

Tender Reference No: D1/041 /2010

**CORPORATION OF CHENNAI**

Community College Under Swarna Jayanthi Shahari Rozgar Yojana Scheme  
Education Department, Ripon Buildings, Chennai – 600 003.

Tel.: 044-25384232

[www.chennaicorporation.com](http://www.chennaicorporation.com)



Tender Reference No: D1/041 /2010

**TENDER DOCUMENT**

**NAME OF THE WORK** : Tender for appointment of Reputed Institutions for Skill Development Training to be given to below poverty line people of Chennai city

**COST OF TENDER** : Rs.15,000.00 + Plus Tax = Rs.16,875/-

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Signature of the Tenderer

## Document Control Sheet

### Tender for appointment of an agency to take job oriented Training

Tender Reference	<b>D1/041 /2010</b>
Date of issue	03.08.2010
Last date for sale of tender documents	18.08.2010 3.00 PM
Last Date and Time for Receipt of Tender	20.08.2010 3.00 PM
Date and Time of Opening of Tender	20.08.2010 4.00 PM
Address for Submission of Tender	Community College Under Swarna Jayanthi Shahari Rozgar Yojana Scheme Office of the Deputy Commissioner (Edn.) Tender sale Counter Ripon Building, Chennai-600 003
Contract Period	One Year
EMD	Rs.72,000/-

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**CORPORATION OF CHENNAI**  
**Education Department**  
**Community College Under Swarna Jayanthi Shahari Rozgar Yojana scheme**  
**Ripon Buildings**  
**CHENNAI – 600 003, TAMIL NADU.**  
**www.chennaicorporation.com**

**NOTICE INVITING TENDER**

1) Corporation of Chennai invites the Tender to submit Technical and financial proposals to impart skill development training to the beneficiaries under the scheme of Community College under Swarna Jayanthi Shahari Rozgar Yojana (SJSRY) in the following Skill Development Training to be given to the below poverty beneficiaries of Chennai City, on the following trades.

- a) Security service
- b) Pharma retails
- c) Computer hardware & Networking
- d) Computer Accountant Training
- e) Hardware Maintenance training
- f) Implementing and maintaining Network and Security Infrastructure windows server 2003 Training

Similar proposals in any other suitable trade or skill from the suitable institution will also be taken up for consideration.

This could form the basis for future negotiation and ultimately a contract between your Institute and Community college section, education Department, Corporation of Chennai. The beneficiaries has to be identified by the successful tenderer, covering the slums listed by Chennai Corporation and subject to verification by the authorities of Corporation of Chennai.

2) The purpose of this assignment is:

To impart Training, to provide assistance for skill formation/up gradation of the urban poor to enhance their capacity to undertake self – employment as well as access better salaried employment through the trades proposed.

3) The following documents are enclosed to enable the submission of proposal:

- (a) Terms of reference (TOR) (Annexure -1)
- (b) Supplementary information for training institutes, including a suggested format of curriculum vitae (Annexure 2); and

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- (c) A sample form of contract for the training under which the service will be performed (Annexure -3)
- 4) In order to obtain first hand information on the assignment and the local conditions, it is desirable that a representative of your institute shall visit Community College Section, Education Department, Ripon Buildings, Corporation of Chennai, Chennai – 600 003, before the submission of the tender.
- 5) A pre-proposal conference open to all prospective institutes will be held on **18.08.2010** at chamber of D.C (Edn) Office at. 15.00 hours. The prospective institute will have an opportunity to obtain clarification regarding the scope of the work, terms of reference, contract condition and any other pertinent information.
- 6) The submission of Proposals: The proposals shall be submitted in two part, viz., Technical and financial and should follow the form given in the supplementary Information for institutes.

6.1 The Technical and Financial proposals must be submitted in two separate sealed envelopes (with respective marking in bold letter) following the formats /schedules given in the supplementary information for institutes. The first envelop marked **Technical proposal** should include the description of the institute/organization, the institute's general experience in the field of assignment, the qualification and competency of the personal proposed for the assignment and the proposed training plan methodology and approach in response to suggested terms of reference. The second envelop marked **FINANCIAL PROPOSAL** must also be sealed with sealing wax and signed twice cross the seal and should contain the detailed price offer for the skill development training.

You shall provide detailed break up costs and fees as follow:

- \* Course Fees.
- \* Cost of Course material
- \* Cost of Tool kit.
- \* Stipend Offered for candidate
- \* Laboratory fees/Practical Training fees etc.,

Both the sealed envelopes should again be placed in a sealed cover, which will be put in the tender box on or before **20.08.2010** at 15.00 hours, which will be kept in the tender sales counter in Ripon Building and D.C. (Edn.) office.

