



**COIMBATORE CITY MUNICIPAL CORPORATION  
(CCMC)**

**EDUCATION SECTION**

**TENDER DOCUMENT**

***REQUEST FOR PROPOSAL***

**Providing Consultancy Services cum Training for  
Enhancement of Foundational Skill building  
among the students and improvement in Quality  
of Teaching and Learning in Corporation Schools**

**July 2010**

**MUNICIPAL ADMINISTRATION & WATER SUPPLY DEPARTMENT**

**LETTER OF INVITATION**

From	To
The Commissioner, Coimbatore City Municipal Corporation, Big Bazaar Street, Coimbatore-641 001.	Established companies or reputed Social Enterprise

Roc.No.7291 /2010/K9 Dated: 23-07-2010.

Sirs,

Subject: Coimbatore City Municipal Corporation – Education Section – Providing Consultancy Services cum Training for Enhancement of Foundational Skill Building amongst students and Improvement in Quality of Teaching and Learning in Corporation Schools – Invitation for Submission of Proposals - Requested – Regarding.

- 1) You are hereby invited to submit your technical and financial proposals for the work of “***Providing Consultancy Services cum Training for Enhancement of Foundational Skill building amongst students and for Improvement in Quality of Teaching and Learning in Corporation Schools***” which could form the basis for future negotiations and ultimately a contract between your firm and the CCMC.
- 2) The purpose of this assignment is to:
  - a) The Education Section of the Coimbatore City Municipal Corporation (CCMC) gives primary importance to imparting quality education to the children of the poor sector. With a view to enhancing the Foundational Skill building amongst the students as well as improving the Quality of Teaching and Learning in the CCMC Schools, the CCMC is desirous of engaging reputed Social Enterprise to address the problem of how to enhance the Foundational Skill building amongst the students and demonstrate a visible improvement in Quality of teaching & learning. The CCMC therefore invites Proposals for the above mentioned work.
  - b) Design a Comprehensive Programme which will enable the schools run by the CCMC for improvement in quality of Teaching and Learning besides preparing a concept plan with Detailed Project Report.

- c) Providing Consultancy service and training including evaluation and assessment for the assignment.
  - d) Prepare an ideal proposal for imparting training & capacity building, etc.,
- 3) The following documents are enclosed to you to submit your proposal:
- (i) Terms of Reference (TOR) (Annexure 1);
  - (ii) Supplementary information to Bidders, including a suggested format of curriculum vitae (Annexure 2)
- 4) In order to obtain first hand information on the assignment and the local conditions, it is considered desirable that a representative of your firm visit the CCMC before submitting their proposals. Your representative may meet the following Corporation officer during all the working days:
- The Corporation Education Officer (in-charge),  
Coimbatore City Municipal Corporation,  
Big Bazaar Street,  
Coimbatore-641 001.  
Phone: 0422-2396026 & Mobile: +919443799229.

**5) Pre-qualification Criteria**

The bidder must possess the requisite experience, strength and capabilities in providing the services necessary to meet the requirements, as prescribed in the bidding documents. The bidder must also possess the technical know-how and the financial wherewithal that would be required to successfully provide the “Consultancy Services cum Training for Enhancement of Foundational Skill building amongst students and for Improvement in Quality of Teaching and Learning in CCMC Schools and support services sought by the CCMC, for the entire period of the contract. The bids must be complete in all respect and should cover the entire scope of work as stipulated in the bidding document. The invitation to bid is open to all bidders who qualify the eligibility criteria as given below:

Sr. No	Eligibility Criteria	Documents to be furnished/Produced
1.	The bidder should be an established company or a reputed Social Enterprise to address the problem of how to	Certificate of incorporation and Work orders confirming the year and area of activity and Self Certification of being in

	enhance the Foundational Skill building amongst the students and demonstrate a visible improvement in Quality of teaching & learning in Government / Private Schools in India and should have been in the business for a period not less than three years.	business for the last 3 years should be attached.
2.	The bidder should have executed at least one similar Foundational Skill Building and Quality of teaching & learning Project in Government/Private Schools with any State / Central Government (s) in India that meets all the following requirements during the last three (3) years for 1. A Consolidated Work order value of not less than Rs.50.00 Lakhs. 2. Covering at least 400 Government and Private Schools in total.	Copy of Work order/Client Certificates.
3.	The Bidder should have expertise in following areas: <ul style="list-style-type: none"> <li>• Detailed, experiential guides with in-built assessments for teachers.</li> <li>• Skill-based training programs in Innovative Teaching and Instruction.</li> <li>• Leadership for the teachers and academic heads respectively.</li> <li>• Support program to support the school in implementation of the program.</li> <li>• Student Assessment books and content books to create visible evidence of children's Learning.</li> <li>• Comprehensive assessment tool to understand skill based understanding of each child.</li> </ul>	Certificates issued by their Clients
4.	The bidder should have an average turnover of Rs.5.00 Crore in any one of the last three Financial Years (2007-08, 2008-09 & 2009-10).	Certificate issued by a Chartered Accountant of the bidder company/Enterprise along with the audited balance sheets showing turnover of

