education Project Council has received or will be offered by the Successful bidder any direct or indirect benefit arising from this Contract or the award thereof. The Successful bidder agrees that breach of this provision is a breach of an essential term of the Contract.

### 11. PROHIBITION ON ADVERTISING

The Successful bidder shall not advertise or otherwise make public that the Vendor is furnishing goods or services to The Bihar Education Project Council without specific permission of the State Project Directorate.

### 12. AUTHORITY TO MODIFY

No modification or change in this Contract, no waiver of any of its provisions or any additional contractual relationship of any kind with the Successful bidder shall be valid and enforceable against The Bihar Education Project Council unless provided by an amendment to this Contract signed by the authorized official of The Project Directorate.

### 13. SPECIFIC TERMS AND CONDITIONS

#### A. UNETHICAL BEHAVIOUR

1.1 The Department & State Project Directorate strictly enforces a policy of zero tolerance concerning unethical, unprofessional or fraudulent acts of the Department & Project Directorate bidders. Accordingly, any registered bidder that is found to have undertaken unethical, unprofessional or fraudulent activities will be suspended or forbidden from continuing business relations with the Department and Directorate.

#### B. CORRUPT AND FRAUDULENT PRACTICES

2.1 The Department & the Bihar Education Project Council requires that all bidders associated with this Invitation to Bid/Request for Proposal observe the highest standard of ethics during procurement and execution of the work. In pursuance of this policy the Department & Project Directorate:

(i) Defines the purpose of this provision the terms set forth as follows:

- Corrupt practice means the offering, giving, receiving or soliciting of any thing of value to influence the action of a public official in the procurement process or in the execution of a contract, and
- Fraudulent practice means a misrepresentation of facts in order to influence a procurement process or the execution of a contract to the disadvantage of the client, and includes collusive practice among bidders (prior to or after bid submission) designed to establish bid prices at artificial non-competitive levels and to deprive the client of the benefits of free and open competition;

(ii) Will reject a proposal for award if it determines that the selected supplier / Bidder have engaged in any corrupt or fraudulent practices in competing for the contract in question;

(iii) Will declare a bidder ineligible, either indefinitely or for a stated period of time, to be awarded & finance the contract if at any time it determines that it has engaged in any corrupt or fraudulent practices in competing for, or in executing the financed contract.

#### C. GUIDELINES ON GIFTS AND HOSPITALITY

Bidders shall not offer gifts or hospitality to the staff members of The Bihar Education Project Council & such other members. Recreational trips to sporting or cultural events, theme parks or offers of holidays, transportation, or invitations to extravagant lunches or dinners are also prohibited.

We look forward to receive your quotations and thank you for your interest in this Project.

  
[Chief Accounts Officer]

Bihar Education Project Council,  
Shiksha Bhawan, 2<sup>nd</sup> Floor,  
Bihar Rashtra Bhasha Parishad Parishar,  
Saidpur, Patna – 800 004.

(Purchaser)

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RFP for Digitization of "Student Record" for SD MIS under Sarva Shiksha Abhiyan (SSA)

Memo No.: 7024

Dated: 22/9/2016.

**Copy to:** Following with the request to place it on their Notice Board for information and wider circulation

1. Technical Director-cum-SIO, NIC, Patna.
2. Managing Director, BSEDC, Beltron Bhawan, Patna.
3. Bihar Chamber of Commerce, North Gandhi Maidan, Patna.
4. Web-site of the BEPC <http://becpssa.in>

*C. Singh 22.9.16*  
[Chief Accounts Officer]  
Bihar Education Project Council

APPENDIX-I

**PROJECT EXPERIENCE THAT BEST ILLUSTRATE THE FIRMS EXPERIENCE**

|   |   |
|---|---|
| Assignment name:  | Country:<br>Location within country:  |
| Name of Client:   | Address:  |
| Duration of assignment (months):<br>Start date (month/year):<br>Completion date (month/year): | Total No. of staff-months of the assignment:  |
| Approx. value of the contract (in current US\$):  | Approx. value of the services provided by your firm under the contract (in INR) : Rs.....   |
| Name of associated Contractors, if any:   | No. of professional staff-months provided by associated Contractors:  |
| Name of associated Contractors, if any:   | Name of senior professional staff of your firm involved and functions performed (indicate most significant profiles such as Project Director/Coordinator, Team Leader etc): |
| Narrative description of Project:   |   |
| Description of actual services provided by your staff within the assignment:                  |   |

