

SOUTH DELHI MUNICIPAL CORPORATION  
OFFICE OF THE DIRECTOR (EDUCATION), SDMC  
23<sup>RD</sup> FLOOR, DR SPM CIVIC CENTRE, MINTO ROAD  
Tel. 011-23227323

No. D/2492-NIT/SDMC/DPE/HQ/2014/

Dated : 24/2/2014.

NOTICE INVITING TENDER

Sealed tenders are invited for execution of specialized training to non-metric Group - D Employees, for grant of Grade Pay of Rs. 1800/- as per Vith CPC's recommendations. The firms/organizations having experience in providing training to more than one thousand trainees during the last one calander year, in the Government/Semi Government/Government Autonomous and PSU need to apply.

The tenders along with tender cost, earnest money, relevant documents and terms & conditions duly signed and stamped by the tenderers/bidders should reach in the office of the Director (Edn.) at Education Department, South DMC, 23<sup>RD</sup> floor, Dr. Shyama Prasad Mukherjee Civic Centre, JawaharLal Nehru Marg, New Delhi-110002 latest by 10.03.2014 upto 3.00 p.m.

Name of Work : To impart Training of non-metric Group-D Employees., for grant of Grade Pay Rs.1800/- in the Education Department, SDMC, as per Vith CPC's recommendations.

Estimated Cost : RS. 5,00,000.00

Bid Documents fee : Rs. 1,500/-

Earnest Money : Rs. 15,000/-

Uploading of tender on website : 24.02.2014

Pre-Bid Conference will be held on : 10.03.2014 at 3.00 pm

Last date of submission of the bid : 18.03.2014 up to 3.00 pm

Opening of Bid : 18.03.2014 at 3.30 pm

Head of HC : 061/1119

Period of Completion : 3 Months

Performance Security : Rs. 50,000/-

R. K. PATHAK  
Director (EDN.), SDMC

  
Director (Edn.)/HQ/ SDMC

## **TERMS & CONDITIONS**

1. **Eligibility Conditions** - The tendering bidder (each individual) shall be an Organization, Institute, Firms (held/proprietorship/public) or Government Institute or Non-Government organizations, should have been in the field of organizing/conducting programme for more than one thousand trainees in the field of training activities for the last one year.
2. **Financial Capability** - The bidders should have minimum turnover of Rs.4,00,000/- per year during last two years.
3. The training will be imparted for 48 hrs. To each employee for 3 hrs. per day per batch at each venue. There will be two sessions per day of training.
4. Each Batch will consist of 50 Trainees.
5. The training will be imparted in SDMC Primary Schools during working hours or as per time fixed by the department.
6. The names and role/responsibility of employees to be trained under the Scheme and the number of employees allotted to each venue will be supplied to the contractor with the work order.
7. The contractor, through the department, will issue a certificate to each trainee, after completion of the training to the trainees.
8. Refreshment (Tea & snacks) and study material during training program will be provided to the trainees by the vendor.
9. The payment will be released to the vender on successful completion of each batch for the number of employees trained, subject to distribution of the Training Completion Certificates to employees and verification by Education Department. The vendor may quote rate per trainee for entire training program. The vendor may add Service Tax as applicable to the invoice and TDS will be deducted from each payment.
10. Approach/Methodology and training module along with profile of the faculty has to be submitted with the tender(bid) by the vendor.
11. In tune with the total expenditure, 10% of the amount i.e. Rs.50,000/- is to be deposited as Performance Security in the shape of demand draft drawn on a Nationalized Bank in favour of Commissioner, SDMC has to be submitted by the vendor selected to impart training at the time of agreement and will be refunded after completion of training program successfully.

12. The security will be forfeited, in case the training is not imparted, as per approved module or within the time of completion, as per the work order.
13. In every zone one school inspector looking after the charge of class-IV employees will be designated as nodal officer to supervise the smooth conduct of the training program in his/her zone and submit a report after completion of training to each batch.
14. In case the training is left by vendor before completion, as per the work order or in the extended period, it will be completed at the risk & cost of the vendor. The additional amount incurred by the department on completion of the work at the risk and cost of the contractor will be recovered from the contractor.
15. Bidder is required to submit copy of Registration No. for Income Tax & Service Tax.
16. An earnest money amounting to Rs.15,000/- in form of pay order/Bank Draft in favour of Commissioner, SDMC is to be deposited along with Bid.
17. Bidder is required to submit 02 bids system i.e. Technical bid and financial bid in two separate envelopes. Then both these envelopes should be placed in another third envelop duly sealed.
18. The number of employees to be trained will be approx. 450. This number may increase or decrease and payment will be made subject to actual number of trainees trained.
19. In Case of any dispute the matter will be settled by a sole Arbitrator to be appointed by Commissioner, SDMC whose decision will be final & binding on both the parties.
20. The successful bidder will have to deposit a bank guarantee of Rs. 50,000/- or an FDR in favor of Commissioner SDMC as performance security.
21. In the training for a period of up to 6 session, officials of O&M or any other department of SDMC can act as a resource person for importing training on various aspects of office communication and introduction to Manual of Office Procedure as may be specifically relevant to the trainees.
22. Director (Edu) holds the right to extend the completion time of training on the request of vendor provided the Director considers the reason for such request is justified.

**Note:-** (a) The technical bid and financial bid will kept in two sealed envelopes and both these envelopes will be placed in third envelop & the same be dropped in the tender box kept in the Office of Asstt. Director of Education (Class-IV) at 23<sup>rd</sup> floor, Edu. Deptt, HQ, Civic Centre, New Delhi.

(b) Cost of tender and earnest money be deposited along with bid in form of two separate FDR's.