		their organization during the last three years to be produced.
5.	The team of experts in the agency should consist of the following: <ul style="list-style-type: none"> <li>• H R Experts</li> <li>• Psychologists</li> <li>• Curriculum Designers</li> <li>• Content Developers</li> </ul>	Certificate from the bidders Authorized Signatories for number of employees, employed by the company.
6.	The bidder should furnish, as part of their bid, a Bid Security of Rs.50,000/- (Rupees Fifty Thousand only).	The Bid Security should be in the form of a Demand Draft issued by a Nationalized Bank in favour of The Commissioner, Coimbatore City Municipal Corporation payable at Coimbatore.
7.	The Bidders shall not be under a Declaration of ineligibility for corrupt or fraudulent practices or blacklisted with any of the Government agencies.	Declaration in this regard by the authorized signatory of the bidder
8.	The bidder should have an office in the state. However, if the local presence is not there in the state, the selected bidder should give an undertaking for establishment of an office, within two months of award of the contract.	Relevant Documents or Undertaking

## 6) Submission of Proposals

The Proposals shall be submitted in two parts, viz., Technical and Financial and should follow the form given in the "Supplementary Information to Bidders"

- 6.1 The "Technical" and "Financial" proposals must be submitted in two separate sealed envelopes (with respective marking in bold letters) following the formats/ schedules given in the supplementary information to Bidders. The first envelope mark as "**Technical Proposal**" should include the description of the firm/ organisation, the firms general experience in the field of assignment, the qualification and competency of the personnel proposed for this assignment and the proposed work plan methodology and approach in response to suggested terms of reference. The first envelope **should not contain any cost information whatsoever**. The second envelope marked "**Financial Proposal**" must also be sealed with

sealing wax and should contain the detailed price offer for the Consultancy cum Training services. Both the sealed envelopes should again be placed in a sealed cover which will be received in the office of **Commissioner, Coimbatore City Municipal Corporation, Big Bazaar Street, Coimbatore** up to 15.00 hours on 12-08-2010.

#### 6.2 Opening of the proposals

The Proposals (first envelope containing technical proposal only) will be opened by the Commissioner Coimbatore City Municipal Corporation or an Officer authorised by him at 16.00 Hours on 12-08-2010, in the presence of such bidders or their authorized representative who may choose to be present. It may please be noted that the second envelope containing the detailed price offer will not be opened until technical evaluation has been completed and the result approved by the Tender Scrutiny Committee constituted for the said purpose.

#### 7) Evaluation

A two-stage procedure will be adopted in evaluating the proposals with the technical evaluation being completed prior to any financial proposals being opened. The technical proposals will be evaluated using the following criteria:

- i. The Bidder's relevant experience for the assignment **(15 points)**
- ii. The approach strategy and the quality of the methodology proposed **(25 points)**.
- iii. The qualifications & experience of the key staff proposed for the assignment **(60 points)**.

Curriculum vitae of senior personnel in each discipline for assessing the qualifications and experience of the personnel proposed to be deployed for the studies should be included with the proposal (in the format of the sample curriculum vitae). These personnel will be rated in accordance with:

- General qualifications (30 points)
- Adequacy for the project (suitability to perform the duties for this assignment. These include education and training, length of experience on fields similar to those

required as per terms of reference, type of positions held, time spent with the firm etc) (65 points)

- Their language and experience in the Tamil Nadu region & Coimbatore city (5 points)

## **8) Deciding Award of Contract**

Quality and competence of the Consulting cum Training service shall be considered as the paramount requirement. The decision of the award of the contract would be as under:

(a) Technical proposals scoring not less than 75 % of the total points will only be considered for financial evaluation. The CCMC will notify those bidders whose proposals did not meet the minimum qualifying mark or were considered non-responsive to the Letter of Invitation and Terms of Reference, indicating that their Financial Proposals will be returned unopened after completing the selection process. The CCMC will simultaneously notify the bidders that have secured the minimum qualifying mark, indicating the date and time set for opening of Financial Proposals. The notification may be sent by registered letter, cable, telex, facsimile, or electronic mail.

