GOVERNMENT OF GOA
DIRECTORATE OF EDUCATION
PORVORIM – GOA

NOTICE INVITING TENDER


Directorate of Education, Government of Goa invites sealed proposals from individual(s) / empanelled consulting firm(s) / Software companies, to provide consultancy services for formulating the requirements & specifications for e-Content project, preparing the required RFPs, managing the bid processes and selecting a Service Provider for e-Content.

More details on the scope of work, terms & conditions, tender form containing all the details about the programme and services expected from the consultant can be obtained from the office of the Additional Director of Education, Directorate of Education, Planning Section, Computer Cell – Porvorim, Bardez (Goa) on an application accompanied by a valid Permanent Account Number (PAN) on any working day from 9th January 2013 to 25th January 2013 between 10:00 a.m. to 03:00 p.m. upto 25-01-2013, on cash payment of Rs.10,000/- (Rupees Ten Thousand only.) (Non-Refundable).

The Tender / Bid will be received upto 04:00 p.m. on 25-01-2013 in the format indicated. The tenders received after due date and time shall not be considered and summarily rejected.

For and on behalf of the Governor of Goa,

(Shri. D.P. Dwivedi – IAS)
Director
Directorate of Education
Government of Goa
TENDER DOCUMENT

FOR SELECTING THE CONSULTANT

FOR e-CONTENT PROJECT

Name of the Applicant: ________________________________
Date of Application: ________________________________
Date of Issue: ________________________________
Receipt No. & Date: ________________________________

Tender No: De/Plg./C.C/12-13/e-content/316
Date: 7th Jan. 2013.
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SECTION 1

Letter of Invitation

Directorate of Education
Government of Goa
Alto Porvorim
Bardez – Goa.

Dear Consultant,

Directorate of Education, Government of Goa invites proposals from individual(s) / empanelled consulting firm(s) / Software companies, to provide consultancy services for formulating the requirements & specifications for e-Content project, preparing the required RFPs, managing the bid processes and selecting a Service Provider for e-Content.

More details on the scope of work and services expected from the consultant are provided in the Section 3. It is requested to submit the proposal as per the attached RFP document.

Consultant will be selected as per the procedure described in this RFP.

Yours faithfully,

Sd/-

Director
Directorate of Education
Government of Goa.
SECTION 2

BRIEF PROFILE OF THE ORGANIZATION

The Directorate of Education deals with the organization, development and regulation of School Education in the State of Goa under the provisions of the Goa, Daman & Diu School Education Act, 1984 and rules made there under. The educational structure of the state consists of pre-primary, primary, middle, secondary and higher secondary education.

Directorate Level

The headquarters of the Directorate of Education are located at Porvorim, Goa. It is headed by Director of Education who is also the Ex-officio Joint Secretary (Education) and is assisted by Director (Administration), Joint Director of Accounts, Additional Director of Education & Deputy Directors of Education for Academic, Adult and Vocational Sections. There are also six Assistant Directors of Education, Vocational Education Officer and Environmental Education Officer, all persons holding Class 1 posts.

District Level

Goa has two districts viz. North Goa and South Goa. For educational purposes the State has, however, been divided into three educational zones each comprising of three to four talukas / blocks. The headquarters of these zonal offices are (a) at Panaji for the Central Zone covering Tiswadi, Ponda and Sanguem talukas / blocks; (b) at Margao for the South Zone covering Cacacona, Quepem, Salcete and Mormugao talukas / blocks; and (c) at Mapusa for the North Zone covering Pernem, Bardez, Bicholim and Sattari talukas / blocks. Each zonal office is headed by a Deputy Director of Education. He is assisted by an Assistant Director of Education and a Deputy Education Officer who looks after academic matters.

Taluka / Block Level

At the block level, three / four Assistant District Educational Inspectors (ADEI’s) look after the work of administration, supervision, coordination, monitoring, etc. under the supervision and guidance of the Assistant Directors of Education in charge of the respective zones.