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6.2 Opening of proposal: -The proposals (first envelop containing Technical proposal only) will be opened in the presence of the Deputy Commissioner (Edn.) in his chamber at **16.00** hours on **20.08.2010** in the presence of the available tenderers. It may please be noted that the second envelop containing the detailed price offer will not be opened until technical evaluation has been completed and the result approved and notified to all Institutes.

## 7. Evaluation

A two –stage procedure will be adopted in evaluating the proposals with the

Technical evaluation being completed prior to financial proposals being opened.

The Technical proposals will be evaluated using the following criteria

- (i) The institute's recognition and relevant experience for the assignment (15 marks)
- (ii) The quality of the methodology proposed for the training (25 marks); and
- (iii) The qualification & experience of the key staff/ trainers proposed for the assignment (50 marks)
- (iv) Institution Facilities, Infrastructures availability (10 marks)

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 vita). These personnel will be rated in accordance with,

(i) General qualifications

(ii) 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 position held, time spent with the Institute etc)

(iii) Language and experience in Tamil Nadu

(iv) Familiarity in the Region involvement in skills transfer programme and training ability.

## 8. Deciding Award of contract:

Quality and competence of the consulting 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 marks will only be considered for financial evaluation. The price envelopes of others will not be considered and returned unopened.

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(b) The price envelop of the highest technically ranked institute will be opened first and they will be invited for negotiations. The institute must the proposals submitted by them, as may be required to adjudge the reasonableness of their price proposals. If the negotiation with this institute is successful, the award will be made to them and all other envelops containing financial proposals will be returned unopened to the respective institutes. If negotiations fail, and if it is concluded that a contract with reasonable terms cannot be concluded with this consultant, the price envelop of the second highest technically ranked consultant will be opened an institute will be invited for negotiations. This process will be repeated till an agree contract is concluded.

9. It is estimated that about one year of service will be required for the assignment and generally you should base your financial proposal on this figure. However you should feel free to submit your proposal on the basis of man days considered necessary by you to undertake the assignment.

10. You are requested to hold your proposal valid for 90 days from the date of submission without change the personnel proposed for the assignment and your proposed price. The Commissioner Corporation of Chennai will make the best effort to select a institution within this period.

11. Please note that the cost of preparing a proposal and a negotiating a contract including visit to this Office if any is not reimbursable as a direct cost of the assignment.

12. Assuming that the contract can be satisfactorily concluded in August 2010 will be expected to take-up/commence with the assignment in September 2010.

13. Please note that if you consider that your Institute does not have all the expertise for the assignment, there is no objection to your institute associating with another Institute to enable a full range of expertise to be presented. However, joint ventures between Institute on the shortlist are not permitted expect with the prior approval of the Commissioner Corporation of Chennai. The request for a joint venture should be accompanied with full details of the proposed association. 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.

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14. We would appreciate if you inform us by Telex/ Facsimile:

- (a) Your acknowledgment of the receipt of this letter of invitation; and
- (b) Whether or not you will be submitting a proposal.

Commissioner  
Corporation of Chennai

Enclosure:

- 1. Terms of Reference.
- 2. Supplementary Information to Institutes,
- 3. Draft contract under which service will be performed.

TERMS OF REFERENCE (TOR) FOR IMPARTING SKILL DEVELOPMENT TRAINING ON VARIOUS TRADES TO THE BENEFICIARIES IDENTIFIED BY THE SUCCESSFUL TENDERER COVERING SLUMS LISTED BY CORPORATION OF CHENNAI

**1. Background:**

Community College under the Swarna Jayanthi Shahari Rozgar Yojana (SJSRY) Scheme, aims at

- (i) Addressing urban poverty alleviation through gainful employment to the urban unemployed or underemployment poor;
- (ii) supporting skill development and training to enable the urban poor have access to employment opportunities provided by the market or undertake self-employment; and (iii) empowering the community to tackle the issue of urban poverty through suitable self-managed community structures and capacity building programmes.

The Skill training for employment promotion amongst Urban Poor by Community College, Education Department under SJSRY, needs to be aligned to the goals of the National Skill Development Policy which are as follows.

