

RFP Reference No: BEPC/ RFP-MIS/74/2016-17/.....

757 dt. 10/2/17

## REQUEST FOR PROPOSAL (RFP)

For

Setting up of "Block Educational Data Management Centre" under SSA-RTE

For



**Bihar Education Project Council**

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

Raw

## RFP for setting up of “Block Educational Data Management Centre” for SSA-RTE

### BID DETAILS

Sl. No.	Activity	Deadline / Details
1.	Date of commencement of Bidding Process	10/02/2017.
2.	Sale of RFP/Bid-document	All working days during office hours starting from 10/02/2017. 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	21/02/2017 AT 3:30 PM
4.	Last Date and time of sale of Bidding Documents	10/03/2017 up to 1:00 PM
5.	Last Date and time of Bid submission	10/03/2017 up to 3:00 PM
6.	Date and time of Technical Bid opening	10/03/2017 AT 3:30 PM
7.	Place of Pre-Bid Meeting, Opening of Bids and Address for Communication	<b>Bihar Education Project Council</b> Shiksha Bhawan, Bihar Rashtrabhasha Parishad Campus, Saidpur – 800 004.
8.	EMD (Earnest Money Deposit) /Bid Security	Rs. 15,00,000/- (Fifteen Lakhs Only)
9.	Performance Security	Performance Guarantee will be submitted by the successful bidder before award of work. The value of Performance Guarantee will be 5% of the total Project Cost.
10.	Cost of RFP	Rs. 5,000.00/- (Rupees Five Thousand Only)
11.	Contact Details (In case any clarification is required in the matter)	email : <a href="mailto:ssabihar@gmail.com">ssabihar@gmail.com</a> Tele. : 0612-2667164 Fax. : 0612-2667190

*Ram*

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## 1. BACKGROUND

The Bihar Education Project Council (BEPC), popularly known as Bihar Education Project (BEP) is an organization 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 ( KGBV)

The basic necessity for the success of any sustained reform is to have a continuous and unbiased assessment of the system by clearly identifying its strengths and weaknesses. The need for efficient collection, analysis and sharing of information among various users is not possible through the manual processes. Under SSA-RTE, a full fledged EMIS system is already in place at State and District level across Bihar. The PMIS system and FMIS system is also in place both at State and District level. Moreover, in a large State like Bihar, where multi-level planning is inevitable and the demands for information increase many-fold, to coordinate various management functions and to improve planning processes, not only a variety of information is needed but is needed in a form that suits the requirements of educational administrators, planners, decision-makers and researchers at various geographical and administrative hierarchies. It will not only provide the right type of signals to planners and administrators but also help in more sharply focusing the scarce resources for areas/activities where these are most needed.

SSA is being implemented across State covering all 38 districts and 534 blocks in Bihar. All the 534 CD blocks in Bihar further covers about 5,700 clusters, 45,000 villages and nearly 72,000 elementary govt. & govt. aided schools targeting about 20 million children of the 6-14 age group. In order to facilitate effective planning, monitoring & implementation at grass root level, it is inevitable to take the MIS down to the sub-district/block level. This will not only reduce the time and expense on the information passing and sharing but also help in getting accurate and timely information about the various educational schemes run by the department/SSA-RTE. This will reduce the manual work, streamline the operation, and hence increase efficiency in monitoring vis-a-vis the productivity of the Council office. As such, the Bihar Education Project Council, proposes to hire services for setting up of Block Educational Data Centre on all 534 CD blocks on turn-key basis.

The Objective of this RFP is to select technically competent and commercially competitive bidder for establishment & operationalisation of “Block Educational Data Management Centre” in all 534 CD blocks & 3 Urban block units of Bihar on turn-key basis.