All the ADEIs are of the same rank and generally the senior most ADEI manages the block level education office and also functions as a drawing and disbursing officer for all government primary and middle school teachers and office staff.
Apart from Education, the Directorate of Education also reaches out through various Schemes as listed below -

- Mid Day Meal (Std. I – VIII)
- Opportunity Cost for SC / ST Students
- Uniforms, Raincoats and Notebooks
- Free Text Books to students of Std. I – VIII
- Development of Girl’s Education
- Education of Children with Special Needs
- Sarva Shiksha Abhiyan
- Adoption of Government Primary & Middle School
- Infrastructure Loan cum Grant Scheme
- Cyberage Student Scheme
- Incentives to provide Laptop for Teachers
- Vocational Education
- School Complex Scheme
- Environmental Education
- Bal Bhavan
- Adult Education
- Non-formal Education
- Scheme for Development of Sanskrit Education
- Bharat Yatra
- Grant for Centenary/ Platinum Celebration
- Pre-primary Education Scheme
- Pre-Vocational Education Scheme
- Integrated Educational Complexes
- Scheme for Adult Literacy and Vocational Training
- Grants to Village Education Committees / Urban Education Committees for minor repairs in Government Schools
SECTION 3

SCOPE OF WORK

Background

The Directorate of Education, Government of Goa has an ambitious plan of implementing the e-content Scheme in all the Government and Government Aided schools in the state of Goa. The Government with its ambitious plan has already disbursed approximately One Lakh Two Hundred (1,00,200) Desktop computers and Laptops to the students of Std. XI / XII in the state of Goa over the years since 2001-2002.

The Government now plans to utilize the infrastructure & the computer laboratories in the schools; along with the computers / Laptops provided to the student community to capitalize on the I.T. potential in the state to its optimum level. This can be achieved not only by providing the requisite hardware but also through the right software.

Accordingly, to begin with, select service providers / suppliers / vendors will be short-listed to supply, install and commission the required hardware / software and also arrange the training of the teachers to utilize this infrastructure and the e-content to be provided in different subject(s) in the schools.

The Directorate of Education, Government of Goa now intends to appoint a consultant to carry out activities such as preparation of a Detailed Project Report, floating of Request for Proposal (RFP) for e-content scheme to be implemented in the state. The projects which will incorporate four (04) components –

a) Monitoring / Creation of dedicated data centre for hosting the course content. (This can be substituted by DoIT / NIC data centre(s)).

b) The consultant will monitor ‘Connectivity issues to all the schools’.

c) The consultant will Implement / review / procure / monitor the minimum hardware already in schools or new hardware to be procured for the implementation of the e-content scheme.

d) Short-list the best service provider in terms of suppliers / vendors / software developers who will install and commission the required software (e-content) on the hardware in the schools and also arrange the training of the teachers. The consultant will select the best e-content and also submit a detailed project report on the quality of the e-content.
Scope of work for the Consultant

Following are the activities to be performed under the scope of work for the e-content scheme / project:

1. Preparation of As-Is Study
   - As-Is Process Study in the Institutions
   - Best Practices Study
   - ICT Infrastructure Availability & Requirements
   - Assessment of Interfacing & Integration with other IT systems
   - Consolidation and Management of the existing academic software applications / databases etc. used by various institutions

2. Preparation of To – Be report
   - To-Be Process Design
   - Gap Analysis and Change(s) assessment etc.
   - Defining solution(s) to identified the Gaps in Academic excellence
   - Requirements (infrastructure / hardware etc.)
   - Sustainability Plan

3. Preparation of DPR
   - Defining Assumptions and Dependencies
   - Functional Requirement Specification
   - Solution Architecture Design including infrastructure requirements
   - Project Cost Estimation
   - Project Plan & Strategy Formulation
   - Change Management
   - Training requirements

4. Preparation of Request for Proposal (RFP)
   - Preparation of RFP document including defining service levels of various service providers / suppliers / vendors who will be providing the e-content / software to be installed / commissioned in the schools at various levels. Also, include the training of the teachers to utilize the e-content / software in an effective manner aiming towards Academic excellence.
   - Preparation of Invoices, Qualification criteria formulation, Selection method formulation, Draft contract agreement preparation. The RFP shall be prepared in line with the Guidelines/directions issued by the Directorate of Education, Government of Goa with respect to the e-content from time to time.