APPENDIX II

COMMERCIAL BID (Financial/Price Part)

Date: ...../...../2016

To:

.....  
.....

Sub: Commercial Bid.

Having examined the Bid Document no. \_\_\_\_\_ dated \_\_\_\_\_ I/ We the undersigned, offer to quote the following rates towards the Scope of the Work/TOR.

| Sr. No | Zone   | Expected No. of Child Record / No. of Units | Unit Rate per Child Record / Unit (All inclusive basis*)<br>(in Rupee/Paise) |         | Total Estimated quoted Value<br>(F=C*D) | Unit Rate in Words<br>(Please mention per child digitization cost including all taxes* in words ) |
|--------|--------|---|--|---------|---|---|
| ( A )  | ( B )  | ( C )                                       | ( D )  |         | ( E )                                   | ( F )   |
|        |        |   | (Rs.)  | (Paise) |   |   |
| 1.     | Zone-1 | 3131929                                     |  |         |   |   |
| 2.     | Zone-2 | 2871588                                     |  |         |   |   |
| 3.     | Zone-3 | 3434259                                     |  |         |   |   |
| 4.     | Zone-4 | 2965506                                     |  |         |   |   |
| 5.     | Zone-5 | 2665597                                     |  |         |   |   |
| 6.     | Zone-6 | 2255769                                     |  |         |   |   |
| 7.     | Zone-7 | 3130665                                     |  |         |   |   |
| 8.     | Zone-8 | 2976472                                     |  |         |   |   |

Note: -

- \* The rate quoted should include all taxes, transportation cost, Installation/setting up of infrastructure at Block / District level, Manpower, insurance, Generator running cost, printing if any and out of pocket expenses etc. as applicable for executing the defined scope of work.
- Conditional bids /ambiguous bids will be summarily rejected.

Signature & Seal of the Bidder: .....

Name of the Signing Authority: .....

Designation of Authority: .....

Address: .....

Place :

Date :

## APPENDIX-III

### Terms of Reference

#### 1. BACKGROUND

The Bihar Education Project Council (BEPC), popularly known as Bihar Education Project (BEP) is an organization primarily dedicated to achieving “Universal Elementary Education” (UEE) in the State of Bihar, India. Launched in 1991, with the purpose of bringing about quantitative and qualitative improvement in the Elementary Education system in Bihar.

The Parishad is implementing following major programmes towards its continuous effort to bring the power of education to rural, semi-urban and urban masses, especially to girls, disabled and children of deprived and downtrodden section of the society of the State:

- Sarva Shiksha Abhiyaan – RTE (SSA-RTE)
- Kasturba Gandhi Balika Vidyalaya ( KGVV)

#### ***About U-DISE and SDMIS (Computerization/digitization of Child Record)***

District Information System for Education (DISE) was initiated in the year 1994-95 at the time of launch of District Primary Education Programme (DPEP) in 11 districts of Bihar. The Scope of DISE was upgraded from primary to entire elementary level of education with the launch of Sarva Shiksha Abhiyan Programme in 2001 and entire State is being covered under DISE. Further, the review committee on Educational Statistics constituted by the MHRD recommended adopting unified system for collection and dissemination of educational statistics to overcome difficulties arising from multiple sources of data on education. Therefore, the MHRD recommended integration of DISE and SEMIS (State Educational Management Information System for Classes 9-12) into one single system from Academic Year 2012-13 onwards. This unification is known as Unified-DISE or U-DISE and under this system one Data Capture Format (DCF) is being used for the entire schooling system for classes 1 to 12. The U-DISE software has been designed by NUEPA (National University for Educational Planning & Administration), New Delhi in assistance with MHRD and Unicef. The Software support is being provided by NUEPA to all the States & District in India.