(c) Course content is enclosed as Annexure-III.

SOUTH DELHI MUNICIPAL CORPORATION  
 EDUCATION DEPARTMENT: HQ  
 Dr. Shayma Prasad Mukherjee Civic Centre  
 E Block, 23rd Floor, JLN Marg, New Delhi-02  
 Tel. 011-23227323

Subject: Technical Bid for execution of specialized training to non-metric Group - D Employees

PARTICULARS OF BIDDER

Sir,

I/We hereby submit Technical Bid for execution of specialized training to non-metric Group - D Employees as per terms & conditions of tender invited by Education Department, South DMC, which are acceptable to us.

1. Name of Bidder :
2. Address for correspondence ( of the Bidder) :
3. Registered addressed and Location of the Office :
4. Year of establishment :
5. Name & address of the authorized person who shall be the contact point regarding this bid :
6. FDR of Rs.1500 towards cost of tender along with name of bank & date of issue and FDR No. :
7. Details of annual turnover of the firm for the last two successive financial years. ( year wise detail should be given along with balance sheet) :
8. Details of certificates/work orders in support of experience :
9. EMD Details ( Name of the Bank, Draft No. with date & Amount) :
10. Details of PAN Number :
11. Details of Service Tax/Excise Registration Certificate :
12. Terms and conditions duly accepted : Yes/No

As of the date the information furnished in all parts of this form is accurate and true to the best of my knowledge.

Firm/Organization (Seal)

(With name & designation  
 Of the person signing the bid



**Financial Bid**

(To be printed on the letterhead of the Applicant/bidding Firm including full postal address, telephone, faxes and e-mail address)

Dated :

To

Director (Edn.),  
South Delhi Municipal Corporation,  
23<sup>rd</sup> Floor, Dr. Shyamam Prasad Mukherjee Civic Centre,  
J.L.N. Marg, New Delhi-110002.

Madam/Sir,

**Subject :Financial Prosposal Submission for execution of specialized training to non-metric Group – D Employees to South Delhi Municipal Corporation.**

Pursuant to the Notice Inviting Tender No.D/ /NIT/SDMC/DPF/HQ/2014 Dated issued by the South Delhi Municipal Corporation for and on your behalf, I/we hereby submit my/our Financial Proposal/offer for the captioned subject for a period of 2 calendar years commencing from the date of execution of the contract, in respect of the execution of specialized training to non-metric Group – D Employees of South Delhi Municipal Corporation in response to and complying with the Notice Inviting Tender issued by the SDMC.

1. I/We have thoroughly read and understood the Terms and Conditions of the said Tender document for being appointed as your preferred Bidder/supplier for the aforesaid purposes and Terms and Conditions of the contract which in token thereof have been signed by me/us and I/We hereby agree to duly abide by them.
2. Being duly authorized to represent and act on behalf of-----and having reviewed and fully understood all the requirements of proposal submission provided vide the tender document dated-----and pertaining execution of specialized training to non-metric Group – D Employees of South Delhi Municipal Corporation, we hereby provide our Financial Proposal.
3. My/Our financial proposal/offer for execution of specialized training to non-metric Group – D Employees of South Delhi Municipal Corporation in compliance with the requirements of the tender documents per trainee for 48 hours of training shall be as follows :

Sr. No.	Name of Training	Rates quoted per Trainee(Inclusive of all taxes)	
		In Figures (Rs.)	In words (Rs.)
1.	For execution of specialized training to non-metric Group - D Employees, for grant of Grade Pay of Rs. 1800/- as per Vith CPC's recommendations		

The names and addresses of the Partners/Directors of my/our Firm are as follows:  
 Name Address/Phone/Fax/email

- 1.
- 2.

Your Faithfully,

For and on behalf of: -----  
 Signature and Date: -----

(Authorized Representative and Signatory)

(Common Seal)

(Authorized Signatory)  
 (Designation of Signatory)

R. K. PATHAK  
 Director (EDN), SDMC



**Course Content for the training programme**

**1. Rationale:-**

- a) Need for the programme keeping in view various challenges to be faced by the workers.
- b) To realize the workers their importance and their role towards their work.
- c) Physical achievements for this training programme. That is:- Revised pay structure.

**2. Play way Method of teaching skills:-**

- a) Knowledge based skills.
- b) Application based skills.
- c) Presentation based skills.

**3. Training in Sports Events:-**

- a) Physical fitness components.
- b) Planning of events.
- c) Crowd Management.

**4. Children Safety:-**

- a) Basic skills of disaster management.
- b) Use of fire equipments.
- c) Gender Sensitization.
- d) Special emphasis on girl safety.
- e) Ban on corporal Punishment.

**5. Child Psychology:-**

- a) Development of skills creating love and affection towards children.
- b) Introduction to the common psychological issues concerning children and skill development to handle them.

**6. Health and Hygiene:-**

- a) Habit development for healthy school environment.
- b) To develop and inculcate good habits among school children including their use of toilets.
- c) Introduction to the First-Aid training.
- d) Benefits of regular Exercise/Yoga etc.
- e) Harmful effects of excessive drinking, smoking etc.

**7. Class Organization and Management:-**

- a) Management of the class in teacher's absence.
- b) Benefits of cooperation to each other.
- c) Self dignity.
- d) Punctuality.
- e) Benefits of effective personal appearance.

**8. Group discussions and sharing work related problems/Experiences to bring about positive attitude towards their work by taking help of the fellow employees and superiors.**

**9. Multi Tasking:-**

- a) Time Management.
- b) Effective Dak management and distributions.
- c) Promptness in work.
- d) Proactiveness.
- e) Use of computer Desktop.