## 2. SCOPE OF WORK

(Detail Terms of Reference (ToR) provided at Appendix- III)



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

Sl. No.	Qualification Criteria	Documentary Evidence Required
1.	The bidder should be a registered Company / Co-operative Society / Partnership firm / Proprietorship firm / Consortium/Joint Ventures and should be at least 5 years old entity.	Bidder should provide self attested 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) or Registration certificate under Shop & Establishment in case of Proprietorship firm.  <i>(In case of consortiums/Joint Ventures, specifically formed for the purpose of this project, the lead member should have been in existence for at least five years).</i>
2.	The bidder should be registered with the VAT, Service Tax department, and carry a valid PAN/ TAN Number, Sales Tax /TIN No.	Provide Copy of Sales Tax/VAT registration number, Service Tax Registration Number.
3.	The bidder should be registered under the Employees Provident Fund Scheme & ESIC.	Provide self attested copies of EPF & ESIC Registration Number along with ECR & Challans for last 6 months of FY: 2015-16.
4.	The bidder should have ISO 9001:2008 certification.	Copy of self attested certificate to be attached.
5.	The bidder should have a <b>minimum cumulative business turnover of Rs. 25.00 Crore during the last 3 financial years</b> (FY 2015-16, 2014-15, 2013-14). Out of the total cumulative turnover, the bidder should have a <b>minimum cumulative turnover of Rs. 10.00 Crore from IT enabled services/work</b> in the last 3 financial years.  <i>(In case of consortiums/Joint Ventures, specifically formed for the purpose of this project, the lead member should full-fill at least 50% of the financial criteria.)</i>	Provide copy of the audited Profit & Loss Account of the company and Certificate from the Chartered Accountant clearly stating the total turnover and turnover from the IT enabled services for (FY 2015-16, 2014-15, 2013-14).  <i>Legally executed Memorandum of Understanding (MoU) between the consortium partners (in case financial criteria of the consortium partners are to be considered).</i>
6.	Bidder should have <b>positive net worth for each of the last 3 financial years</b> (FY 2015-16, 2014-15, 2013-14)	Provide copy of the audited Balance Sheet of the company and certificate from the Chartered Accountant clearly stating the net worth.
7.	The bidder should have <b>at least 1 year project management / maintenance experience of executing a similar single project</b> of establishing & operating/running /maintaining Data Centres/Information Centres / ICT centres <b>at minimum 100 locations / sites</b> for the State Govt./ Central Govt. /PSU across India.	Relevant proof (self attested copy of <b>Work Order &amp; Agreement</b> ) to be submitted.
8.	The bidder should have at least One year experience of <b>appointing / deploying</b>	Relevant proof (self attested copy of <b>Work Order &amp; Agreement</b> ) to be submitted.



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Sl. No.	Qualification Criteria	Documentary Evidence Required
	manpower at minimum at 100 locations/centres for any single project for the State Govt./ Central Govt. /PSU across India.	
8.	The bidder should have at least one year experience in handling database of at least <b>Forty lakh records per annum</b> for a single database for the State Govt./ Central Govt. /PSU across India.	Relevant proof (self attested copy of <b>Work Order &amp; Agreement</b> ) to be submitted.
9.	Bidder should have valid Income tax returns for the last three financial years (FY 2015-16, 2014-15, 2013-14), issued by Income Tax Department and should have PAN Card	Provide self attested copy of the Income Tax Returns (ITR) for the last three financial years.
10.	Bidder should have valid Service tax returns for the last three financial years (FY 2015-16, 2014-15, 2013-14) issued by Service Tax Department	Provide self attested copies of the Service Tax returns for the last three financial years
11.	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 self attested Electricity Bill, Tax Bill or copy of the Agreement/Lease Deed to be attached.
13.	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) sworn before Executive Magistrate of not being engaged in any fraudulent or corrupt practices and not being blacklisted by any agency / authority / or any society of the State Govt./ Central 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 in 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).

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- 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.