- a) Creating Opportunities for all to acquire skills throughout like and especially for youth, women and disadvantaged groups.
- b) Promoting commitment by the stakeholders to own skill development initiatives.
- c) Developing a high quality skilled workforce/entrepreneur relevant to current and emerging employment market need.
- d) Facilitating the establishment to flexible delivery mechanisms that respond to the characteristics of a wide range of needs for stakeholders.
- e) Enabling effective coordination between different ministries, the Centre and State and Public and Private Providers.

**Aims of the Programme**

\* Poverty alleviation in urban areas by facilitating skill development through well structured market-oriented programmes that can make the poor and unskilled employable as wage workers or successful micro-entrepreneurs.

\* Promote economic growth and contribution of the urban economy to National GDP by ensuring a supply of appropriate skilled manpower at the lower end, thus enabling inclusive growth.

**2. Objective of the Training Programme**

The main objectives of the programme are

\* To provide training to the urban poor in a variety of service, business and manufacturing activities as well as in local skills and local crafts so that they can set up self-employment ventures or secure salaried employment with enhanced remuneration.

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**3. Scope of the Training Programme and an outline of the task to be performed by the Institute:**

1. The training is designed to be imparted to beneficiaries identified by the Successful Tenderer covering the school drop outs from the slums listed by the Chennai Corporation.

2. The successful Tenderer should identify the eligible candidates within two weeks period, after getting the order and the list of beneficiaries are to be handed over to the Chennai Corporation which will be verified by the authorities.

3. The need to be trained in batches of not more than 40 participants per batch.

4. The duration of the training programme will be upto 180 days.

5. The training should ensure achievements of the objectives set out above.

6. The training approach includes but not limited to the following:

Each trainee should be given practical learning and access to various aspects on the particular field.

7. The detailed training module is enclosed in attachment-I

8. Scope of work of the assignment shall include:

- (i) Preparation of course material for the training programme provided in Attachment-I and obtaining approval of the same from Commissioner Corporation of Chennai, prior to commencement of first batch of training course. At the end of the programme the course material and other reports should be submitted in the form of CD for the purpose of information exchange and subsequent reference for new members.
- (ii) Course materials to contain both reading material and hands out in the form of learner's note, guidelines quick reference guide including tools for further practice etc. All the material developed as part of course kit should be in Tamil and English.
- (iii) You may offer comments, suggestions and improvements with justification on the TOR
- (iv) Each participant will be evaluated using a short test before and after the training (pre and post evaluation). The difference between the two tests can be considered as training gain.
- (v) Submission of documentation report at the end of the programme comprising the Salient features of the training activity under this programme, suggestions and recommendations emerging from the participants, compilation and an analytical note of the evaluation sheet (pre evaluation and post evaluation ) submitted by the participants and over all summary report on completion of the entire programme
- (vi) The course materials/tools should be provided to participants along with scribbling pad pen, folders, etc.
- (vii) Instructor/coaches with relevant specific experience and expertise are selected for the each specific session given in the training programme.
- (viii) The training activities should provide more scope for teamwork, individual Practice on the skill and interaction of the participants.
- (ix) The consultant has to identify 3 to 5 prospective participant in each batch for further training and to utilize as TOT.

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4. Schedule for completion of task;
  - 4.1 The training programme may commence in August 2010.  
The duration of batch is 7 to 8 hours per day with tea/lunch break.
  - 4.2 The training shall be organized in a suitable training venue that may include training institution's provision of necessary infrastructure available to the satisfaction of Deputy Commissioner (Edn.)
  - 4.3 Cost estimate  
Your financial proposal shall be within the prescribed limit of Education department, Corporation of Chennai guide line, including material cost , trainers' fees, tool kit cost, other miscellaneous expenses to be incurred by the training institution and the monthly stipend, to be paid to the trainee.
  - 4.4 Your proposal shall adhere with Education Department, Chennai Corporation guideline given in attachment – III
  - 4.5 Your proposal shall be with the details of the ownership of the training institute building. If the building is rented one the proof of the agreement between the trainer lessee and the building owner should be enclosed.
  - 4.6 The stability certificate for the building of the institute and other ventilation facilities should be submitted with necessary drawings.
5. Data Service and Facilities to be provided by the Commissioner Corporation of Chennai,
  - \* The Successful tenderer will be provided with the list of slums to be covered for school dropouts for the participants of the course for every batch.
  - \* The communication to the individual participant for the above training programme shall be given by the successful tenderer.
6. Final outputs required from the institute/Institutes.
  - (i) The Institute/Academy are expected to give set of course material comprising the reading material, brief summary note on each session for reference of the participant and trainers note for each session . This output should be produced before commencement of the session.
  - (ii) A report on the evaluation (including pre evaluation with a set of knowledge question and post evaluation to see knowledge gain) of each batch and a comprehensive evaluation report of the entire programme giving the evaluation of various aspects of the programme from the point of view of the participants emerged as part of feed back and various suggestions and comments which will be useful as input for the future programmes and improve their performance in the working environment.
  - (iii) At the end of the training programme institute will identify three to five trainers from each batch who can be utilized as resource person in future.
7. Composition of the Review Committee and review procedure to monitor consultant's work.
  - 7.1 The committee consisting of the following Officers will review and evaluate the training proposal , the coverage and quality of course martial, the progress and the quality of training programme as and when necessary. (The institute or the