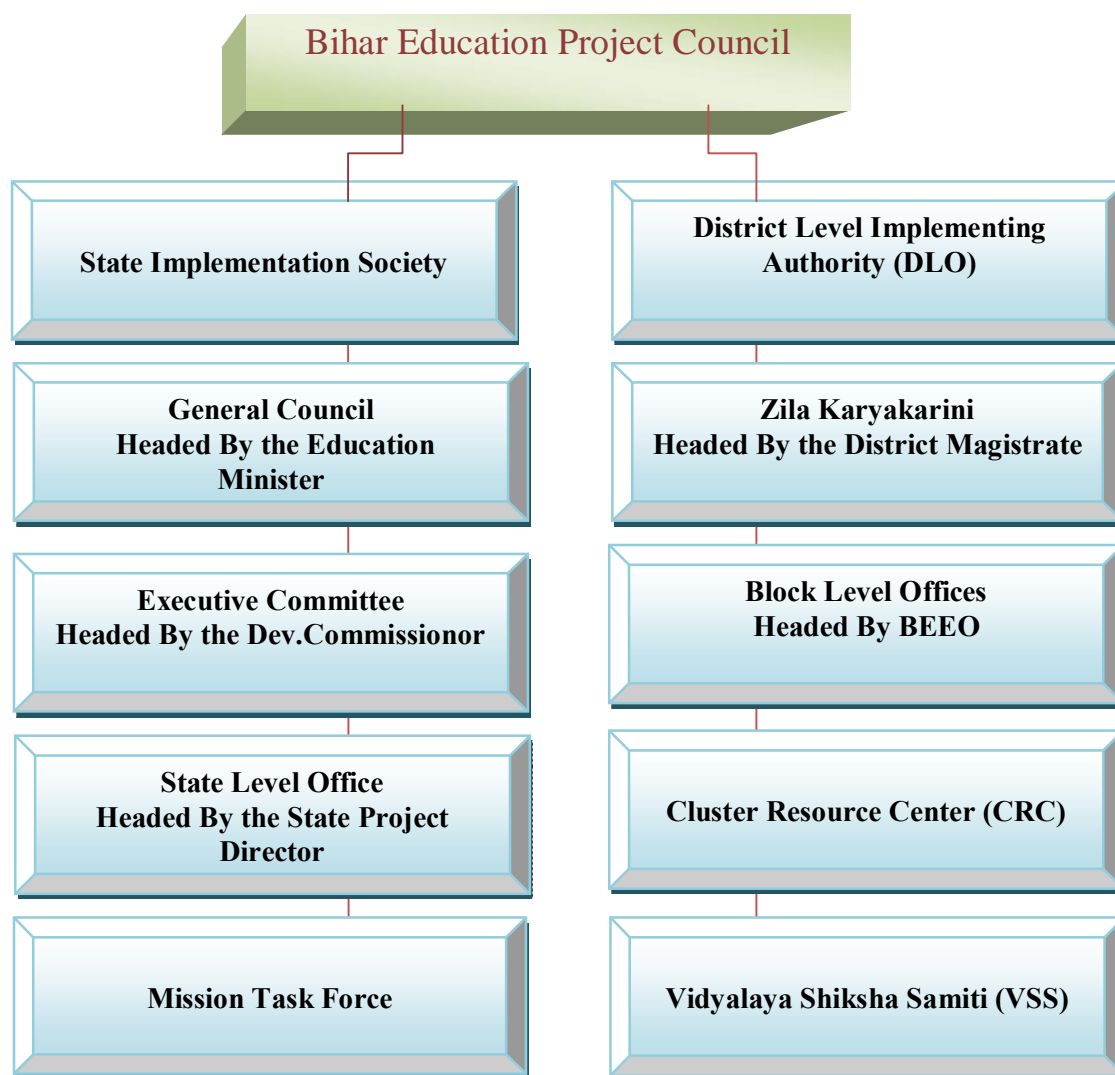
U-DISE achievements are significant and have helped immensely in strengthening of EMIS in Bihar & India which have further helped in decentralized educational planning and monitoring of school education to all level of educational administrators. Despite impressive improvement with regard to coverage, quality, consistency, sharing, dissemination and utilization of U-DISE data, there still few areas of concern which needs improvement. One of the areas of concern is the quality of enrolment data even though the same has significantly improved over the time and enrolment statistics is now more consistent than ever. A variety of enrolment-related information is collected annually under U-DISE which is manually aggregated by the school HM/Teacher/Respondent. In the absence of child wise information, it is very difficult to cross verify enrolment data submitted by the schools.