## 5. 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.

## 6. LATE BIDS

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

## 7. BID SECURITY / EARNEST MONEY

The bid must be accompanied with non interest bearing bid-security of **Rs. 15,00,000/- (Rs. Fifteen Lakhs only)** in the form of demand draft/banker's Cheque/bank guarantee from any nationalized or scheduled bank, which shall be valid up to at least 45 days beyond the validity period of the bid (validity period of the bid should not be less than 90 days). The same should be drawn in favour of BEP-SSA, Payable at Patna, along with the Technical (Part-I) of the bid. 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 security money for performance guarantee within 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.



## 8. 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 (valid till at least 30 days from the date of expiry of defect liability period )
- (b) The performance security will be refunded only after the expiry of Guarantee/Warranty/Maintenance period as specified in the bid-document/agreement.
- (c) 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/deployed at Block levels keeping in view the number of data centre to be installed and time schedule stipulated and allotted for the said work, failing which applicable penalty will be imposed.
- (b) A data centre will be treated as functional only once all the hardware / software /infrastructure are in place, data entry operator is deployed and internet facility is functional. In case the centre is not fully functional, payment for the said period / no. of days will be deducted from the present / future monthly bill.
- (c) Free maintenance / insurance services shall be provided by the bidder during the period of the contract. The maximum response time for maintenance complaint (Laptop, Printer, Internet) from any of the destinations (i.e. time required for the maintenance engineer to report at the site after the problem brought to the notice) shall not exceed 3 working days. During contract period, if the complaint is not attended and resolved within 3 working days after lodging complaint, payment for each delayed day will be deducted proportionately from the monthly bill.
- (d) If the work assigned to the bidder is not completed within the stipulated time/deadline, penalty @2% will be deducted for each delayed week from the performance security or on the monthly payment.
- (e) 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 BEPC.

## 9. 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 quality/technical, and then the cost.
- iv. Evaluation of Technical Proposal shall not have access to the Commercial Proposal unless the technical evaluation is concluded.

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### (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/evidence 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 its appointed representative or the third party agency as the case may be, 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.

## 10. DECIDING AWARD OF CONTRACT:

- i. The SPD of the Project will notify the lowest evaluated responsive bidder (L1) in writing that its proposal has been accepted.
- ii. The Agency 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 bidder at the office of the BEPC.
- iv. The committee's decision would be final and binding to the bidders.
- v. Prior to the expiry of the period of bid validity, the BEPC will notify the successful bidder, that the bid has been accepted.
- 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 BEPC 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 up to 10% 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 (30) 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.



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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

In the event the Successful bidder requires the services of subcontractors, the Successful bidder shall obtain the prior written approval and clearance of The Bihar Education Project Council for all subcontractors. The approval and clearance for sub-contracting shall be allowed in special circumstances only and shall be limited to procurement of Products (Goods/Equipments) only. The approval of The Bihar Education Project Council of a sub-Successful bidder shall not relieve the Successful bidder of any of its obligations under this Contract. The terms of any sub-contract shall be subject to and in conformity with the provisions of this Contract.

### 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.

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### 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 anything 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)

Memo No.: 751

Dated: 10/02/2012.

**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, BSED, Beltron Bhawan, Patna.
3. Bihar Chamber of Commerce, North Gandhi Maidan, Patna.
4. Web-site of the BEPC <http://becssa.org>.

  
[Chief Accounts Officer]  
Bihar Education Project Council



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## APPENDIX-I

### 1. Technical Proposal Format

- (a) Scope of the Work & Team Structure
- (b) Broad Approach & Methodology

### 2. Project Experience

PROJECT EXPERIENCE THAT BEST ILLUSTRATE THE FIRMS EXPERIENCE

Assignment name:	Country: Location within country:
Name of Client:	Address:
Duration of assignment (months): Start date (month/year): Completion date (month/year):	Total No. of staff-months of the assignment:
Approx. value of the contract (in Rs.):	Approx. value of the services provided by your firm under the contract (in 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:	