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institutions is expected to prepare a comprehensive feed back report of the participants with over all final bill. The review committee will review the same before releasing the final payment. In case any deficiency found in the content of the feeds back and the course evaluation report the institute will be requested to revise it suitably)

- a. Deputy Commissioner (Edn.)
- b. Educational Officer

7.2 The Commissioner, Corporation of Chennai reserves the right to cancel the further conduct of training at any point of time, if the performance is found to be unsatisfactory.

8. List of Key position:

The list of resource persons (for preparation of course material and of the session) whose CV and experience would be evaluated is as given in the attachment-II

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## SUPPLEMENTARY INFORMATION FOR INSTITUTION

### Proposals

(1) Proposals should include the following information:

(a) Technical Proposal

- (i) A brief description of the Institute/ organization and an outline of recent Experience on assignment/projects of similar nature executed during the last 3 years in the format given in form F-2.
- (ii) Any comments or suggestions of the consultant on the Terms or reference (T
- (iii) A description of the manner in which Institutes would plan to execute the work. Training plan with time schedule in form F-3 and approach or methodology proposed for carrying out the required work.
- (iii) The composition of the term of personal including trainers which the institute would propose to provide and the tasks which would be assigned to each team member in Form F-4.
- (iv) Curriculum Vitae of the individual key staff members including trainers/faculty members to be assigned to the training and of the team leader who would be responsible for supervision of each programme. The curriculum vitae should follow the attached Format (F-5) duly signed by the concerned personal.
- (v) The institute's comments, if any, on the data, services and facilities to be provided by the Commissioner Corporation of Chennai indicated in the Terms of Reference (TOR)

(b) Financial Proposal

The financial proposals should include the following.

1. Schedule of Price Bid in form No.F – 6 with cost break-up.
2. Training programme and time schedule for key personnel in form- F7.
2. Four Copies of the proposals should be submitted to the Deputy Commissioner (Edn.) Corporation of Chennai Ripon Building Chennai-600 003.
3. Contract Negotiations.

The aim of the negotiation is to reach an agreement on all points with the consultant and initial a draft contract by the conclusion of negotiations. Negotiations commence with a discussion of Institute's proposal, the proposed training plan, staffing and any suggestions you may have made to improve the Terms of Reference. Agreement will then 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. Once these matters have been agreed financial negotiations will take place and will begin with a discussion of your proposed personnel rates, which should be expressed in man-moths.

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4. Contracts with Team Members.

Bearing in mind that rates are negotiable, Institutes are advised against making necessary financial arrangements with prospective faculty members / trainers prior to negotiations.

5. Nomination of Experts.

Having selected a Institute partly on the basis of an evaluation of personnel presented in the Institutes proposal the Deputy Commissioner (Edn.) 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 Deputy Commissioner(Edn.) 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 Institute. The desire of a Institute to use an expert on another institute shall not be accepted for substitution for personnel.

6 Terms of Payment\*

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

i	50% of contract value	On successful completion of all batches of the training and submission of all relevant reports/documents and after a Review Committee reviewed the comprehensive feed back of the participants,
ii	50% of contract value	After the placement of atleast 80% of the trainees.

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

8. Review of reports.

A review committee consisting of following Officers of Corporation of Chennai , will review all reports of Institutes and suggest any modifications/changes considered necessary within 15 days of receipt.

