

**INDIAN INSTITUTE OF SCIENCE EDUCATION
AND RESEARCH PUNE**



TENDER DOCUMENT

FOR

**Empanelment of Agency for Online and Face to Face training of Early
Career Researchers strand of the Inspiring India in Research, Innovation
and STEM Education programme**

Dr. Homi Bhabha Road, Pune 411 008

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INDIAN INSTITUTE OF SCIENCE EDUCATION AND RESEARCH PUNE

Dr. Homi Bhabha Road, Pune: 411 008

TENDER NOTICE

No. IISER/PUR/1221/21

- 1) Indian Institute of Science Education and Research Pune is an autonomous Institute under Ministry of Education, Government of India.
- 2) Institute has one project called Inspiring India in Research, Innovation, and STEM Education (IRISE) in collaboration with Department of Science and Technology, the British Council, Tata Trusts, Royal Society of Chemistry UK and Tata Technologies. The aim is to provide core skills and competencies through online and face to face sessions.
- 3) The Director, IISER Pune invites online bids (**e-Tender in two bid system**) for providing **Online and Face to Face Training Services in Research, Innovation and STEM Education Programme to Phd Scholars** at IISER Pune.
- 4) The Tender Document can be downloaded from Central Public Procurement (CPP) Portal <https://eprocure.gov.in/eprocure/app> or Institute website www.iiserpune.ac.in and bid is to be submitted online only through the E-procurement portal up to the last date and time of submission of tender.
- 5) **Technical Bid** and **Financial Bid** should be submitted in the E-procurement portal. Any queries relating to the process of online bid submission or queries relating to CPP Portal in general may be directed to the 24x7 CPP Portal Helpdesk. The contact number for the helpdesk is 0120-4200462, 0120-4001002, 91-8826246593

Important Dates of Tender:

| Sr. | Particulars | Date | Time |
|-----|--|------------|-----------|
| 1 | Date of Online Publication / Download of Tender | 29/10/2021 | 11:00 hrs |
| 2 | Pre-Bid Meeting | 10/11/2021 | 15.00 hrs |
| 3 | Bid Submission Start Date | 15/11/2021 | 10:00 hrs |
| 4 | Bid Submission Close Date | 24/11/2021 | 15:00 hrs |
| 5 | Closing date & time for Submission of Copy of Exemption Related Certificates / Documents | 24/11/2021 | 15:00 hrs |
| 6 | Opening of Bids | 26/11/2021 | 15:30 hrs |

6) **Pre Bid Meeting**

A Pre-bid meeting will be held via video conference at IISER Pune, Purchase Section, Dr. Homi Bhabha Road, Pashan, Pune – 411008 on **November 10, 2021** from 15.00 hrs to 16.00 hrs (IST). All prospective bidders are requested to kindly send their queries by email at purchase@iiserpune.ac.in so as to reach latest by **November 8, 2021 by 14.00 hrs**. During Pre-bid meeting the answers / clarifications to the queries will be made available and also uploaded on Institute website. No queries will be entertained after the Pre-bid meeting.

The corrections/additions / clarifications given, as discussed during the Pre-Bid Conference would be hosted on the website of IISER Pune and all the Prospective Bidders are required to take cognizance of the proceedings of the Pre-Bid Conference before submitting their bids as stipulated in the Bidding Documents.

7) Amendment to Bidding Documents

At any time prior to the due date for submission of bids, the Institute may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective bidder, modify the bidding documents by amendment.

All prospective bidders who have down loaded the Tender Document should surf Institute website from time to time to know about the changes / modifications in the Tender Document. The changes / modifications would also be hosted on the website of the Institute and all prospective bidders are expected to surf the website before formulating and submitting their bids to take cognizance of the amendments.

- 8)** The Director, IISER Pune reserves the right to amend or withdraw any of the terms and conditions mentioned in the tender document or to reject any or all the tenders without giving any notice or assigning any reason keeping in view the Interest of the Institute. The decision of the Director, IISER Pune in this regard shall be final and binding on all.