   - After preparing the RFP, the consultant would be required to support the Directorate of Education, Government of Goa in managing the entire bid process for selecting one of the Implementing Agencies. Some of the activities would include:
• Managing the pre-bid conference
• Managing the interaction with bidders
• Issuing response to queries received from bidders during pre-bid conference
• Issue of corrigendum or modifications to tender document, based on pre-bid conferences
• Assist in the techno-commercial / financial evaluation exercise.
• Provide support during the contract negotiation and finalization with the selected bidder.

6. Project Management
- The consultant will be responsible for monitoring and review of deliverables, i.e. the e-content / software for the purpose of the scheme.
- The consultant would be required to coordinate with the ‘Implementing Agency’ to monitor the development & roll out of the scheme / project.
- The consultant would be required to assist in all activities related to various stakeholders of the e-content scheme / project
- The consultant will be responsible to track all project issues & risks.
- The consultant shall provide regular status updates to the Director, Directorate of Education, Government of Goa, Porvorim – Goa.
- The consultant should provide required technical support or any other activities related to the vendor / service provider management.

List of activities is indicative and will vary as per the requirements of projects.
SECTION 4

Submission of Tender

1. Period of validity of Tender:

Bid shall remain valid for a period of 365 days after the date of Tender opening prescribed by the Directorate of Education (DoE). A Tender valid for a shorter period shall be rejected by the DoE as non-responsive. Tender should be submitted to the office of DoE on or before \textbf{04:00 p.m. on 25th Jan.2013} in the format indicated in the Section 5 as per the scope of work mentioned in Section 3. The Tenders received after due date and time shall be summarily rejected.

2. Sealing and marking of Tender:

The Consultant shall seal the Tender in the envelope and mention - “Tender for the selection of the Consultants” on the envelope addressed to:

\begin{quote}
The Director, 
Directorate of Education, 
Computer Cell, Planning Section, 
Alto Provorim, Bardez, 
Goa.
\end{quote}

The sealed envelope should indicate the words “\textbf{DO NOT OPEN}” on the centre top of the envelop. The Tenders which are not sealed shall be summarily rejected.

3. Late Tender:

No tenders will be received by the Directorate of Education after the deadline for submission of Tenders prescribed. The same shall be summarily rejected.

4. Opening of Tenders:

The DoE shall open the Tender(s) in the presence of Consultants or their authorized representative(s) who choose to attend, on \textbf{4th Feb.2013 at 03:30 p.m.} on the due date. The Consultant(s) representatives who are present shall sign an attendance register.

5. Pre-bid queries on Tender:

Pre-bid queries on the Tender document, for the Consultant may be submit to the Director, Directorate of Education, on or before \textbf{21st Jan.2013} latest by \textbf{03:30 p.m.}
6. DoE’s right to accept any Tender and to reject any or all Tenders:

The DoE reserves the right to accept or reject any tender without assigning any reason what-so-ever and without thereby incurring any liability to the affected.

7. Award of Contract:

DoE shall award the consultancy job to the lowest financial bidder. DoE reserves the right to further negotiate the cost with the lowest financial bidder.

8. General Terms & Conditions:

- The bid shall be opened in the presence of Tenderer /or their authorized representatives.

- Any tender found in unsealed cover shall be rejected outright.

- The submission of more than one tender under different names by one Tenderer is prohibited.

- Any scoring / cutting / over writing in the rate tendered should be initialized / signed / attested by the Tenderer with full signature and seal, failing which the tender will be rejected outright.

- Incomplete and conditional tenders will be rejected.

- Tenders that do not fulfil all or any of the above conditions will be liable for rejection.