(b) The Financial Proposals shall be opened publicly in the presence of the bidders representatives who choose to attend. The name of the bidder, the quality scores, and the proposed prices shall be read a loud and recorded when the Financial Proposals are opened.

(c) The Tender Scrutiny Committee will determine whether the Financial proposals are complete i.e., whether they have worked out their cost for all items of the corresponding Technical proposals; if not, the CCMC will cost them and add their cost to the initial price, correct any computational errors. The evaluation shall exclude local taxes. The lowest financial proposal (Fm) will be given a financial score (Sf) of 100 points. The financial scores of all the proposals will be computed as follows:  $Sf = 100 \times Fm/F$  (F- amount of financial proposal.) Proposals will finally be ranked according to their combined technical (St) and financial (Sf) scores using a weight of 75 % for technical proposal and 25 % for financial proposal. The final score will be  $S = St \times 0.75 + Sf \times 0.25$ . The bidder securing the highest score will be invited for negotiations.

(d) Prior to the expiration period of proposal validity, the CCMC will notify the successful bidder who secured the highest scoring proposal in writing by registered letter, cable telex or facsimile and invite it to negotiate the Contract. Negotiations normally take a day. The aim is to reach agreement on all points, and initial a draft contract by the conclusion of Negotiations. Negotiations will commence with a discussion of your technical proposal, the proposed methodology (work plan), staffing and any suggestions you may have made to improve the TORs. Special attention will be paid to optimize the required outputs from the successful bidder and to define clearly the inputs required from the CCMC to ensure satisfactory implementation of the assignment. Changes agreed upon will then be reflected in the draft contract, using proposed unit rates (no negotiation of the unit rates, including the man month rates). Having selected bidders, among other things, on the basis of an evaluation of proposed key professional staff, the Client expects to negotiate a contract on the basis these staff named in the proposal and, prior to contract negotiations, will require assurance that these staff will be actually available. The CCMC will not consider substitutions during contract negotiations except in cases of unexpected delays in the starting date or incapacity of key professional staff for reasons of health. The negotiations will be concluded with a review of the draft form of Contract. The CCMC and the successful bidder will finalize the contract to conclude negotiations. If the negotiation with the selected bidder is successful, the award will be made to them and all other consultants notified. If negotiations fail, and if it is concluded that a contract with reasonable terms cannot be concluded with this bidder, the bidder scoring second highest score, will be invited for negotiations. This process will be repeated till an agreed contract is concluded.

- 9) Please note that the Commissioner, Coimbatore City Municipal Corporation is not bound to select any of the firms who have submitted proposals.
- 10) It is estimated that about three (3) years period of contract services will be required for the assignment and generally you should base your financial proposal on this figure.

- 11) You are requested to hold your proposal valid for 90 days from the date of submission without change of the personnel proposed for the assignment and your proposed price. The Commissioner, Coimbatore City Municipal Corporation will make best efforts to select a bidder firm within this period.
- 12) Please note that the cost of preparing a proposal and of negotiating a contract, including the visits to Coimbatore, if any is not reimbursable as a direct cost for this assignment
- 13) Assuming that the contract can be satisfactorily concluded in August 2010, you will be expected to take up/commence the assignment in September 2010.
- 14) Please note that if you consider that your firm does not have all the expertise for the assignment, there is no objection to your firm associating with another firm to enable a full range of expertise to be presented. However, joint ventures between firms on the shortlist are not permitted except with the prior approval of the Commissioner, Coimbatore City Municipal Corporation. The request for a joint venture should be accompanied with full details of the proposed association.
- 15) Please note that the remuneration which you receive from the contract will be subject to normal tax liability in India. Kindly contact the concerned tax authorities for further information in this regard if required.
- 16) We would appreciate if you inform us by Telex/Facsimile:
  - a) Your acknowledgement of the receipt of this letter of invitation; and
  - b) Whether or not you will be submitting a proposal.

Commissioner  
Coimbatore City Municipal Corporation

Enclosures:

- 1) Terms of Reference.
- 2) Supplementary Information to Bidders.