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**APPENDIX II**

**COMMERCIAL BID (Financial/Price Part)**

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:-

Model	Facilities to be provided (Along with technical specification)	No. of Block Educational Data Centres to be established and Operationalised	Unit Rate* (per Centre / Per Month)	Total Amount in figures ( All inclusive*) (F=C*E)	Value in words (for each item & package total)
A	B	C	D	E	F
<b>Model-I</b>	1 - Laptop	357			
	2 - Laser Printer – Multifunction	357			
	3- Internet Facility (With unlimited uploading & downloading facility)	357			
	4 - Deployment of Computer Operator	357			
	5 - Printing & Consumables (Toner & 70 GSM A4 Papers for text / data printing – 500 sheets per month).	357			
<b>Total for Model-I : (Package – 1)</b>		<b>357</b>			
<b>Model-II</b>	1 - Laser Printer – Multifunction	180			
	2 - Internet facility (With unlimited uploading & downloading facility)	180			
	3 - Deployment of Computer Operator	180			
	4 - Printing & Consumables (Toner & 70 GSM A4 Papers for text/data printing – 500 sheets per month).	180			
<b>Total for Model - II : (Package – 2)</b>		<b>180</b>			

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Remarks:	(a) The Laptop & Printer with Scanner should be of minimum technical specification as mentioned in the TOR.
	(b) The salary of the computer operator to be deployed shall be minimum Rs. 6500/- (Six Thousand Five Hundred Only) per month.
	(c) The minimum qualification of computer operator to be engaged should be intermediate with at least six month Certificate / Diploma course in Computer/IT and one year experience in English & Hindi typing.

Note: -

- \* The rate quoted should include all taxes, transportation cost, Installation/setting up of infrastructure at Block level (including cost of one chair & one computer table), Comprehensive Insurance of the equipment against theft & fire, Cost towards other sources of electricity in case electricity is not available, and any other out-of-pocket expenses like cost towards site survey, cost towards advertisement for hiring of personnel and cost towards services and facility management at State/Districts level etc. as applicable for executing the defined scope of work.
- Rates will be evaluated Package wise separately for Model-I & Model-II. However, it is mandatory for the bidder to quote for both the models/packages failing which bids will be rejected.
- Conditional bids (having conditional discounts, or any hidden cost, taxes etc.)/ ambiguous bids will be summarily rejected.

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

Name of the Signing Authority: .....

Designation of Authority: .....

Address: .....

Place:

Date:

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APPENDIX-III

**Terms of Reference**

**1.BACKGROUND**

The Bihar Education Project Council (BEPC), popularly known as Bihar Education Project (BEP) is an organization 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 ( KGBV)

The basic necessity for the success of any sustained reform is to have a continuous and unbiased assessment of the system by clearly identifying its strengths and weaknesses. The need for efficient collection, analysis and sharing of information among various users is not possible through the manual processes. Under SSA-RTE, a full fledged EMIS system is already in place at State and District level across Bihar. The PMIS system and FMIS system is also in place both at State and District level. Moreover, in a large State like Bihar, where multi-level planning is inevitable and the demands for information increase many-fold, to coordinate various management functions and to improve planning processes, not only a variety of information is needed but is needed in a form that suits the requirements of educational administrators, planners, decision-makers and researchers at various geographical and administrative hierarchies. It will not only provide the right type of signals to planners and administrators but also help in more sharply focusing the scarce resources for areas/activities where these are most needed.

SSA is being implemented across State covering all 38 districts and 534 blocks in Bihar. All the 534 CD blocks in Bihar further covers about 5,700 clusters, 45,000 villages and nearly 72,000 elementary govt. & govt. aided schools targeting about 20 million children of the 6-14 age group. In order to facilitate effective planning, monitoring & implementation at grass root level, it is inevitable to take the MIS down to the sub-district/block level. This will not only reduce the time and expense on the information passing and sharing but also help in getting accurate and timely information about the various educational schemes run by the department/SSA-RTE. This will reduce the manual work, streamline the operation, and hence increase efficiency in monitoring vis-a-vis the productivity of the Council office. As such, the Bihar Education Project Council, proposes to hire services for setting up of Block Educational Data Centre on all 534 CD blocks on turn-key basis.