1. Commissioner, Corporation of Chennai.
2. Deputy Commissioner (Edn.)
3. Educational Officer
4. Account's Officer

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SKILL DEVELOPMENT TRAINING PROGRAMME TO BENEFICIARIES  
INDENTIFIED BY THE SUCESSFUL TENDERER FROM THE SLUMS LISTED BY  
THE CHENNAI CORPORATION

DETAILS OF REQUIRED TRADE OF TRAINING AND REQUIREMENT OF STATUS  
OF TRAINING INSTITUTE

1.COURSE CONTENTS: The training programme should focus various skill development trades such as:

- a. Security service
- b. Pharma retails
- c. Computer hardware & Networking
- d. Computer Accountant Training
- e. Hardware Maintenance training
- f. Implementing and maintaining Network and Security Infrastructure windows server 2003 Training

2 DURATION : from 90 to 180 Days

3. INDICATIVE TARGET FOR THE REGION -----

4. BATCHING OF BENEFICIARIES : Minimjm of two batches,Maximum of six batches of each trade as per the offer and requirement of beneficiaries.

5. REQUIREMENT OF TRAINING INSTITUTE

The following are requirements of the training institute:

i) The institution shall be recognized by the Government of India or Government of any States or affiliation with any recognized professional college for more than three years and registered society under the college with its registered office situated in the college campus.

ii) The Institute shall have experience in training students in the age group of 18 to 35 years in the following areas:

- a.Security service
- b.Pharma retails
- c.Computer hardware & Networking
- d.Computer Accountant Training
- e.Hardware Maintenance training
- f.Implementing and maintaining Network and Security Infrastructure windows server 2003 Training

and should have trained more than 1000 students in the past 3 years across various centers in the State of Tamil Nadu.

iii) The institution should be a reputed institution with experts in the related field with having at least 3 year experience in training and offering placement to at least 50% of the trainees.

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iv) The Institute shall have to provide equipments, experienced faculties and other basic amenities where as rooms for the conduction of classes will be provided by the Chennai Corporation.

v) The Institute shall arrange for placements assistance and also indicate special efforts taken in developing students in areas other than the field in which training is imparted.

iv) The Institute should be able to ensure 75% placement to the beneficiaries after completion of training.

vii) At the end of the training, they should give certificate which is acceptable across the state.

viii) The Institute should be capable to start up additional centers within the District/Municipality as required for the convenience of students.

ix) The operational guideline for skills trainings for employment promotion should be adhered and fulfilled by the training Institute.

x) The institution should accept the condition for getting 50% payment after the placement of atleast 80% of the trainees.

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OPERATION GUIDELINES FOR SKILLS TRAINING FOR EMPLOYEMENT  
PROMOTION AMONGEST URBAN POOR (STEP – UP)

Skill Training:

- \* Skill Training to be linked to accreditation, certification and preferably be taken on Public – Private – Partnership (PPP) mode with involvement of reputed institutions.
- \* The size of a training class may not be more than 40.
- \* The total training period for skill up gradation (including apprenticeship, if any) shall be 90 days to 180 days.
- \* Monthly expenditure on training per trainee per course including material cost, trainers fees, toolkit cost, other miscellaneous expenses to be incurred by training institution as well as monthly stipend to trainee, may vary depending upon the trade and duration of training States should issue guideline in this regards.

Skill Development Process:

The Following process may be adopted for developing/upgrading skills of the urban poor.

- i) Market Scan/ Surveys. to identify the need of industry business and service sectors and emerging job opportunities-local, district, state and national and upgrade the information at regular intervals:
- ii) Livelihoods Survey, Training Needs Assessment, Baseline and Identifications of Gaps.
- iii) Identification of lead (National or State) and Nodal (Regional/City Level) institutions- finalize modalities for accreditation ,preparation of modules, training of trainers, mentoring, certification, training etc.
- iv) Memorandum of Agreement between State Nodal Agency/ Urban Local Body (Urban Poverty Alleviation Cell) and Lead/Nodal Training Institutions and between lead and Nodal institutions:
- v) Guidelines for Accreditation by lead Institution, accreditation process and Identification of nodal training institutions /agencies to undertake training.
- vi) Memorandum of agreement between lead Institution and Nodal /training Institution/ agencies including eminent agencies or institutes in the private sector
- vii) Selection of trainees by the successful tenderer with the help of Chennai Corporation based on their education, level of training, experience, aptitude etc,.

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- viii) Preparation of Training Calendar and assignment of Trainees to Institutions, conduct of Training, Examination, Certification Process, Apprenticeship with Industry, and Placement coordination.
- ix) Monitoring, quality control, Review, Evaluation and corrective Measures.
- x) Post- training handholding.

Skills Training Institutes:

\* Focus will be on skills of high – value for which there is market demand. Skills may be differentiated in categories on the basis of entry level qualification.