- The Tenderer / Bidder shall not assign or make over the contract, the benefit or burden thereof, to any other person or persons or body corporate. No subletting to any person or body corporate, for the execution of the contract or any other part thereof, is permitted. Tenderer shall not outsource the work to other party.

- The details with respect to the said tender; corrections / corrigendum etc. will be displayed on the notice board of the Directorate of Education at least 02 (two) days in advance. The same will also be intimated through e-mail. Non-receipt of e-mail will not be accepted or attributed for raising any dispute(s) and it shall be the sole responsibility of the bidder to find the details from the concerned Officer in the Education Department or the Notice Board.

- The final acceptance of the tender would entirely vest with the Government / the Director of Education, who reserves the right to accept or reject any or all the tenders without assigning any reasons whatsoever thereof and does not bind himself to accept the lowest tender. There is no obligation on the part of the Director of Education, Government of Goa, to communicate in any way with the
rejected bidders. After acceptance of the tender by the Government / the Director of Education, the bidder shall have no right to withdraw his tender or claim higher price.

- If any information furnished by the Tenderer is found to be false / fictitious, the Tenderer will be debarred for 5 years from participating in any of the Directorate of Education, Government of Goa, tenders and the same will be construed as failure as against the terms & conditions of the tender.

- All disputes, differences and questions whatsoever, which may arise between the bidder / Tenderer and the Director of Education, in any way arising out of or relating to the terms and conditions or the construction or application thereof, any clause or thing therein contained, or the rights, duties and liabilities of either party, or otherwise in connection therewith shall be referred to the sole arbitration of a person appointed by the Secretary to the Government of Goa, Education Department. There shall be no objection from the Tenderer to any such appointment on the ground that the arbitrator so appointed is a government servant or that he had dealt with the matter to which these presents relate or that in the course of his duties as such government servant, he had expressed his views on all or any of the matter in dispute. The decision of the arbitrator in the arbitration shall be final and binding on both the parties. All such arbitration proceedings shall be subject to the provisions of the Arbitration and Conciliation Act, 1996 (Central Act 26 of 1996), or any statutory modification or re-enactment thereof and the rules made there under for the time being in force.

- In case of any dispute, the Court at Panaji, Goa, shall have the jurisdiction over the same.

9. Agreement:

(a) The successful tenderer shall execute an Agreement, for fulfillment of the terms and conditions of the said project / contract on Rupees Hundred (₹ 100/-) Non-Judicial Stamp Paper (or as required by law), within fifteen days (15) from the selection date.

(b) The incidental expenses of execution of Agreement shall be borne by the successful bidder / tenderer.

(c) The conditions stipulated in the Agreement shall be strictly adhered to and violation of any of these conditions will entail termination of the Agreement, without prejudice to the rights of the Government of Goa for recovery of any consequential loss from the bidder / tenderer.

Directorate of Education,
Government of Goa, Porvorim, Bardez - GOA
SECTION 5

FORM 1: Proposal submission form (on firm letter head)

To
The Director,
Directorate of Education,
Computer Cell, Planning Section,
Alto Porvorim, Bardez,
GOA.

Dear Sir,

We, the undersigned, offer to provide Consultancy Services in accordance with your Request for Proposal dated <...>. We are hereby submitting our Proposal in the requested format, which includes (Forms 1 to 5) in a sealed envelope as per the forms mentioned in the Section 5.

We hereby declare that all the information and statements made in this Proposal are true and accept that any misinterpretation contained in it may lead to our disqualification.

Yours sincerely,

Authorized Signature [In full and initials]:

Name and Title of Signatory:
Name of Firm:
Address:
Location: __________________________ Date: __________

FORM 1: Consultant Organization.