The Objective of this RFP is to select technically competent and commercially competitive bidder for establishment & operationalisation of “Block Educational Data Management Centre” in all 534 CD blocks & 3 Urban block units of Bihar on turn-key basis.

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## RFP for setting up of “Block Educational Data Management Centre” for SSA-RTE

The Organizational structure of BEPC is as under:-



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## RFP for setting up of "Block Educational Data Management Centre" for SSA-RTE

### 2. SCOPE OF WORK

The Data Centre will be established and operationalised by the Company/Firm/Agency under two models with following facilities:-

Sl. No.	Model	Facilities to be provided (Along with technical specification)	Quantity	Unit
01.	<u>Model-I</u>	1 - Laptop	01	Per Centre
		2 - Laser Printer – Multifunction	01	Per Centre
		3- Internet Facility (With unlimited uploading & downloading facility)	01	Per Centre
		4 - Deployment of Computer Operator	01	Per Centre
		5 - Printing & Consumables (Toner & 70 GSM A4 Papers for text/data printing – 500 sheets per month).	01	Per Centre
02.	<u>Model-II</u>	2 - Laser Printer - Multifunction	01	Per Centre
		3 - Internet Facility (With unlimited uploading & downloading facility)	01	Per Centre
		4 - Deployment of Computer Operator	01	Per Centre
		5 - Printing & Consumables (Toner & 70 GSM A4 Papers for text/data printing – 500 sheets per month).	01	Per Centre
<b>Note:</b>	(a) The Laptop & Printer with Scanner should be of minimum technical specification as mentioned below.			
	(b) The salary of the Operator deployed shall be minimum Rs. 6500/- (Six Thousand Five Hundred Only) per month.			
	(c) Minimum qualification of Computer operator should be intermediate with at least six month Certificate/Diploma course in Computer/IT and one year experience in English & Hindi typing.			
	(d) Under Model-II laptop will be provided by the BEPC / Department.			

### 3. Technical Specifications of the Hardware to be Setup:-

S.N.	Items	Technical Specifications	
01.	<b>Laptop / Notebook</b>	<b>Parameter</b>	<b>Required Specification</b>
		Processor	Intel Core i3-5010U Processor 2.1GHz, 3MB cache or Higher
		Chipset & Motherboard	Latest Compatible 8 series chipset or higher
		Memory	4 GB 1600 MHz DDR3L/LPDDR3 RAM or higher expandable up to 16 GB.
		HDD	500 GB or more with @7200 RPM
		Display	14.0" HD (1366x768) Anti-Glare LCD
		Communication & I/O Ports	1 Network connector (RJ-45), 3 Nos. USB 3.0, headphone/Microphone jack, Card Reader, VGA, HDMI/ Display Port, TPM 1.2 or higher, DVD-RW
		Keyboard & Mouse	Full size spill-resistant Keyboards with Integrated Touchpad
		Camera	Integrated HD Webcam
		Graphics	Integrated Intel HD Graphics