One way to further improve the quality of enrolment data is to collect detailed individual student’s detail and generated U-DISE enrolment tables which includes enrolment by Caste Category, age & medium of instruction, CWSN by nature of disability, repeaters, incentives, examination result etc.

## RFP for Digitization of “Student Record” for *SDMIS* under Sarva Shiksha Abhiyan (SSA)

In the light of above, the MHRD/NUEPA has decided and directed States to collect student-wise information as an add-on to ongoing U-DISE. The Data Capture Format suggested by the NUEPA/MHRD has been translated into the regional languages (Hindi) and have been distributed to schools for data collection during the Academic Year : 2016-17. **The sample DCF is annexed as “APPENDIX - V”.**

In this context, Bihar Education Project Council (BEPC), under Sarva Shiksha Abhiyan (SSA) wishes to hire the services of the Agencies/Companies/Firms for digitization/computerization of Child Wise Record of nearly 2.34 Crore children of the State in a time-bound , in sync with U-DISE. These 2.34 crore children belong to all 38 districts of Bihar covering about 534 CD blocks. Out of these 2.34 children, 1,61,70,088 children belongs to Class I-V and 72,61,697 children belongs to VI-VIII. Keeping in view the strict time-line of the project, the work has been divided into 8 separate zone covering 38 districts of Bihar as mentioned in the TOR. The Objective of this RFP is to select technically competent and commercially competitive bidder for each zone, for the purpose of digitization of such a huge volume of information in an efficient and time-bound manner.





## 2. SCOPE OF WORK

The Bidder is required to setup hardware, software and peripherals along with the manpower for digitization/computerization of Child Record at Blocks/District level in each district/blocks of the Zone for which work has been awarded as described below :-

### a. Zone wise expected number of child record to be digitized /Computerized:-

| S.N. | Zone   | Name of Districts under the Zone                         | Number of Districts | Expected Number of Child Records |
|------|--------|--|---------------------|----------------------------------|
| 1.   | Zone-1 | East Champaran, West Champaran, Sitamarhi and Sheohar    | 4                   | 3131929                          |
| 2.   | Zone-2 | Gopalganj, Siwan, Saran and Vaishali                     | 4                   | 2871588                          |
| 3.   | Zone-3 | Muzaffarpur, Darbhanga, Samastipur and Begusarai         | 4                   | 3434259                          |
| 4.   | Zone-4 | Madhubani, Saharsha, madhepura, Supaul, Khagaria         | 5                   | 2965506                          |
| 5    | Zone-5 | Araria, Purnea, Kishanganj, Katihar                      | 4                   | 2665597                          |
| 6.   | Zone-6 | Bhagalpur, Banka, Munger, Sheikhpura, Lakhisarai & Jamui | 6                   | 2255769                          |
| 7.   | Zone-7 | Arwal, Aurangabad, Gaya, Jehanabad, Nawada, Nalanda      | 6                   | 3130665                          |
| 8.   | Zone-8 | Patna, Bhojpur, Buxar, Rohtas, Kaimur                    | 5                   | 2976472                          |

**Remarks:** The bidder is required to assess the requirements of installation of Hardware and peripherals, manpower requirement etc. depending upon the estimated number of child records in each district/block keeping in view the time-line of the project. The bidder is required to include the cost of all such items while quoting price under commercial/financial bid.