DIRECTOR

INSTRUCTIONS FOR ONLINE BID SUBMISSION

This tender document has been published on the Central Public Procurement Portal (URL:<https://eprocure.gov.in/eprocure/app>) & Institute website www.iiserpune.ac.in . The bidders are required to submit soft copies of their bids electronically on the CPP Portal, using valid Digital Signature Certificates. The instructions given below are meant to assist the bidders in registering on the CPP Portal, prepare their bids in accordance with the requirements and submitting their bids online on the CPP Portal.

More information useful for submitting online bids on the CPP Portal may be obtained at: <https://eprocure.gov.in/eprocure/app>.

REGISTRATION :

1. Bidders are required to enroll on the e-Procurement module of the Central Public Procurement Portal (URL:<http://eprocure.gov.in/eprocure/app>) by clicking on the link "Click here to Enroll". Enrolment on the CPP Portal is free of charge.
2. As part of the enrolment process, the bidders will be required to choose a unique username and assign a password for their account.
3. Bidders are advised to register their valid email address and mobile numbers as part of the registration process. These would be used for any communication from the CPP Portal.
4. Upon enrolment, the bidders will be required to register their valid Digital Signature Certificate (Class II or Class III Certificates with signing key usage) issued by any Certifying Authority recognized by CCA India (e.g. Sify / TCS / nCode / eMudhra etc.), with their profile.
5. Only one valid DSC should be registered by a bidder. Please note that the bidders are responsible to ensure that they do not lend their DSCs to others which may lead to misuse.
6. Bidder then logs in to the site through the secured log-in by entering their user ID / password and the password of the DSC / eToken.
7. The CPP Portal also has user manual with detailed guidelines on enrollment and participation in the online bidding process. Any queries related to process of online bids or queries related to CPP Portal may be directed to the 24x7 CPP Portal Helpdesk.
8. The Institute will not be responsible for any type of technical issue regarding uploading of Tender on website.

SEARCHING FOR TENDER DOCUMENTS:

1. There are various search options built in the CPP Portal, to facilitate bidders to search active tenders by several parameters. These parameters could include Tender ID, organization name, location, date, value, etc. There is also an option of advanced search for tenders, wherein the bidders may combine a number of search parameters such as organization name, form of contract, location, date, other keywords etc. to search for a tender published on the CPP Portal.
2. Once the bidders have selected the tenders they are interested in, they may download the required documents / tender schedules. These tenders can be moved to the respective 'My Tenders' folder. This would enable the CPP Portal to intimate the bidders through SMS / e-mail in case there is any corrigendum issued to the tender document.
3. The bidder should make a note of the unique Tender ID assigned to each tender, in case they want to obtain any clarification / help from the Helpdesk.

PREPARATION OF BIDS:

1. Bidder should take into account any corrigendum published on the tender document before submitting their bids.
2. Please go through the tender advertisement and the tender document carefully to understand the documents required to be submitted as part of the bid. Please note the number of covers in which the bid documents have to be submitted, the number of documents - including the names and content of each of the document that need to be submitted. Any deviations from these may lead to rejection of the bid.
3. Bidder, in advance, should get ready the bid documents to be submitted as indicated in the tender document / schedule and generally, they can be in PDF / XLS formats. Bid documents may be scanned with 100 dpi with black and white option.
4. To avoid the time and effort required in uploading the same set of standard documents which are required to be submitted as a part of every bid, a provision of uploading such standard documents (e.g. PAN card copy, annual reports, auditor certificates etc.) has been provided to the bidders. Bidders can use "My Space" area available to them to upload such documents. These documents may be directly submitted from the "My Space" area while submitting a bid, and need not be uploaded again and again. This will lead to a reduction in the time required for bid submission process.

SUBMISSION OF BIDS:

1. Bidder should log into the site well in advance for bid submission so that he/she upload the bid in time i.e. on or before the bid submission time. Bidder will be responsible for any delay due to other issues.
2. The bidder has to digitally sign and upload the required bid documents one by one as indicated in the tender document.
3. The server time (which is displayed on the bidders' dashboard) will be considered as the standard time for referencing the deadlines for submission of the bids by the bidders, opening of bids etc. The bidders should follow this time during bid submission.
4. The uploaded tender documents become readable only after the tender opening by the authorized bid openers.
5. Upon the successful and timely submission of bids, the portal will give a successful bid submission message & a bid summary will be displayed with the bid no. and the date & time of submission of the bid with all other relevant details.
6. Kindly add scanned PDF of all relevant documents in a single PDF file of compliance sheet
7. Financial Bid to be submitted in excel sheet and PDF format