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S.N.	Items	Technical Specifications
		<p>Sound card Intel High Definition Audio, Integrated stereo sound. Integrated microphone</p> <p>Display 14.0" HD (1366x768) Anti-Glare LCD</p> <p>Hinges Durable, Laptop chassis Magnesium alloys / Carbon-fiber/Glass-fiber casing strong steel hinges for the Durable Laptop Chassis</p> <p>Battery Type Lithium ion battery for at least 4 hrs backup.</p> <p>Weight Less than 2.50 Kg</p> <p>Wireless &amp; Bluetooth Integrated Intel Dual Band Wireless supporting 802.11a/b/ g/n /ac network and Bluetooth v4.0 or higher.</p> <p>Power and supply External 45W or higher AC adapter of OEM make</p> <p>OS/Media Preloaded Windows 10 Professional</p> <p>Antivirus Software Pre-installed Norton/McAfee/e-trust/Kaspersky/AVG or equivalent with latest Internet Security Version with 3 years license.</p> <p>Certifications for OEM ISO 14001:2004 For the quoted Model, UL, FCC ,Energy Star 5.0; quoted model ROHS , Windows 10 Operating system Certification.</p> <p>Carry Case Standard Good Quality Carrying Case (Standard or Backpack with OEM Logo)</p> <p>Warranty 3 Years standard onsite warranty</p> <p><b>"OR" Equivalent or Higher Configuration</b></p>

02.	Laser Printer - Multifunction (Print, Scan, Copy)	Parameter	Required Specification
		Functions	Print, Scan, Copy
		Print Technology	Monochrome Laser Technology
		Print Speed	21 ppm A4 or higher
		Print Resolution	Up to 1200 x 600 dpi or higher
		Memory	128 MB or higher
		Duty Cycle Per Month	20,000 Pages or higher
		Processor speed	360 MHZ or Higher
		Input Tray Capacity	150 Pages
		Scan Type	Mono & Colour
		Scanner Type	Flat Bed
		Document Enlargement	25%~400%
		Scan Size	Up to 210 x 297 mm or larger
		Copy Speed	Minimum 18cpm
		Copy Resolution	Up to 600 x 600 dpi or better
Warranty	3 Years standard onsite warranty		
"OR" Equivalent or Higher Configuration			

## Terms & Conditions:-

- The bidder must mention the Brand Name and Model No. along with detailed technical specifications for Item No. 1 to 2 under the technical as well as the commercial bid failing which bids will be rejected. Authorization of the mentioned brand and Model would be required from the OEM.
- All the hardware/equipments to be supplied shall be genuine, brand new manufactured with 100% new OEM parts. Refurbished equipment (fully or partially) shall not be accepted. All hardware/equipments as stated in the RFP must be installed fully configured with the required memory, components & soft wares (specified Operating System, anti-virus software etc).
- All the hardware/equipments (Laptop, Laser Printer with Scanner) and software like Operating System

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S.N.	Items	Technical Specifications
		and Antivirus Software etc. should be compatible to each other so that no compatibility issue arises during the installation. Software like OS and Antivirus should be Original and must have valid license on each of the location/block where hardware and software are to be supplied and the data centre is to be setup.

### 4. Implementation Arrangements:

- (1) The Setting up of data centre and its roll out shall follow an implementation arrangement that shall ensure seamless execution of the project. The project will be monitored jointly by the BEPC and the Agency. One nodal officer from each side would be designated to coordinate the execution of the project.
- (2) The bidder would designate/deploy one technical supervisor in each district who would coordinate in day-to-day facility management of the concerned blocks in consultation with the District MIS coordinator of BEPC.
- (3) It will be bidder's responsibility to Install/Set-up Laptop/Multi function Laser Printer/setting up internet facility/ furniture etc. at the Block level office / Block Resource Centre within 45 days from the date of award of work/LOI.
- (4) The bidder will be required to obtain an Installation/Execution Certificate from all the blocks, vetted by the concerned district MIS Coordinator that the hardware/equipments supplied at the block is in consonance with the technical specifications specified in the Agreement and are functioning in the centre. A copy of the Installation / Execution Certificate will be provided to the nodal officer of the BEPC at the State Level Office.
- (5) The bidder would deploy one data entry operator with requisite qualification & experience as mentioned above at each block and would coordinate data gathering, maintenance and facility management in consultation with the District MIS coordinator of BEPC. If the data entry operator deployed is not found fit for the work, suitable replacement will have to be made by the agency within 3 days failing which centre will be treated as non-functional.
- (6) The agency will ensure operation on Data Centre on all working days between 10:00 AM to 5:00 PM as notified by the BEPC/Education Department, Govt. of Bihar or any district level authority time-to-time. In case of exigency/special circumstances the agency will have to ensure services beyond the normal working days or hour as the case may be for which no additional payment will be made by the BEPC.
- (7) The bidder shall be the principal employer of the persons, so appointed for the purpose and in no case such persons shall be treated as employee of the BEPC or department. The bidder shall be liable to meet all past/present/future financial liability on account of remunerations and contributions towards all statutory obligations.
- (8) The bidder should have its own office in Patna with adequate number of administrative and technical staff for seamless execution of the project.
- (9) BEPC will provide rent-free secured space to the Agency to set-up and deploy infrastructure and manpower to execute the project at block level. The Agency will be responsible for maintenance, insurance and security for the IT infrastructure installed and set-up at all levels.