### b. Technical Details of the Software Utility / tools for computerization of Child Record :-

The U-DISE software designed and developed by NUEPA is presently using Oracle as back end for database management. The Front End i.e. the Software application is developed in PowerBuilder. The Software is available for On-line / Semi-on-line and off-line mode of data entry. So far, the State has adopted off-line mode of data entry keeping in view the infrastructure and internet requirements for the on-line method. Besides Oracle dependent software, the NUEPA has also designed software tool which can be used independently without Oracle. In addition, the NUEPA has devised an XLS

sheet template for computerization and uploading of bulk record. Using this school wise data entry can be made off-line and may be uploaded / synchronized with the U-DISE database in off-line/semi on-line/on-line mode. This XLS sheet can be generated school wise on the basis of Number of children. At present the maximum number of rows which will be automatically generated is 2000. The same XLS sheet can be used for other schools also by replacing the School Code. The technical details can be seen and downloaded from the URL <http://dise.in/udise.html>.

### c. Validation / Consistency Check of the digitized Child Record

Digitization of the Child Records have to be made by the agency from the Data Capture Format filled in by the School Teacher as annexed at **Appendix – V**. Each filled in form will have 6-8 child record on each side of the Page. The Software has the in-built mechanism for data validation /consistency check while data entry but at the same time it will not force the operators to stop the data entry. Inconsistencies like missing values, No Response, Invalid values if any found in the DCF during data entry should be marked by the data entry operators and be handed over to the concerned district MIS coordinator for verification from the field. This process will be followed on a day-to-day basis so that error/inconsistencies found are resolved at the earliest.

## 3. Implementation Arrangements :-

Setting up of data-entry point at block/district level, capacity building and roll out shall follow an implementation arrangement that shall ensure seamless execution of the “SD MIS - Computerization” on each of the location. The project will be monitored jointly by the BEPC and the Agency.

- d. The agency should have its own office in Bihar with adequate number of administrative and technical staff for seamless execution of the project.
- e. It will be bidder’s responsibility to install/set-up Desktop/Laptop, OS, Other application Software etc. at the Block/District level office within 15 days from the date of award of work/LOI. The Installed hardware & Software should be compatible with the Software tools/templates of the SD MIS.
- f. BEPC will provide rent-free space for the Agency to set-up and deployment of infrastructure and manpower to execute the project up to block level. The Agency will be responsible for maintenance and security for the IT infrastructure installed and set-up at all levels. The data entry location/room/space will be in physical lock and key of the Agency.
- g. Electricity, if available, shall be provided to the agency at Block / District level by the BEPC free of cost. However, generator running expenses or cost towards any alternative arrangements for electricity will have to be bear by the bidders on their own.
- h. The bidder would deploy/designate one technical coordinator at each district who would coordinate data collection, collation and facility management at Block/District

level in consultation with the District MIS coordinator of BEPC. It will be bidders' responsibility to deploy adequate manpower for digitization of Child Record at Block/District level.