ASSISTANCE TO BIDDERS

- i. Any queries relating to the tender document and the terms and conditions contained therein should be addressed to the Tender Inviting Authority for a tender or the relevant contact person indicated in the tender.
- ii. Any queries relating to the process of online bid submission or queries relating to CPP Portal in general may be directed to the 24x7 CPP Portal Helpdesk. The contact number for the helpdesk is **0120-4200462, 0120-4001002, 91-8826246593**.

ELIGIBILITY CRITERIA

- 1) One of the aims of this programme is to strengthen links between Indian and UK universities and/or organisations. Thus, one of the **key pre-requisites of the tender is a joint consortium application, that includes an Indian and a UK university/ universities/ organisation/ organisations**. One of the Consortium members should be an academic institution.
- 2) An organisation must confirm compliance with any qualification requirements as set out in Technical bid and Annexure 3. A failure to comply with one or more such qualification requirements shall entitle IISER Pune to reject a proposal response in full.
- 3) The bidding consortium partners should have a demonstrable track record of online training in the higher education sector/ PhD scholars on or in other related contexts.
- 4) An organization that is blacklisted or debarred by any Government Department/ Organisation will not be eligible for bidding. In case of a consortium, this requirement is binding for all partners/organisations which are part of the consortium.
- 5) The consortium should include members with relevant qualifications and experience, as documented in their curricula vitae. Members having a research background and practical experience in STEM will be preferred.
- 6) The contracting organization/ University should have all statutory registrations / licenses / permits required as stated in the Technical Bid for providing Online and Face to Face Training Services to Early Career Researchers in Research Innovation and STEM Education

In case of award of contract, specific registrations / licenses / permits required at the Institute site shall be obtained by the bidder.

- 7) The agency/firm/company' s turnover in should be **INR 1,50,00,000/-** and above each year for three consecutive financial years.

TECHNICAL BID

PROFORMA FOR EVALUATION OF TECHNICAL PERFORMANCE OF THE TENDERING ORGANISATION/ UNIVERSITY

Empanelment of Agency for Online and Face to Face training of Early Career Researchers strand of the Inspiring India in Research, Innovation and STEM Education programme.

Please provide the details below for the **Lead Member** organisation of the consortium:

| Sr. No | Document | Details – (Do not state <u>attached</u> / <u>enclosed</u> / <u>refer attached document</u> etc.). | Page No |
|---------------|---|--|----------------|
| 1 | Name of the agency / firm / company | | |
| 2 | Address of the head office of the agency / firm / company Land Line No Mobile No Email | | |
| 3 | Legal status – Individual / proprietary / partnership firm / limited company / corporation, etc.) (Submit Copy of the appropriate registration certificate) | Submitted / Not Submitted | |
| 4 | Name, designation, and details of contact person. Land Line No Mobile No Email | | |
| 5 | Month and Year of commencement of business. | | |
| 6 | Statutory details (Relevant Photocopies to be submitted): 1) Registration number of the organisation/ University 2) Permanent Account Number (PAN). 3) GST – Registration number. 4) Profession Tax registration number of Maharashtra. | Submitted / Not Submitted | |

| | | | |
|----|---|---|--|
| 7 | Details of each individual organisation of the consortium as per Annexure 3 | Submitted / Not Submitted | |
| 8 | Details of experience of each individual of the consortium as per Annexure 4 | Submitted / Not Submitted | |
| 9 | Details of faculty, trainers and materials/ resources of each individual of the consortium as per Annexure 5 | Submitted / Not Submitted | |
| 10 | Annual Turnover - Audited balance sheets/ turnover for the past three years | Financial Year – 2018-19: Rs. _____ Financial Year – 2019-20: Rs. _____ Financial Year – 2020-21 Rs. _____ Submitted/ Not Submitted | |
| 11 | A self-declaration that the organisation has not been debarred/ blacklisted by any Government department Submit affidavit in the prescribed format (Annexure-1) on non-judicial stamp paper of Rs. 100/- duly attested by a Magistrate/Notary Public | Submitted / Not Submitted | |
| 12 | Authorization letter from management in favour of signatory for the contract | Submitted / Not Submitted | |
| 13 | Three page write up of the effectiveness of pedagogical approach for face to face training, understanding of the context, challenges envisioned and mitigation steps. | Submitted / Not Submitted | |
| 14 | Two pages on the intended outcomes, KPIs for the programme. | Submitted / Not Submitted | |