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- (10) Although, the infrastructure supplied by the agency shall be under comprehensive warranty and insurance for a period of 3 years, the BEEO of the concerned block will also be accountable and shall be the nodal officer for its proper handling and upkeep of the infrastructure setup by the agency.
- (11) Electricity, if available, shall be provided to the agency at Block level by the BEPC free of cost. However, any cost towards alternative source of energy like generator / solar energy in case free electricity is not available will have to bear by the agency on its own.
- (12) BEPC will provide all types of filled-in input DCF/formats/text/graphics etc. to the Data Entry Operator at block level. However, it will be the responsibility of the agency to coordinate and gather filled in input DCF/formats/text/graphics etc. from Block Resource Centres.
- (13) The MIS In-Charge of district level will monitor the implementation facilities and operations on a regular basis. The data entry operator deployed by the Agency shall also report to the district MIS in-charge who in turn will report to the State Programme Officer, MIS of BEPC at the State level.
- (14) BEPC will provide necessary orientation / hands-on training on the software developed and deployed (on-line / off-line) by BEPC to the data entry operators deployed by the Agency at the block level by the BEPC at District / Block level to efficiently operate the software time-to-time if needed.
- (15) 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.

### 5. Key Deliverables:

Following performance outcomes will be delivered through the project:

- a. **Establishment & Operationalisation of Data Centre:** The Agency will set-up data centre facility at block level with desired hardware & software as mentioned above within 60 days of placing of Work Order.
- b. **Deployment of Data Entry Operator:** The Agency will deploy one manpower / data entry operator at each data centre with the requisite qualification as specified in the RFP/TOR within 60 days of placing of Work Order.
- c. **Data Gathering & Management:** The Deployed manpower / data entry operator will gather information from the BEEO / BRC RPs at Block Level for all tasks assigned by the BEPC time-to-time.
- d. **Data Entry / Digitization:** Once the Data Centre is setup it shall be operated and maintained through the Data Entry Operator deployed by the Agency. The data entry (Include entries of text, tables, graphs & drawings etc) is to be done on various applications / software, Software developed and deployed by BEPC (Off-line/On-line) or concerned department in Hindi or English as per the requirements of the BEPC. Some of the on-going regular activities which shall be digitized/updated through the data centres on various frequencies are as follows:-

SN.	Activities	Frequency
01.	Digitization / Updating /Validation of Aadhaar enabled Child Record in sync with U-DISE (Off-line / On-Line).	Annual
02.	Digitization / Updating /Validation of U-DISE (Unified District Information System for Education for Classes I – XII	Annual

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SN.	Activities	Frequency
	(Off-line / On-Line).	
03.	Digitization / Updating /Validation of monitoring of elementary schools through JEEVIKA didis.	Daily
04.	Digitization / Updating /Validation of Shaala-Siddhi.	Daily
05.	Digitization / Updating /Validation of monitoring reports of educational administrators.	Daily / Weekly / Monthly
Remarks: The list is tentative but not exhaustive. The BEPC may assign other works as per the requirements of the BEPC as and when required.		