**TERMS OF REFERENCE**

The Terms of Reference include the following:

- 1) Back ground.
- 2) Objectives
- 3) Scope of work & Responsibility of the Bidders
- 4) An outline of the tasks to be performed by the service provider
- 5) Schedule for completion of tasks
- 6) Terms of payment
- 7) Data, Service and facilities to be provided by the CCMC
- 8) Final outputs i.e., Reports that will be required to be submitted by the service provider
- 9) Composition of review committee and review procedure to monitor the service providers work
- 10) Procedure for review of progress reports
- 11) List of key positions, whose CV and experience would be evaluated.

**1) Background**

The Education Section of the Coimbatore City Municipal Corporation gives primary importance to imparting quality education to the children of the poor sector. The CCMC is desirous of introducing programs and schemes which would benefit 81 Schools having 402 Teachers & 16458 Students by providing enhanced Foundational Skill building amongst students and improving the Quality of Teaching and Learning. The CCMC is therefore required to address the problem as to how to demonstrate a visible improvement in Quality of teaching of students and learning in Corporation Schools.

**Purpose:** The purpose of this assignment is to provide an overview of a model for piloting and scaling up a sustainable model for transforming government schools to demonstrate better learning outcomes for children.

**Problem:** The challenge is to address poor learning achievement and engagement of students given the constraints of poor teacher

preparation, lack of resources and administrative constraints. The challenge is also to create a replicable model which can impact a large number of students.

The proposal should address the problem of how to demonstrate a visible improvement in the poor quality of teaching and low levels of student learning in CCMC schools serving poor children and hence create a solution that can be replicated across a large number of such schools. Over 25% of all primary school children in urban areas (and over 50% in many cities) today are enrolled in private schools - a large fraction of them are low-fee paying (Rs.50-200/-), English medium, single proprietor-led un-aided schools. While these schools are relatively effective showing higher levels of teacher activity, greater accountability, efficient management and student performance over 100% better on Math and reading achievement scores than government schools (study conducted by Geeta Kingdon in UP 2005) – they leave a lot to be desired on providing high and consistent quality of education.

Research shows 4 critical gaps in quality (among others)

1. *Poor quality of teaching:*

- a. The dominant mode of teaching is in the form of ‘telling’ – transferring information through rote knowledge from textbooks or the chalkboard.

Studies show the following patterns

- i. 80% of teacher talk and 20% student contribution
  - ii. Teacher explanation takes up more than 50% time in the class. Most questions are close-ended requiring recall and response of a single word (Study conducted by Smith, Hardman and Tooley in 2005 on budget schools in Chennai)
  - iii. Open ended, probing questions, use of learning aids and activities is rare
- b. Teachers lack instructional skills
    - i. Most teachers are high school or college graduates – with a few with formal teacher training (NTT, D.Ed). In-service training is almost non-existent in these settings
    - ii. Though most schools are ‘English Medium’, teachers ability to transact in English is limited. Subject matter knowledge in other subjects is limited by their own education and available text books

- c. High turnover of teachers as they prefer other jobs; making schools dependent on new teachers
- 2. *Schools lack instructional materials and resources*
  - a. Text books (locally produced based on the state board) are the only curricular materials available to teachers and students
  - b. Additional study materials, manipulative, library and laboratory facilities are not available
- 3. *Students unable to learn with understanding:*

Though there are few systematic national studies on student achievement in low-income private schools, studies indicate low levels of numeracy, literacy and capacity to apply learning

- a. Our observation of classrooms show that students' active participation in class is minimal mostly through passive listening, few student-initiated questions, choral responses to teacher's questions, recall and repetition on facts and formulae
- b. The 2005 ASER report states that 66.7% of grade private school children cannot solve a division problem and 52% cannot read a story.
- c. The 2006 Education Initiatives India-today study on the top 200 private schools in metro cities suggests that students are unable to grasp basic concepts, apply their knowledge to new situations, and connect information learnt under different topics. Their performance is below that of the international average of peers. This is indicative of similar issues in low-income settings
- d. Students come from impoverished backgrounds, are mostly first generation learners where home-support for schooling is minimal and students are under economic pressure to start work early.

4. *Lack of academic management :*

- a. School proprietors are mostly self-made entrepreneurs who lack academic and modern management skills
- b. Schools have no support from government or non-government bodies and lack capacity to invest in instructional infrastructure.

A number of other external constraints including unavailability of capital investment, unfair government regulation, un-organized nature of this sector and shortage of infrastructure also limit the improvement of single-proprietorship

schools. In order to tackle all the above problems, it is proposed to appoint a consultant for formulating a project for Enhancement of Foundational Skill building amongst student & For Improvement in Quality of Teaching and Learning in the Schools of CCMC. The proposal of the successful bidder could lead to signing of the contract for design Consultancy and Training assignment.