| | | | |
|----|--|---------------------------|--|
| 15 | Submit acceptance (Annexure-2) certificate on a letter head in the prescribed format given in this tender. | Submitted / Not Submitted | |
| 16 | Sign all pages of the tender | Yes / No | |
| 14 | Any other information | | |

Place: _____

Signature of Tenderer

Date: _____

**Name, Address with
Rubber stamp**

TERMS AND CONDITIONS OF TENDER

- **The key pre-requisites of the Tender are a joint consortium application that includes an Indian and a UK university / universities / organisation / organisations.**
- **Technical bid document should not contain any price bid information.**
- Members of the consortium shall nominate one member as the 'Lead' member ("Lead Member"), who on behalf of the consortium, shall have the authority to conduct all business, for and on behalf of, any and all Members of the consortium during the RFP process and in the event the consortium is awarded the project, during signing of the contract.
- The Lead Member of the consortium must be an Indian university/Organisation in partnership with an UK University/ organization. Lead Member should meet 50% capacity of the financial and technical requirements specified in the Tender.
- No change in the composition of the Consortium will be allowed between the Submission Date and the date of issue of the award.
- The Proposal must contain a Memorandum of Understanding (MoU) entered into between the consortium members. The MoU shall bear signatures of the each of the consortium members and clearly outline the respective roles and commitments relating to the technical and financial requirements of the project. In case of absence of such a document, the proposal shall be rejected. The MoU shall not be amended without specific approval of IISER Pune
- The contracting authority is IISER Pune. The appointed agency/supplier will be expected to deliver the goods and/or provide services at locations, within India as agreed with the Joint Steering Committee of the programme. The most likely locations for training will be the metro cities or Tier 2 cities within India.
- At the first stage, the Technical Bids shall be opened on due date and technical evaluation shall be carried out based on the Technical Bid Proforma, documents submitted in support, tendered terms, conditions, eligibility etc. Tenderer who submits Financial Bid with Technical Bid shall be disqualified. Bidders technically disqualified shall be intimated.
- The Financial bids of only those tenderers will be opened who are declared qualified by the Technical Evaluation Committee. If tenderer quotes NIL charges / consideration, the bid shall be treated as unresponsive and will not be considered. In case of multiple tenderer emerging as Lowest I (L I), the contract shall be then awarded to the tenderer amongst L I with highest average annual turnover of last three years.
- Agency / firm / company shall submit Affidavit (**Annexure 1**) in the prescribed format.
- Agency / firm / company shall submit Acceptance Certificate (**Annexure 2**) in the prescribed format.
- The tender is not transferable under any circumstances.

- Telegraphic, conditional or incomplete tenders will not be accepted. Canvassing of any kind, direct or indirect, shall lead to disqualification of the tenderer.
- Tender in any form other than the prescribed form issued by IISER Pune shall not be considered and will be summarily rejected.

- **PERFORMANCE BANK GUARANTEE**

The bidder shall provide a Bank Guarantee of Rs. 20,00,000/- (Rs. Twenty lakhs as on date) within 15 days from the date of issuing of letter of intent valid for the contract period plus two months which shall be used in case bidder fails to pay its staff or in case of violation of any of the terms and conditions of the contract or in case of any default. It shall be renewed from time to time as per the further renewals / amendment of the contract (if any).

- **PERIOD OF CONTRACT: -**

The award of work is for an aggregate period of 2 years, which will initially be given for a period of one year and reviewed for extension for another year(s) on the basis of need and satisfactory performance report. The rates quoted should be valid for a period of 2 years.

SCOPE OF WORK

Early Career Researchers Strand will support and enhance PhD Scholars' professional and skill development as well as industry exposure through several interventions. The scope of work in relation to this request for proposal covers two components of work under this strand.