\* Matriculated pass candidates can be provided Technical Vocational training of high standard whereas 8<sup>th</sup> pass candidate can be provided training requiring less technical knowledge.

\* Persons below 8<sup>th</sup> pass can be provided specially designed training which does not generally require technical skills.

\* State/ UTs may empanel activity –specific lead institutes (an eminent national or State Government institute like IIT or NIT for each specific technical vocational skill) supported by regional / city level nodal institutions, which will work closely with the lead institution.

\* The lead institution will be responsible for the accreditation of training institute in the fields concerned (Public and private both) and certification)

\* The nodal (regional/city level) institutes will be responsible for training or trainers, supervision of training, mentoring and placement coordination.

\* The lead and nodal institutions will undertake preparation of high quality training modules, development of curriculum standards, materials for training of instructors and trainees and undertakes certification process for the particular skills.

\* Public-Private Partnership models for imparting skills training will be encouraged.

Note: Guideline for undertaking skill development/up gradation will be issued by the Government of India from time to time, as require

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FORM F- 1

From

To

Sir,

Imparting Skill Development Training for the school drop outs by community college under SJSRY for the -----of -----Programme- Regarding.

I/We ----- Institute /college/Organization herewith enclose Technical and Financial Proposal for selection of my / our Institute as Training Institute for -----

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

Yours faithfully,

Signature \_\_\_\_\_

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

(Authorized Representative)

Signature of the Tenderer

FORM F-2

ASSIGNMENTS OF SIMILAR ASSIGNMENTS SUCCESSFULLY COMPLETED  
DURING LAST 3 YEARS

1 Brief Description of the Institute/ Organization:

2 Outline of recent experience on assignments of similar nature:

No	Name of assignment	Name of Project	Owner or sponsoring authority	Cost of assignment	Date of commencement	Date of completion	was assignment satisfactorily completed
1	2	3	4	5	6	7	8

Note: Please attach certificates from the employer by way of documentary proof.

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FORM F – 3

TRAINING PLAN TIME SCHEDULE

A. Field Investigation

Sl No	Item	Batch wise Program			
		1 <sup>st</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>	4 <sup>th</sup>

B. Compilation and submission of reports

As indicated under TOR

C. A short note on the line of approach and methodology outlining various steps for Performing the study.

D. Comments or suggestion on “Terms of Reference”

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FORM NO. F-4

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

1. Technical /Managerial Staff

Sl.No.	Name	Position	Task assignment
--------	------	----------	-----------------

2. Support staff

Sl.No.	Name	Position	Task assignment
--------	------	----------	-----------------

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FORM F-5

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

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

Name of Institute: \_\_\_\_\_

Name of Staffs: \_\_\_\_\_

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

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

Years with Institute / Entity \_\_\_\_\_ Nationality \_\_\_\_\_

Membership in Professional Societies: \_\_\_\_\_

Detailed Tasks Assigned : \_\_\_\_\_

**Key Qualification:**

(Give an outline 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 members, 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 every employment held. List all positions held by staff members since graduation, giving dates, names of employing organization, titles of positions held, and location of assignments. For experience in last ten years, also give types of activities performed and client reference where appropriate. Use about two page)

**Language**

(For each language indicate 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.

\_\_\_\_\_ Date: \_\_\_\_\_

(Signature of staff member and authorized representative of the Institute)

Day/Month/Year Full name of staff member: \_\_\_\_\_

Full Name of the authorized representative: \_\_\_\_\_

Signature of the Tenderer

SCHEDULE OF PRICE BID

Imparting training to the persons for \_\_\_\_\_

---

Programme.

ITEMS

AMOUNT  
per student (inclusive of all taxes)  
In figures                      In words

Authorised signatory with seal

Signature of the Tenderer

FORM F-7

WORK PROGRAM AND TIME SCHEDULE FOR KEY PERSONNEL

<u>Name</u>	<u>Position</u>	<u>MONTHS</u>				<u>Number of months</u>
		<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>	

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 Tenderer

**CORPORATION OF CHENNAI**  
**EDUCATION DEPARTMENT**

CONTRACT FOR Providing Skill development training to the Below Poverty Line people of Chennai City to be held in the Community College Under the Scheme of Swarna Jayanthi Shahari Rozgar Yojana Scheme of Chennai Corporation.