## **2) Objective:**

The objectives of the proposed assignment are as follows:

- Demonstrate visible improvement in
  - a. Student learning (concept understanding and application)
  - b. Teaching quality (engage and include all students, go beyond telling)
- Create a contextualized learning tool kit (teacher and student resources) that “processizes” good teaching, benchmarked to National Curriculum Standards (NCF)
- Instructional leadership capability that empowers the system to sustain the change.

## **3) Scope of Work**

Given the on-ground realities in the CCMC the following additional premises need to be built into the structure of the program

- Change needs to be brought in phases. Training to generate perspective, capacity and demand at all levels and then leverage this coming year to introduce new academic programs in the schools.
- Academic coaching and support will be needed to hand hold teachers and school leaders during the process of change, given the poor capacity within the system
- The project will need “Management” and systems changes which would include, coordinating and advocating, holding people accountable, providing enabling systems for schools.

The scope and deliverables will be two pronged:

1. To Build overall capacity in the CCMC schools
  2. To implement phase-wise foundational skills program in CCMC Schools
- Overall Capacity Building:

- A. INTRODUCTION TO INSTRUCTIONAL LEADERSHIP – A training program for 54 school heads to build perspective on quality education and leadership. Outcomes include
- a. Personal and inter-personal leadership – understanding human potential, setting example, creating emotional connect
  - b. Teaching beyond telling - Role of experience, engagement and meaning-making in learning
  - c. Role of leader in academic improvement
- B. INTRODUCTION TO INNOVATIVE TEACHING – Training for all teachers to develop awareness of alternatives to traditional teaching and tools to engage students. Broad outcomes include
- a. Enhancing personal motivation
  - b. Introduction to learning-by-doing methodology
  - c. Introduction to differences in children and tools for classroom engagement

**4) Tasks to be performed by the service provider**

The following are the tasks to be performed by the Service provider

**TASK-1**

Training for school heads – An Intensive training program to enable school heads to play the role of instructional coach and develop management skills

- Understand effective pedagogy and resource usage
- Effective pedagogy
- Classroom management
- Using necessary resources
- Assessment
- Lead and motivate the team of teachers
- Demonstrate effective teaching
- Manage the implementation of curriculum in the school
- Observe teachers in class and give them feedback
- Plan and adapt resources for use by teachers
- The Instructional Leadership in Schools designed to equip instructional leaders in schools to lead the team of teachers more effectively

through motivating, coaching, creating academic systems, and supporting the use of innovative instructional strategies and assessment systems.

- Outcomes

What will the Leader will be able to do?

- Understand the rationale and philosophy and approach to teaching and learning
- Recognize & practice innovative instructional strategies
- Know some ways to set the tone for effective classroom management
- Appreciate and use a progressive and ongoing assessment system
- Create teams through motivational strategies
- Create systems to enable smooth implementation of academic plans
- Build systems to make “parents active partners”
- Create a personal action plan
- Get introduced to the group
- Set expectations (hope) & understand concerns (fear)
- The Learning Style Inventory
- Reflect and appreciate different learning styles
- Recognize that children learn differently
- Infer that effective teaching is ‘responsive instruction’
- Experience and understand the ‘teaching learning cycle’.
- Re-look at teaching and learning
- Identify the role of the teacher in the 3E model of teaching & learning (emotional support, example, engagement)
- Conclude that teaching is not telling
- Defining an Academic Leader’s Role
- Creating an ideal profile of an Academic Leader
- Identify the 5 key components of a well managed classroom
- Understand the fundamentals of assessment and the assessment cycle
- Understand the value of non judgmental ‘observation’ as a tool for effective assessment and feedback

- Examine and establish the rationale of a continuous assessment policy
- Discover the possibility of alternative ways of assessment beyond pencil and paper tests.
- Role plays on giving constructive written and oral feedback to parents and children
- Create an assessment system for school

### **TASK-2**

INNOVATIVE TEACHING PROGRAM - A training program to build capable teachers with demonstrated competence. Training should involve hands-on practice and expert demonstrations

- Understand the rationale and philosophy of the program and Identify his/her role as a facilitator of the teaching & learning process
- Recognize & practice the effective instructional strategies, set the tone for effective classroom management
- Recognize and use an effective assessment system
- Understand the rationale behind the chosen topics & progression of concepts
- Know some ways to give and receive feedback and envision a personal action plan.