1) Skill development (online for a target of 5000 PhD scholars)

2) Skill development Fellowships (face to face intensive training for 500 PhD scholars)

The following are the key deliverables/ scope of work for the consortium partners (at least one Indian and one UK organisation/ university) applying for the proposal:

- Provide the design and curriculum for the online and face to face training modules.
- Provide criteria of shortlisting and selection of candidates for the face to face training
- Provide criteria of shortlisting and selection of candidates for the industry internship
- Development/ adaption of a *researcher development framework* that provides early career researchers and scholar with a structure to map their progress and is suitable to the Indian context
- Develop *outcomes for this strand* including identifying appropriate number of hours, delivery design and delivery approach/methodology
- Develop and/or curate curriculum and content for pre-agreed number of hours for both online and face to face modes of training, in line with the delivery/methodology approach proposed, outcomes and researcher development framework. IP for content materials will belong to the creator/ owner. But the owner needs to provide an irrevocable license for the use of materials/ content in the programme
- Train the 500 candidates selected for the face-to-face training programme over eighteen months, starting March 2022, including administration
- Work closely with the Programme Manager (Universities) and t the Project Management Unit in the selection of the 150 candidates for the internship programme

The various stages of delivery are envisioned as follows:

- An open call will be made to STEM PhD scholars from central and state government and private universities across India, to enroll for the online training programme.
- The online training programme will consist of training modules across thematic areas that will achieve the intended outcomes of the strand.
- The online training modules will be open for all STEM PhD scholars. The content will be open access. The format will be self-access with a certificate provided at the end of completion of a minimum number of modules.
- The service provider will provide these training modules on their own Learning Management System/ Platform (LMS). However, in due course, the content should be in such format, that it can be uploaded on another LMS platform (e.g. a Government of India or Ministry of Education portal).
- 500 shortlisted candidates who successfully complete the online programme will be selected for the face-to-face training programme. 50% of these should be women
- The number of hours/ days of face-to-face training should be such that will lead to achieving the outcomes of the strand.
- 150 of the successful scholars who attend the face-to-face training will be selected for the industry internship program

Themes for skills development: Below is an indicative but by no means an exhaustive list of the key themes that the training should cover:

- **Leadership skills:** To understanding and address global challenges
- **Management principles for professional growth:** Resource management (people, time, funds), building your CV, personality profiling (MBIT), celebrating cultural differences
- **International collaboration** – networking, team working, communication and ethics
- **Communication:** Future of scholarly communication, role of social media,
- **Public Policy and Developments:** World order in post-pandemic scenario, social and economic challenges in India, Diversity and Inclusion
- **Innovation:** Basic understanding, models and IP management.

We expect you to also recommend the key themes, modules and the bifurcation of the modules between online and face to face training.

Online training:

Following themes can be part of the online training:

- Foundation Modules
 - Scientific Communication
 - Leadership and Management
 - Design Thinking
 - Resilience / Stress Management
 - Diversity & Inclusion, Ethics
 - Elective Modules
 - Innovation Management
 - Entrepreneurship
 - Sustainability
 - Pedagogy
- The total online programme can be between 15 and 20 hours.

Face-to-Face Training:

The training programme can include workshops on themes given below, visits to incubation centres, industries and a project plan by participants.

- **Leadership skills:** To understanding and address global challenges
- **Management principles for professional growth:** Resource management (people, time, funds), building your CV, personality profiling (MBIT), celebrating cultural differences
- **International collaboration** – networking, team working, communication and ethics
- **Communication:** Future of scholarly communication, role of social media,
- **Public Policy and Developments:** World order in post-pandemic scenario, social and economic challenges in India, Diversity and Inclusion
- **Design Thinking**
- **Visit to incubation Centre and industrial plant**
- **Inspirational and Guest Lectures**
- **Individual or group projects**

PROCESS OF EVALUATION

1. You will have your proposal response evaluated as set out below:

| | |
|---------|---|
| Stage 1 | Proposal responses will be checked to ensure that they have been completed correctly and all necessary information has been provided. Proposals correctly completed with all relevant information being provided will proceed to Stage 2. |
| Stage 2 | The completed proposal will then be reviewed to confirm that the potential supplier meets all of the qualification criteria set out in the questionnaire. Potential suppliers that meet the qualification criteria will proceed to Stage 3. |
| Stage 3 | If a bidder succeeds in passing Stages 1 and 2 of the evaluation, then it will have its detailed proposal response evaluated in accordance with the evaluation methodology set out below. |