- i. The MIS Coordinator of the concerned district level office will monitor the implementation facilities and operations on a day-to-day basis. The technical coordinator deployed by the Agency shall report to the district MIS in-charge who in turn will report to the State Programme Officer, MIS of BEPC at the State level.
- j. Appropriate order will be issued by the BEPC to the concerned District / Block level officials (DEOs/DPOs/MIS Coordinators/BEEOs) to help in timely execution of the Project.
- k. The BEPC will provide the *SDMIS* software & its support to the bidder at District/sub-district level through its State/District level offices.
- l. Any data entry arrangement above the district level will not be allowed to the bidders in any circumstances.
- m. It will be the bidders' responsibility to insure and maintain the hardware, software and peripherals at the data entry locations.
- n. One day orientation / hands-on training on U-DISE/*SDMIS* Tools/XLS template shall be provided to the data entry operators deployed by the Agency at the District/block level by the BEPC at District / State level to efficiently operate the software.
- o. The Successful bidder shall be the principal employer of the persons, so appointed for this purpose and in no case such persons shall be treated as employee of the BEPC/BSPP. The private agency shall be liable to meet all past/present/future financial liability on account of remunerations and contributions towards all statutory obligations of the person so appointed.
- p. The Successful bidder shall be responsible for the professional and technical competence of its employees and will select, for work under this Contract, reliable individuals who will perform effectively in the implementation of the Contract, respect the local customs and conform to a high standard of moral and ethical conduct.
- q. The Software for child-wise data entry has in-built data validation facility. However, it would be the bidders' responsibility to mark the inconsistencies found in the DCF while data entry and to bring it in the notice of the district MIS Coordinator of BEPC. The district MIS Coordinator in turn will facilitate the data validation and consistency check from the field level.
- r. In the initial phase, the Agency will complete data entry work of children belonging to classes I-V. Data entry of child record for classes VI-VIII will be taken up by the agency in the subsequent phase.

- s. It will be the responsibility of the concerned district MIS coordinator to thoroughly check and verify the quality and consistency of the data before issuing certificate to the Agency for submission of the data to the State Project Office. The State Level Office may also check the quality of data entered by the agency on a sample basis if desired before the release of payment.
- t. The overall in-charge of the project would be the DPO – EE & SSA at district level & State Programme Officer (MIS) of BEPC at the State Level Office.

#### 4. Time-line for the Project

The expected duration of the project is 3 months. The indicative time-line for the implementation of the project activities in number of Weeks & Months (W denotes Week and M denotes Month) is shown in the table as below:-

| Activity   | Time-Line for the Project (in number of Weeks & Months) |    |    |    |    |    |    |    |    |     |     |     |
|--|---|----|----|----|----|----|----|----|----|-----|-----|-----|
|  | M1  |    |    |    | M2 |    |    |    | M3 |     |     |     |
|  | W1  | W2 | W3 | W4 | W5 | W6 | W7 | W8 | W9 | W10 | W11 | W12 |
| Project Kick-off (Execution of Agreement / Lol, Survey of each District / Block location & setting up of data entry point) |   |    |    |    |    |    |    |    |    |     |     |     |
| Digitization of Child Record - DCF   |   |    |    |    |    |    |    |    |    |     |     |     |
| Checking of data inconsistency, Correction and submission of final data to district authority                              |   |    |    |    |    |    |    |    |    |     |     |     |

#### 5. Payment Terms:

- i. 100% Payment by the State Level Office on the successful completion of the data entry, consistency check and on the receipt of certificate of work done along with database in the desired format from the concerned DPO – EE & SSA, certified by district MIS Coordinator.
- ii. All Payments will be subject to deduction of Income tax prevailing / applicable at the time of payment.
- iii. In bills all taxes should be shown separately.
- iv. No advance payment shall be made.
- v. No interest would be payable on delayed payments. However BEPC would normally make every possible effort to make payments promptly.

APPENDIX-IV

OTHER TERMS & CONDITIONS OF THE TENDER

The tender should be submitted in single bid sealed in envelope and clearly marked on them the RFP No., Type of Bid and Due Date. The tender should reach the State Project Director, Bihar Shiksha Pariyojna Parishad, Shiksha Bhawan Campus of Rashtrabhasha Parishad, Saidpur, Rajendra Nagar, Patna 800004, by Registered/Speed Post/representative of the bidders only on or before **26/10/2016** up to **03:00 P.M** only one tender should be put in one envelope. More than one tender in one envelope are liable to be ignored. The tenders received after due date or time or shall not be considered.