### **TASK-3**

TEACHER GUIDES – A comprehensive teaching-toolkit for teachers that provides effective instructional process and resources. The main aim of these toolkits should be able to enable the teachers to:

- Understand specific learning outcomes for each topic.
- Be able to plan year round phasing out of topic based on progression of student learning across grades.
- Easily conduct effective classes where hands-on and activity based learning is involved
- Assess children on an ongoing basis.

### **TASK-4**

STUDENT RESOURCE MATERIAL– Engaging material that have

- Performance tasks, assignments and questions aligned with each lesson plan
- Tests student's understanding and application
- Have assessment tools for the teacher to measure children's learning.

#### **TASK-5**

TRAINING PROGRAM FOR THE ADMINISTRATORS – A training program for CCMC school administrators to build perspective and capability. The program should have the following outcomes

- a. Perspective on quality education – learning for understanding, teacher as facilitator, possibility for change
- b. Personal and inter-personal leadership – understanding human potential, setting example, creating emotional connect
- c. Academic management – classroom observation, coaching and support skills, understanding curriculum, learning resources, assessment
- d. Administrative management – time management, problem solving, people management

#### **TASK-6**

Evaluation and Assessment of students

Tool designed for curriculum based assessment and should be meant to assess the concepts learnt and skills acquired by the students of a specific class in different subject areas over a period of time.

- Effective method for gathering student progress. It should monitor the progress throughout the school year and is not a onetime test of measuring mastery of skills. It should measure the concepts and skills at regular intervals.
- Teachers should analyze student scores and adjust their instructions accordingly. It should identify students who are not demonstrating adequate progress.
- Data should be represented graphically for easy interpretation by teachers and parents. It should quantify the rate at which students develop academic competence over time. A skills profile should give a visual display of a student's progress by skill area.

- Student data can be compared to the classroom data and other school data to know-how is the student doing in comparison to its peers.

**5) Schedule for Completion of Tasks**

- Leadership Training for School Heads – 15 days from signing of agreement
- Teacher’s Training – 15 Days from completion of Leadership Training for School Heads.
- English Training for Students – Depending on school timing and schedule.

**6) Terms of payment**

The mode of payment to be made in consideration of the work to be performed by the Service Provider shall be as follows

- i. 20 % of contract value on submission of Detailed Project Report with Concept Plan
- ii. 20 % of contract value on completion of training for all the School Heads on pro-rotta basis
- iii. 20 % of contract value on completion of training for all the School Teachers on pro-rotta basis
- iv. 30 % of the contract value on completion of training for all the School Children on pro-rotta basis
- v. 10 % of contract value on completion of the entire assignment

**Note:** *All payments shall be made on submission of pre receipted bills by the Service Provider in quadruplicate for respective stages.*

**7) Data, Service and facilities to be provided by the CCMC**

- a. Training Rooms with multimedia Facilities.
- b. Nominal Roll of Participants.
- c. Training Coordinator

**8) Final outputs i.e., Reports that will be required to be submitted by the service provider**

- a. Training feedback.
- b. Assessment of Teachers

- c. Assessment of Students
- d. Overall detailed project report
- e. Training Outcome and Analysis

**9) Composition of Review Committee to monitor the Service Provider's work**

The following will be the Composition of Review Committee to monitor the works of the Service provider during the period of contract:

- i. The Commissioner.
- ii. The Corporation Education Officer.

**10) Procedure for review of progress reports**

The review committee will review the progress of the work. The decision/ suggestion earned out will be reviewed in the next meeting. The comments or views on the various reports should be given to the consultant within 7 days of submission.

**11) List of key professional positions whose CV and experience would be Evaluated:**

<b>Sr. No</b>	<b>Key Professional</b>	<b>No .of Persons</b>	<b>Experience</b>
1.	CEO/MD	1	
2.	COO	1	
3.	Head Training	1	
4.	Financial Specialist	1	
5.	Expert on Capacity Building	1	

Other adequate support staff should be employed to assist the above team in field conduct of training. Suitable qualified persons should support the above team especially by Education and Training specialists, to ensure that the stipulated guidelines in these sectors are effectively complied with.