2 Responses from potential suppliers will be assessed to determine the most economically advantages proposal using the following criteria and weightings and will be assessed entirely on your response submitted:

| Technical Criteria | Points | Max points | Weightage |
|--|--|------------|-----------|
| Proposal Your proposal should fully address the requirements of the Invitation to Tender and demonstrate: | | 60 points | 70% |
| - Experience in online and face to face training especially in PhD Scholars | 10 points Min 3 yrs exp. – 3 points 4-5 yrs exp – 5 points More than 5 yrs exp. – 10 points | | |
| - Capacity in terms of facilitators (Internal and External) to train 500 PhD scholars | In-house or empaneled trainers – 10 points Tie up with other institution – 6 points Source from open market – 3 points | | |
| - Evidence of materials, resources as per the training requirement | 10 points | | |
| - A realistic achievement of objectives within the timeframes and budget stipulated demonstrating an awareness of the challenges/ risks to successful implementation and steps to mitigate the risks (Bidder should fill Annexure 6 for the same) | 10 points | | |
| - Curriculum vitae of the team members and trainers involved in the project | 10 points | | |
| - Track record of having worked in a similar context like India | 10 points Min 3 yrs exp. – 3 points 4-5 yrs exp – 5 points More than 5 yrs exp. – 10 points | | |

Note: The financial bid of those bidders will be opened who secure minimum technical score of 70% i.e. 42 marks in the evaluation of the technical proposal.

3 Scoring Model – Proposal responses will be scored by an evaluation panel appointed by Joint Steering Committee other than Pricing Proposal using the following scoring model:

| Points | Interpretation |
|--------|--|
| 10 | Excellent – Overall the response demonstrates that the bidder meets all areas of the requirement and provides all of the areas evidence requested in the level of detail requested. This, therefore, is a detailed excellent response that meets all aspects of the requirement leaving no ambiguity as to whether the bidder can meet the requirement. |
| 7 | Good – Overall the response demonstrates that the bidder meets all areas of the requirement and provides all of the areas of evidence requested, but contains some trivial omissions in relation to the level of detail requested in terms of either the response or the evidence. This, therefore, is a good response that meets all aspects of the requirement with only a trivial level ambiguity due the bidders failure to provide all information at the level of detail requested. |
| 5 | Adequate – Overall the response demonstrates that the bidder meets all areas of the requirement, but not all of the areas of evidence requested have been provided. This, therefore, is an adequate response, but with some limited ambiguity as to whether the bidder can meet the requirement due to the bidder's failure to provide all of the evidence requested. |
| 3 | Poor – The response does not demonstrate that the bidder meets the requirement in one or more areas. This, therefore, is a poor response with significant ambiguity as to whether the bidder can meet the requirement due to the failure by the bidder to show that it meets one or more areas of the requirement. |
| 0 | Unacceptable – The response is non-compliant with the requirements of the RFP and/or no response has been provided. |

GENERAL INFORMATION,
TERMS AND CONDITIONS OF THE TENDER

- 1) Tenderer must fulfill all the requirements given in the Technical Bid and all the terms and conditions of this tender.
- 2) The successful tenderer shall be required to execute an Agreement Deed on the format approved and supplied by this Institute on stamp papers of appropriate value.

Payment Schedule: IISER Pune will pay correctly addressed and undisputed invoices within 30 days in accordance with the requirements of the Contract.