- e. **Data Centre Maintenance:** The bidder shall provide maintenance support for the hardware, software and internet facility established at the data centre. Such a support shall ensure that the hardware, system software, application software etc gets regularly maintained / updated free of cost during the period of the project.

### 5. Time-line for the Project

The indicative time lines for the implementation of project activities in number of months are as shown in the table below:-

Activity	Time-Line for the Project (in number of months)													
	M1	M2	M3	M4	M5	M6	M7	M8	M9	M10	M11	M12	.....	M38
Executing Letter of Acceptance / Agreement / Work Order /Survey of Location	➔													
Establishment of Hardware / Equipment & Deployment of Manpower	➔													
Project Implementation (Running & maintenance of Data Centre)			➔											

### 6. Duration for the Project

- (a) The duration of this project shall be for a maximum period of 3 years from the date of establishment. However, the project will be reviewed on a year-to-year basis and shall be renewed only after performance assessment. The performance assessment will be based on work done against the task assigned / deliverables.
- (b) If the agency fails to comply with any of the clauses of the Agreement or services are found unsatisfactory, the BEPC will issue notice for necessary ratification/improvement in full satisfaction of



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the agency within a period not more than 30 days. In case the desired ratification is not done within the stipulated time, the first Party may terminate the agreement by giving 15 days advance notice to the Second Party. In such case, the First Party shall not be liable to make any payment of any charges from the date of issue of the first notice for ratification.

- (c) In the event of dispute between the two parties, the decision of the Chairman of the Executive Committee of the BEPC shall be final and binding on both the parties.

### 7. Ownership / Transfer

- (a) The agency will have to transfer all the asset of the centre in good & working condition after successful completion of the contract period or premature termination of the contract as the case may be, to the BEPC. The bidder will have to receive certificate from the concerned Block/District level in the format prescribed by BEPC at the time of transferring the ownership.
- (b) In case of pre-mature termination of the contract, the BEPC will make payment to the Agency for the infrastructure support (Laptop & Printer) installed at the data centre after assessing the estimated market value of the assets or the original invoiced price, after deducting depreciation on the original purchase bill/invoice at the rate as prescribed under Section 32 of the Income Tax Act, whichever is less.
- (c) In the event of dispute between the two parties, the decision of the Chairman of the Executive Committee of the BEPC shall be final and binding on both the parties.

### 8. Payment Terms:

The payments arrangements under this project are as follows:

- i. 100% payment on monthly basis by the concerned district level office on the satisfactory completion of the data entry & validation work (On-line & Off-line) on the receipt of the certificate of work done in the format prescribed by the BEPC from the concerned Block Education Officer and duly certified by the district MIS Coordinator.
- ii. All Payments will be subject to deduction of Income Tax, Service Tax and any other 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.

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## RFP for setting up of "Block Educational Data Management Centre" for SSA-RTE

### 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 **10/03/2017** 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 by hand shall not be considered.

1. The technical bid will be opened on **10/03/2017** at **03:30 P.M** by the authorized committee.
2. Incomplete/conditional/telegraphically/fax/e- mail tenders will not be considered.
3. Inspection agency - the respective district level office and state level office.
4. Bidder should sign all the pages of tender/schedule of tender, if any
5. 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.
6. The rate should be quoted in the format enclosed with this tender form only.
7. The State Project Director, BEPC, Patna will not responsible for any postal delay or any other reason beyond his control.
8. In case of any dispute whatsoever, decision of the SPD, BEPC shall be final.
9. For any legal dispute, the territorial jurisdiction will be Patna (Bihar) only.
10. Financial bid will be opened only after approval of technical bid.
11. Tender decision regarding rate will be finalized by the Purchase Committee of BEPC & payment will be done through respective districts. SLO, BEPC will only be felicitator.
12. Any legal complicity will be dealt by respective districts & no legal liability to the state level office.

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