**SUPPLEMENTARY INFORMATION TO BIDDERS**

**Proposals**

(1) Proposals should include the following information:

**(a) Technical Proposal**

- (i) The bidders should submit their RFP's along with a Covering Letter in the format given in form-1.
- (ii) A brief description of the Bidders/firms/ organization and an outline of recent experience on assignments/ projects of similar nature executed during the last 3 years in the format given in form F-2.
- (iii) Any comments or suggestions of the bidder on the Terms of Reference (TOR).
- (iv) A description of the manner in which the bidder would plan to execute the work. Work plan time schedule in Form F-3 and approach or methodology proposed for carrying out the required work.
- (v) The composition of the team of personnel which the bidder would propose to provide and the tasks which would be assigned to each team member in Form F- 4
- (vi) Curricula Vitae of the individual key staff members to be assigned to the work and of the learn leader who would be responsible for supervision of the team. The curricula vitae should follow the attached Format (F-5) duly signed by the concerned personnel.
- (vii) The Bidders comments, if any, on the data, services and facilities to be provided by the CCMC indicated in the Terms of Reference (TOR).
- (viii) The Service Provider's work program and time schedule for key personnel in Form No. F-7

**(b) Financial Proposals**

The financial proposals should include the schedule of Price Bid in Form No. F- 6 with cost break up for the work program indicated in form F- 7.

Two copies of the Technical proposals and two copies of the Financial proposals should be submitted to CCMC.

**(2) Bid Security:**

The Bidders should remit the Bid Security of **Rs.50,000/-** (Rupees Fifty Thousand Only). This Amount shall be in the form of Demand Draft drawn in favour of “The Commissioner, Coimbatore City Municipal Corporation, Coimbatore” or shall be remitted by means of cash. If the BID Security is made by means of cash the same should be remitted at any one of the collection center’s of the Corporation. The Copy of the receipt for having remitted the amount should be enclosed along with their bid. The Bid Security enclosed in the form of Cheques or Bank Guarantee will not be accepted. The bidders shall not claim for any exemption for remittance of the Bid Security for any reasons therefor. The Bids received without the Bid Security will be treated as Non-responsive and will be summarily rejected.

**(3) Contract Negotiations**

The aim of the negotiation is to reach an agreement on all points with the successful bidder and initial a draft contract by the conclusion of negotiations. Negotiations commence with a discussion of the successful bidders proposal, the proposed work plan, staffing and any suggestions you may have made to improve the terms of references. Agreement will than be reached on the final Terms of Reference , the staffing and the bar chart, which will indicate personnel, periods in the field and office, man–months, and reporting schedule.

(4) Review of man-months rates is charged with the custody of government funds and is expected to exercise prudence in the expenditure of these funds. The CCMC is therefore, concerned with the reasonableness of a Firm's financial proposal and, during negotiations expects to be able to review data backing up a consultant's man-months rates. Bidders submitting their proposals for contracts should be prepared to support such data.

**(5) Contracts with Team Members**

Bearing in mind that rates are negotiable, firms are advised against making firm financial arrangements with prospective team members prior to negotiations.

**6) Nomination of Experts.**

Having selected a firm partly on the basis of an evaluation of personnel presented in the firm's proposal, the CCMC expects to negotiate a contract on the basis of the experts named in the proposal and, prior to contract negotiations, will require guarantees that these experts shall, in fact, be made available. As the expected date of mobilization is given in the letter inviting proposals, the CCMC will not consider substitution after contract negotiations, except in cases of unexpected delays on the starting date or incapacity of an expert for reasons of health, or leaving the firm. The desire of a firm to use an expert on another project shall not be accepted for substitution of personnel.

**(7) Review of reports.**

A Review Committee consisting of following officers of the line Departments will review all reports of the Service provider and suggest any modifications/changes considered necessary within 15 days of receipt.

The Commissioner

The Corporation Education Officer

**(8) Dispute redressed:**

In case of any dispute arising out of the contract not being able to settle amicably, then the provision of Arbitration Act should be invoked.

**(9) Exit clause:**

If the CCMC is not satisfied with the performance of the Service provider, then within 15 days of notice, the Service provider may be allowed to withdraw from the assignment. They will be paid for the work turned out up to such time of exit as per the agreement.

(In the Bidder's Letter Head)

To  
The Commissioner,  
Coimbatore City Municipal Corporation,  
Big Bazaar Street,  
Coimbatore-641 001.

Sir,

Sub: Providing Consultancy Services cum Training for Enhancement of Foundational Skill building among the students and improvement in Quality of Teaching and Learning in Corporation Schools - Regarding

We \_\_\_\_\_ (Organisation Name) herewith enclose Technical and Financial Proposal for selection of my/our firm as consultant for \_\_\_\_\_.