The payment schedule will be as follows.

| Stage | Percentage of the total price |
|---|-------------------------------|
| On submission of sample modules for online content and finalization of project plan | 20% |
| On Submission of online training modules | 10% |
| On Uploading of online modules on LMS platform | 10% |
| On Shortlisting of candidates for face-to-face training | 10% |
| On Completion of first cohort 150 face-to-face training | 10% |
| On Completion of second cohort 150 face-to-face training | 10% |
| On Completion of third cohort 150 face-to-face training | 10% |
| On Selection of 150 candidates for Internships | 10% |
| Submission of report on outcomes at the end of the project | 10% |

- 3) Penalty for non-commencement, slow performance, or delay in service

Penalty will only be applied after due consultation with supplier does not attribute the delay/
non-commencement to any justifiable reason

| Stage | Percentage of the total price |
|--|-------------------------------|
| Failure to deliver on the outputs and meet the KPIs for two successive quarters of the programme | 10% |
| Instance of absenteeism of faculty/ trainers | 10% |
| Any other deficiency in service | 10% |

- 4) The Institute shall at any time be entitled to determine and terminate the contract for any reason including unsatisfactory performance. A notice in writing from the institute to the bidder shall be issued giving 30 (Thirty) days' time for such termination without assigning any reasons. Under exceptional circumstances this 30 (Thirty) days period may be appropriately reduced (or) waived off.
- 5) The contracting agency/firm/company shall not be allowed to transfer, assign, pledge or sub-contract its rights and liabilities under this contract to any other agency.

- 6) The contracting agency/firm/company shall get suitable directions from the Registrar / Designated Official of IISER Pune and provide the services promptly as per requirement.
- 7) The agency/firm/company shall abide by the rules and regulations of IISER Pune and Govt. of India particularly applicable to the said business.
- 8) The agency/firm/company and the user shall make every effort to resolve any dispute or disagreement amicably by direct informal negotiations.

Dispute or difference may also be dealt in accordance with the Indian Arbitration & Conciliation Act, 1996, the rules thereunder and any statutory modifications or re-enactments thereof shall apply to the arbitration proceedings. The dispute shall be referred to the Director IISER Pune, if he is unable / unwilling to act, to the sole arbitration of some other person appointed by his willingness to act as such Arbitrator. The award of the arbitrator so appointed shall be final, conclusive and binding on both parties to this order.

However, in case of any unresolved issues/disagreements/disputes in connection with the contract, the same shall be settled under the Court of Law within its jurisdiction at Pune. The resultant contract will be interpreted under Indian Laws.

- 9) The agency/firm/company shall need to provide the services continuously as per the award of the contract/ agreement. In case of discontinuation of services by the bidder in the middle of the period or non-satisfactory services, breach of any terms and conditions of the agreement, non-compliance of the orders of competent authority, etc. the bidder shall be liable for termination of the contract and/or necessary legal action. The contracting agency/firm/company shall also forfeit their performance security deposit in such case.
- 10) The agency/firm/company on or after the award of the contract shall name and depute an experienced manager with sufficient experience in carrying out work of similar nature, to whom the establishment shall be handed over and the instructions for work shall be given. The agency/firm/company shall also provide to the satisfaction of the Institute sufficient staff to supervise the execution of the work, including those with previous experience to supervise the type of work comprised in the contract in such manner as shall ensure work of a high standard commensurate with the reputation of the Institute.
- 11) If and whenever any of the agency's employees shall, in the opinion of the Institute, be guilty of any misconduct or be incompetent or negligent in the performance of their duties or that in the opinion of the Institute, it is undesirable for administrative or any other reason for such person or persons to be employed in the work, the contractor if, so directed by the Competent Authority, shall remove such person/persons from Institute site within a reasonable time. Any person or persons so removed from work shall not again be employed in connection with the work without the written permission of the Competent Authority.
- 12) The contractor shall also be liable for depositing all taxes, levies, cess, etc. on account of services rendered by it to IISER PUNE to concerned tax collection authorities from time to time as per extant rules and regulations on the matter.
- 13) The Income Tax (T.D.S.) (if applicable) shall be deducted at prevailing rate from any bills towards services offered to the Institute, as amended from time to time in accordance with the provisions of Income Tax Department, and a certificate to this effect shall be provided to the agency by IISER PUNE.

- 14) In case, the contractor fails to comply with any statutory / taxation liability under appropriate law, and as a result thereof IISER PUNE is put to any loss/obligation, monetary or otherwise, IISER PUNE shall be entitled to get itself reimbursed out of the outstanding bills or the Performance Security Deposit of the agency, to the extent of the loss or obligation in monetary terms. The excess amount if any shall be then further recovered from the contractor
- 15) Any damages to the infrastructure facilities / Property of the Institute caused by the personnel of the agency/ firm/ company; it shall bear the responsibility of losses and shall replace the same on its own expenses / reimburse the full cost of the same.
- 16) The Director, IISER PUNE reserves right to withdraw/relax any of the terms and conditions mentioned above so as to overcome the problem encountered by the contracting parties.