**AGREEMENT**

**AGREEMENT** made this ..... day of December  
Two thousand..... between .....  
..... carrying on  
business at .....

hereinafter called to the Contractors and the Corporation of Chennai hereinafter called the purchaser on the other part whereas the contractors have agreed with the purchaser to provide all the infrastructures and necessary training as described in the schedule herein annexed as the contractor shall be required by the purchaser to supply at any times or times at the price or prices mentioned in said schedule in the manner and upon the terms and conditions hereinafter mentioned and whereas the contractors have deposited in the office of the purchase the sum 2% of the value of work as Security for the due faithful performance of their Contract. Now these presents witness that for carrying the said agreement, into execution the Contractors on the one part for themselves their heirs, executors, administrators and legal representatives and the purchasers on the other part, for itself, its successors and assigns do hereby mutually as follows:-

1. At any time or times and at all times, at which the contractors shall be required by the purchaser so to do, the contractors shall and will supply to the purchaser at and for such price or prices as are specified in the said schedule and such Training and training articles and things as the purchaser shall from time to time required the contractors to supply under this contract and all such articles and things shall be delivered by the contractors between such hours on such days place or places, to such person or persons and to such manner as the purchaser shall from time to time at any time, require or direct.
2. The quantity mentioned in column 3 of the schedule do not form part of this agreement but only approximate and mentioned for the purpose of enabling the tenderer to have rough idea of the requirements in order to enable him to tender and also the purpose of fixing the Security Deposit. The actual quantity may vary according to the needs which will be decided by the purchaser.

3. All study materials and things supplied by the contractors shall be the best quality and description. All Materials supplied by the Contractors shall be of such of the respective qualities and descriptions specified in the said schedule as may be required and shall be the best of the kind of such qualities and description respectively.
4. All articles things supplied by Contractors shall be subject to inspection and acceptance or rejection by such persons as the Commissioner, the purchaser for the time being thereafter called the Commissioner shall from time to time name and appoint to that duty or for that purpose and which said person to be so named and appointed as aforesaid is hereinafter referred to as the Inspection Officer.
5. All articles and training provided by the contractors which in the opinion of the Inspection officer are of bad order or unsound or inferior in quality of description or otherwise, faulty or unfit for use, may be rejected by the inspecting officer whose opinion and rejection shall in all respects, be final, and conclusive and altogether operative and binding upon the contractors and shall not be opened or subject to question or dispute by the contractors upon any ground whatsoever.
6. All articles and study materials supplied by the contractors which shall be rejected by the Inspecting Officer shall be removed by the Contractors within an hour after the notification of such rejection to the Contractors by the Inspecting Officer.
7. In lieu of the said articles, and study materials which may be so rejected by the Inspection Officer under the provisions hereinbefore contained, the Contractors shall within twenty four hours of the such rejection shall have been notified to them as aforesaid, supply and deliver to the purchaser between such hours as such place or places, to such persons or persons and in such manner as may be required of the Contractors such number or numbers, quantity or quantities and kinds of the said articles and things or the paper of the quantities and description specified in the said schedule that may be received of the Contractors as shall be equivalent in quality or qualities, the quantity or quantities for the said articles and things which may be so rejected as aforesaid.
8. All such articles supplied in lieu of or in substitution of the rejected things shall in like manner be subject to such acceptance as or rejection and removal as aforesaid as often as the Inspecting Officer considers necessary.

9. In case of default, neglect or refused on the part of the contractor to provide the training of the approved qualities of the said articles and things and paper which the purchaser may from time to time require the contractor to supply and deliver at such time or times, place or places and to such manner as hereinbefore provided under Clause I of this agreement and in case of such default, neglect or refused on the part of the Contractor to provide the training and deliver approved under clauses 6 and 7 of the agreement, and so often as may such default neglect or refusal necessitates it shall be lawful for the Commissioner or the person hereinto authorised by him to purchase elsewhere and from any other person or person whomsoever such number of quantities and such available quantities as may, in the opinion of the purchaser, answer the requirements of the Corporation of the said articles things and paper and training duly provided by the contractor and to charge difference, if any, between the price or prices, articles and things and paper which may be so provided and the moneys which may have been paid for the same and the price or prices payable under this contract for such articles, things and paper against the contractors.
10. The contractor shall pay and reimburse to the purchaser such difference in price as aforesaid and such some of money as aforesaid within three days after the same shall have been demanded from them by or on behalf of the purchaser.
11. If at any time during the continuance on this agreement, the supplier in the opinion of the Educational Officer have been delaying any supply ordered by reason of any lock-outs, strikes, riots, mutinies, wars, fire, storms, tempest or other unexpected causes, time may be extended by the Educational Officer as he may consider reasonable.
12. In case of delay in delivery of materials and providing training the purchase may at his option, impose a penalty calculated at the rate of 0.1 percent of the contract value of such portion only of the quantity as have not been provided on the specified date, for each day of delay. Such reduction shall be in full satisfaction on the supplier liability for the delay and shall not be in any case exceed ten percent of the value.