1. The technical bid will be opened on **26/10/2016** at **03:30 P.M.** by the authorized committee.
2. Incomplete/conditional/telegraphically/fax/e-mail tenders will not be considered.
3. Bidder should sign all the pages of tender/schedule of tender, if any
4. The Bidder is at liberty to present himself at the time of opening of the tender or may detail the authorized representative on the date and time specified in the schedule. The name and address of the representative who would be attending the opening of the tender should be indicated in the tender form.
5. The rate should be quoted in the prescribed format as suggested in the RFP (bidder may increase number of pages, but cannot add/delete/alter the format).
6. The State Project Director, BEPC, Patna will not responsible for any postal delay or any other reason beyond his control.
7. In case of any dispute whatsoever, decision of the SPD, BEPC shall be final.
8. For any legal dispute, the territorial jurisdiction will be Patna (Bihar) only.
9. Financial bid will be opened only after approval of the technical bid.
10. Tender decision regarding rate will be finalized by the Purchase Committee of BEPC & payment will be done by the State Level Office, BEPC after getting desired certificates from the concerned districts.

## RFP for Digitization of “Student Record” for SD MIS under Sarva Shiksha Abhiyan (SSA)

### Sample DCF ó Child Record

### APPENDIX - V

| U-DISE Code (11 digits) |  |  |   |               |  |  |  |  |  |                     |               | School Name : |  | Class :   |  | Section : |  |  |  |
|-------------------------|--|--|---|---------------|--|--|--|--|--|---------------------|---------------|---------------|--|-----------|--|-----------|--|--|--|
| Sl.                     | Variable name  |  |   |               |  |  |  |  |  |                     | Student 1     |               |  | Student 2 |  |           |  |  |  |
| 1                       | Student's AADHAAR Number   |  |   |               |  |  |  |  |  |                     |               |               |  |           |  |           |  |  |  |
| 2                       | Name of the student* (Full Name)                                     |  |   |               |  |  |  |  |  |                     |               |               |  |           |  |           |  |  |  |
| 3                       | Father's Name* (Full Name)   |  |   |               |  |  |  |  |  |                     |               |               |  |           |  |           |  |  |  |
| 4                       | Mother's Name* (Full Name)   |  |   |               |  |  |  |  |  |                     |               |               |  |           |  |           |  |  |  |
| 5                       | Date of Birth (DD/MM/YYYY)*  |  |   |               |  |  |  |  |  |                     |               |               |  |           |  |           |  |  |  |
| 6                       | Gender (Boy=1, Girl=2, Other=3)                                      |  |   |               |  |  |  |  |  |                     |               |               |  |           |  |           |  |  |  |
| 7                       | Social Category (General=1,SC=2,ST=3, OBC=4)                         |  |   |               |  |  |  |  |  |                     |               |               |  |           |  |           |  |  |  |
| 8                       | Religion*  |  |   |               |  |  |  |  |  |                     |               |               |  |           |  |           |  |  |  |
| 9                       | Mother Tongue*   |  |   |               |  |  |  |  |  |                     |               |               |  |           |  |           |  |  |  |
| 10                      | Name of Habitation or Locality (where student lives)                 |  |   |               |  |  |  |  |  |                     |               |               |  |           |  |           |  |  |  |
| 11                      | Date of Admission (DD/MM/YYYY)*                                      |  |   |               |  |  |  |  |  |                     |               |               |  |           |  |           |  |  |  |
| 12                      | Admission Number*  |  |   |               |  |  |  |  |  |                     |               |               |  |           |  |           |  |  |  |
| 13                      | Whether belong to BPL Family?*                                       |  |   |               |  |  |  |  |  |                     |               |               |  |           |  |           |  |  |  |
| 14                      | Whether belong to Disadvantaged Group?*                              |  |   |               |  |  |  |  |  |                     | (Yes=1, No=2) |               |  |           |  |           |  |  |  |
| 15                      | Getting free education as per RTE Act.? (for private unaided school) |  |   |               |  |  |  |  |  |                     |               |               |  |           |  |           |  |  |  |
| 16                      | Studying in Class  |  | (1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12,0-Pre Primary)         |               |  |  |  |  |  |                     |               |               |  |           |  |           |  |  |  |