[Provide here a brief description of the organization and its background. Also provide a brief description on the ownership details, date and place of incorporation of the firm, objectives of the firm etc. Apart from this, also provide the number of consultants with your firm as required in the form below]
Organization Information

Details of the Organization : Bidder

<table>
<thead>
<tr>
<th>Name</th>
<th>Date of Incorporation</th>
<th>Date of Commencement of Business</th>
<th>Address of the Headquarters</th>
<th>Address of the Registered Office in India</th>
<th>Area of expertise with respect to this project</th>
<th>Contact details (name, address, phone no. and e-mail)</th>
</tr>
</thead>
</table>

Information on Consultants

<table>
<thead>
<tr>
<th>Information on Consultants</th>
<th>Number of IT Consultants with the Company</th>
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</thead>
</table>

FORM 2: Staffing schedule for consultancy assignment.

<table>
<thead>
<tr>
<th>No.</th>
<th>Level</th>
<th>Consultant in week</th>
<th>Total man-month / hours proposed</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
<td>Number of IT Consultants with the Company</td>
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<tr>
<td>2</td>
<td></td>
<td>Date of Incorporation</td>
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<tr>
<td>3</td>
<td></td>
<td>Date of Commencement of Business</td>
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<td>4</td>
<td></td>
<td>Address of the Headquarters</td>
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<td>5</td>
<td></td>
<td>Address of the Registered Office in India</td>
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<tr>
<td>n</td>
<td></td>
<td>Area of expertise with respect to this project</td>
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Sub Total

Total

1) For Professional Staff the input should be indicated individually; for support staff it should be indicated by category.
2) Weeks are counted from the start of the assignment.
3) For part-time resources/ deployment
FORM 3: Information regarding any conflict activities and declaration thereof.

Are there any activities carried out by your firm or Group Company or any member of the consortium which are of conflicting nature. If yes, please furnish details of any such activities.

If no, please certify,

We hereby declare that our firm, our associate / group firm or any of the members of the consortium are not indulged in any such activities which can be termed as the conflicting activities. We also acknowledge that in case of misrepresentation of the information, our proposals / contract shall be rejected / terminated by the Employer which shall be binding on us.

Authorized Signature
[In full and initials]
Name and Title of Signatory
Name of Firm
Address
FORM 4: Financial Proposal for providing Consultancy services in INR.

<table>
<thead>
<tr>
<th>Project Activity</th>
<th>Resource Type</th>
<th>Resource Quantity (by type)</th>
<th>Rate per hour</th>
<th>Effort hours required</th>
<th>Estimated Effort Cost (sub total)</th>
<th>Remarks</th>
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</thead>
<tbody>
<tr>
<td>Preparation of As-Is Study</td>
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<tr>
<td>Preparation of To-Be Report</td>
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<tr>
<td>Preparation of DPR</td>
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<td>Preparation of RFP</td>
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<td>Bid Process Management &amp; Vendor Selection</td>
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<tr>
<td>Project Management</td>
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</tbody>
</table>

**TOTAL COST**

** Financial proposal should be project wise and the price quoted should be inclusive of all taxes.

Total Cost = ___________ Amount in Rupees
(Amount in Words): Rs. ______________________________
**FORM 5: Breakdown of Remuneration.**

(This Form 5 shall only be used when the Lump-Sum Form of Contract has been included in the RFP. Information to be provided in this Form shall only be used to establish payments to the Consultant for possible additional services requested by the Employer.)

<table>
<thead>
<tr>
<th>Resource Type</th>
<th>Experience in Years</th>
<th>No. of Resource</th>
<th>Man Month Rates (INR) A.</th>
<th>Proposed Man Months B.</th>
<th>Total Amount in Rupees (A+B)</th>
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</thead>
<tbody>
<tr>
<td>Principal Consultant</td>
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<tr>
<td>Senior Consultant</td>
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<tr>
<td>Consultant</td>
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<tr>
<td>Jr. Consultant - 1</td>
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<tr>
<td>Jr. Consultant - 2</td>
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</tr>
</tbody>
</table>

**TOTAL COST**

** Financial proposal should be project wise and the price quoted should be inclusive of all taxes

Total Remuneration = ____________ Amount in Rupees

(Amount in Words): Rs. __________________________