We undertake that, in competing for (and, if they award is made to us, in executing) the above contract, we will strictly observe the Laws against fraud and corruption in force in India namely "Prevention of Corruption Act, 1988".

Yours faithfully,

Signature: \_\_\_\_\_

Full Name and address: \_\_\_\_\_

(Authorized Signatory)

**ASSIGNMENTS OF SIMILAR NATURE SUCCESSFULLY COMPLETED**  
**DURING LAST 3 YEARS.**

1. Brief Description of Firm/Organization :
2. Outline of recent experience on assignments of similar nature.

Sr. No	Name of the Assignment	Name of Project	Owner of sponsoring authority	Cost of assignment	Date of Commencement	Date of completion	Was the Assignment satisfactorily completed.
1	2	3	4	5	6	7	8

Note: *Please attach certificates from the employer by way of documentary proof. (Issued by the Officer of rank not below the rank of Superintending Engineer or equivalent)*

Signature of the Bidder  
(Authorized representative)

**WORK PLAN TIME SCHEDULE**

**A. Training Schedule**

Sr. No	Item	Month wise Program			
		1st	2nd	3rd	4th

**B. Compilation and submission of reports**

- 1. Training Report
  - 2. Interim Status Report
  - 3. Final Report
  - 4. Assessment Report
  - 5. Final Report.
- } As indicated under TOR

C. A short note on the approach strategy and methodology, duly outlining innovative ideas and steps for performing the result-oriented programme.

D. Comments or suggestions on "Terms of Reference".

Signature of the Bidder  
(Authorized representative)

**Composition of the Team Personnel and the task which would be assigned to each Team Member**

1. Trainer /Managerial Staff

Sl.No	Name	Position	Task assignment	Experience in the relevant field
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2. Support Staff

Sl.No	Name	Position	Task assignment	Experience in the relevant field
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Signature of the Bidder  
(Authorized representative)

**FORMS OF CURRICULUM VITAE (CV) FOR PROPOSED KEY  
PROFESSIONAL STAFF**

Proposed Position: \_\_\_\_\_

Name of Firm: \_\_\_\_\_

Name of Staff: \_\_\_\_\_

Profession: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Years with Firm / Entity: \_\_\_\_\_ Nationality \_\_\_\_\_

Membership in Professional Societies:

Detailed Tasks Assigned:

**Key Qualifications**

Give an out line of staff member's experience and training most pertinent to tasks on assignment. Describe degree of responsibility held by staff member on relevant previous assignments and give dates and locations.

[Use about half a page]

**Education**

Summarize college/university and other specialized education of staff member, giving names of schools, dates attended, and degrees obtained.

[Use about one quarter of a page]

**Employment Record**

Starting with present position, list in reverse order employment held. List all positions held by staff member since graduation, giving dates, name of employing organizations, titles of positions held, and locations of

assignments. For experience in last ten years, also give type of activities performed and client references, where appropriate. [Use about two pages]

**Languages:**

[For each language indicated proficiency: excellent, good, fair, or poor; in speaking, reading, and writing]

**Certification**

I, the undersigned, certify (that to the best of my knowledge and belief, these data correctly describe me, my qualifications, and my experience. I also give my consent to be \_\_\_\_\_ for the firm \_\_\_\_\_ in work for Providing Consultancy Services cum Training for Enhancement of Foundational Skill building among the students and improvement in Quality of Teaching and Learning in Corporation Schools.

(i) \_\_\_\_\_ Date:

\_\_\_\_\_

(i) \_\_\_\_\_ Date :

\_\_\_\_\_

[Signature of staff member and authorized representative of the Firm]

Day/month/year

**Full name of staff member:** \_\_\_\_\_

**Full name of the authorized representative:** \_\_\_\_\_

**SCHEDULE OF PRICE BID**

(In a letter head and should be placed in a separate sealed cover)

Items	Amount	
	In figures	In words
1. Towards Consultancy services		
2. Towards Training		
Tax@% _____%		

Signature of the Bidder  
(Authorized representative)

**WORK PROGRAM AND TIME SCHEDULE FOR KEY PERSONNEL MONTHS**

Name	Position	1	2	3	4
	Number of Months				

Total

Reports Due / Activities and Duration

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.
- 9.
- 10.

Field Full Time \_\_\_\_\_

Part Time

Reports Due \_\_\_\_\_

Activities Duration \_\_\_\_\_

Signature of the Bidder  
(Authorized representative)