| 17                      | Class studied in the Previous Year*                                  |  |   |               |  |  |  |  |  |                     |               |               |  |           |  |           |  |  |  |
| 18                      | If studying in class 1, Status of the previous year*                 |  |   |               |  |  |  |  |  |                     |               |               |  |           |  |           |  |  |  |
| 19                      | No. of days child attended school (in the prev. year)                |  |   |               |  |  |  |  |  |                     |               |               |  |           |  |           |  |  |  |
| 20                      | Medium of Instruction*   |  |   |               |  |  |  |  |  |                     |               |               |  |           |  |           |  |  |  |
| 21                      | Type of Disability* (if any)   |  |   |               |  |  |  |  |  |                     |               |               |  |           |  |           |  |  |  |
| 22                      | Facilities received by CWSN (Last Year)*                             |  |   |               |  |  |  |  |  |                     |               |               |  |           |  |           |  |  |  |
| 23a                     | Facilities Provided to the student (for Govt./ Aided school)         |  | No. of uniform sets (None=0, One Set=1, Two Set=2, Partial=3) |               |  |  |  |  |  | (NA=0, Yes=1, No=2) |               |               |  |           |  |           |  |  |  |
| 23b                     |  |  | Set of free Text Books  |               |  |  |  |  |  |                     |               |               |  |           |  |           |  |  |  |
| 23c                     |  |  | Free Transport  |               |  |  |  |  |  |                     |               |               |  |           |  |           |  |  |  |
| 23d                     |  |  | Free Escort facility  |               |  |  |  |  |  |                     |               |               |  |           |  |           |  |  |  |
| 23e                     |  |  | MDM beneficiary   |               |  |  |  |  |  |                     |               |               |  |           |  |           |  |  |  |
| 23f                     |  |  | Free Hostel facility*   |               |  |  |  |  |  |                     |               |               |  |           |  |           |  |  |  |
| 24                      | Child attended Special Training? *                                   |  |   |               |  |  |  |  |  |                     |               |               |  |           |  |           |  |  |  |
| 25                      | Whether the child is homeless*                                       |  |   |               |  |  |  |  |  |                     |               |               |  |           |  |           |  |  |  |
| 26                      | In the last examination  |  | Appear ed   | (Yes=1, No=2) |  |  |  |  |  |                     |               |               |  |           |  |           |  |  |  |
| 27                      |  |  | Passed  |               |  |  |  |  |  |                     |               |               |  |           |  |           |  |  |  |
| 28                      |  |  | % of Marks obtained   |               |  |  |  |  |  |                     |               |               |  |           |  |           |  |  |  |
| 29                      | Stream (For grades 11 & 12)*   |  |   |               |  |  |  |  |  |                     |               |               |  |           |  |           |  |  |  |
| 30                      | Trade / Sector (For grades 9 to 12)*                                 |  |   |               |  |  |  |  |  |                     |               |               |  |           |  |           |  |  |  |
| 31a                     | Tablets Received (for Govt. / Aided school)                          |  | Iron & Folic acid   |               |  |  |  |  |  | (NA=0, Yes=1, No=2) |               |               |  |           |  |           |  |  |  |
| 31b                     |  |  | Deworming tablets   |               |  |  |  |  |  |                     |               |               |  |           |  |           |  |  |  |
| 31c                     |  |  | Vitamin-A supplement  |               |  |  |  |  |  |                     |               |               |  |           |  |           |  |  |  |
| 32                      | Student's Bank Account Number  |  |   |               |  |  |  |  |  |                     |               |               |  |           |  |           |  |  |  |
| 33                      | IFSC code of the bank branch   |  |   |               |  |  |  |  |  |                     |               |               |  |           |  |           |  |  |  |
| 34                      | Mobile Number (of student/parent/Guardian)                           |  |   |               |  |  |  |  |  |                     |               |               |  |           |  |           |  |  |  |
| 35                      | Email Address (of student/parent/Guardian)                           |  |   |               |  |  |  |  |  |                     |               |               |  |           |  |           |  |  |  |