13. The Contractor shall not be in any way interested or concerned directly or indirectly with the servants of the purchaser in any trade or business or other transaction whatsoever nor shall the contractors give or promise to pay or offer to give or pay to any such servants directly or indirectly any money or fee or other consideration under the designation of customs or otherwise nor, Shall the contractors assign or make over this contract wholly or in part directly or indirectly to any person or persons whomsoever or permit any person or persons whomsoever to interfere in the management or performance thereof.

14. The contractors shall, at all times, during the continuance of this contract obey and carry out in all things, the orders, instruction and directions of the Commissioner and of all officer and servants acting under his orders and by him authorised to act for him in all or any of the matters and things herein contained and the contractors shall abide by decision of the Commissioner and of any officer or servant acting under his orders and by him authorised to act for him in all matters relating to or in any way concerning the construction of this contract or any matter, clause or thing herein contained or any question arising there at any every such decision as aforesaid shall be final and conclusive, and altogether operative and binding on the contractors and shall not be subject to question or review upon any ground whatsoever.

15. In case the contractor should during this continuance of the contract die, or become or be adjudicated or declared insolvent or commit any act of insolvency under the provision of any law in that behalf for the time being in force in India or go into liquidation or have a receiving order passed against them it shall be lawful for the purchase, if it should think fit to do so by notice written to put an end to this contract so far as the purchaser is concerned and there upon every article, clause and thing herein contained shall cease to have operation: provided always that nothing herein contained shall be constructed so as to prejudice or affect the rights of claims of the purchaser under all or any of the terms of their agreement or their rights or claims to compensation for a breach of the contract by reason or any such termination thereof purchaser may, if it shall think it so to do permit his contract to do carried out and completed by executors, administrators, or legal representatives of the contractors or their assignee or trustee for the time being or other person appointed by and court or by the creditor for the purpose of liquidated estates of the contractors as the case may be.

16. Upon the complete fulfillment of this contract to the satisfaction of the Commissioner the said sum of Rupees.....  
.....

only so deposited as aforesaid be return to the contractor.

17. In case the contractors should fail or neglect or refuse to observe, perform, fulfil and keep any one or more or any part of any one or more of the covenant, stipulation and provisions herein contained it shall be lawful for the Commissioner, if he should think fit so to do, without prejudice and in addition to all and every other remedies herein before contained for the purchaser or any such failure, neglect or refusal aforesaid by any writing under his hand to put an end to this contract so for as the purchaser is concerned and thereupon every article, clause and nothing herein contained on the part of the purchaser, shall cease to have any operation and be avoid and in case any moneys, damages, losses, expenses, differences in price of compensation shall be due from contractors to the Purchaser, it shall also be lawful for the Commissioner, from and out of the said sum of Rupees.....

.....so deposited as aforesaid and also from and out of any money in the hands of the Commissioner or in the hands of the purchaser and payable or to become payable to the contractors under this contract or otherwise or reimburse to the purchaser all such moneys, damages, losses, expenses, differences in prices and compensation as the purchaser may have sustained, incurred or been put up by the contractors having seen quality of any failure,

neglect or refusal as aforesaid or other breach in the performance of his their contract or as may for the time being, be due and owing from the contractors to the Purchasers. And if the said sum of Rupees.....

.....and such moneys aforesaid should be insufficient to pay and satisfy the whole of all such damages, losses, expenses, differences in price and compensation as aforesaid then and in that case, it shall be lawful for the purchaser to recover the residue thereof by legal proceedings against the contractors upon the covenants or agreement herein contained.

And it is hereby agreed and declared between the parties hereto that in case any question, difference or dispute shall arise touching the construction of any clause herein contained on the rights, duties, liabilities of the parties hereto or any other way touching or arising out of the presents the Commissioner's decision shall be final and binding.

In Witness whereof the.....

the contractors have hereunto set their hands seal and the common seal of the purchaser has been hereunto affixed the day and year first above written.

Signed, sealed and delivered by the  
above named in the presence of

Deputy Commissioner (Edn.)

The Common seal of the  
Corporation of Chennai was  
affixed in the presence of  
Commissioner.

Commissioner