Financial Bid

Technical offer should not contain any price information.

Financial bid should be quoted separately in Financial cover

Instructions-

Use the template provided below- Pricing for detailing all costs

Put the relevant costs under each consortium member as per agreement within the consortium members

All assumptions related to the costs should be clearly highlighted in the 'Assumptions' section

All costs should be provided in Indian Rupees INR

Costs should be inclusive of applicable taxes

Please add additional lines as necessary

| Item | Lead consortium member | Consortium member 2 | Consortium member 3 | Unit cost (In INR) | No of units | Total (Unit cost X No. of units) | Description of role & level of experience | Explanation of costs (use this to explain the rationale of No. of units) |
|--|---|---------------------|---------------------|--------------------|-------------|----------------------------------|---|--|
| Technical costs | Please mark [X] for costs of relevant member | | | | | | | |
| Costs of staff, team members involved in the project | | | | | | | | |
| Costs of trainers/ faculty for face-to-face training | | | | | | | | |
| A] Total of Technical costs | | | | | | INR 0 | | |
| Direct Costs | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |
| B] Total of Direct Costs | | | | | | INR 0 | | |
| Travel costs to India | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |
| C] Total of Travel costs | | | | | | INR 0 | | |
| Total Costs [A +B +C] | | | | | | INR 0 | | |
| Margin | | | | | | INR 0 | | |
| Total bid value | | | | | | INR 0 | | |

Assumptions

| | Title / brief description | Description / Detail |
|----|--|----------------------|
| 1 | | |
| 2 | | |
| 3 | | |
| 4 | | |
| 5 | | |
| 6 | | |
| 7 | | |
| 8 | | |
| 9 | | |
| 10 | | |
| n | <i>Add additional rows as required</i> | |

(COVERING LETTER)

The Registrar

Indian Institute of Science Education and Research,
Dr. Homi Bhabhi Road,
Pune 411 008

Subject: Tender for Empanelment of Agency for Online and Face to Face training of Early Career Researchers strand of the Inspiring India in Research, Innovation and STEM Education programme.

Reference: Tender Notice published in Daily newspaper / Institutes website / CPP Portal dated _____,

Sir,

With respect to the tender notice published in above mentioned Daily newspaper / Institutes website / CPP Portal, I / We hereby submit my / our tender in a required format.

I / We will adhere to the requirements prescribed by IISER Pune. I / We have carefully gone through the requirements, evaluation criteria, terms and conditions and prescribed formats carefully and I / We accept the same without any alterations/modifications.

Yours Sincerely,

Signature and seal of contracting agency/firm/company

ANNEXURE – 1

(To be furnished on non-judicial stamp paper duly attested by a Magistrate/Notary Public)
(To be submitted along with technical bid)

AFFIDAVIT

I/We (Name)_____

Contractor/HUF/Partner/Sole Proprietor (strike out which is not applicable of (Firm Name))

_____ do hereby solemnly affirm and declare that the we are not black listed by any Government / Private Organization / Autonomous Institutions.

DATE, THE day of 2021

DEPONENT

ADDRESS _____

VERIFICATION

Verified that the content of the above affidavit is true and correct to the best of my/our knowledge and belief. No part of it is false and nothing has been kept concealed therefrom.

DATE, THE day of 2021

DEPONENT

ACCEPTANCE CERTIFICATE
(To be submitted along with technical bid)

I..... (Designation)..... of

(Name of the Company)

Have read and understood and hereby accept the terms and conditions of the tender for
Empanelment of Agency for Online and Face to Face training of Early Career Researchers
strand of the Inspiring India in Research, Innovation and STEM Education programme

at IISER Pune

Signature of Authorized Signatory

Name _____

Company Seal / Stamp

Date:

Place:

Details of Individual Organisation/ University

Lead Consortium member

| | | |
|---|--|--|
| 1 | Name of the organisation | |
| 2 | Registration Details | |
| 3 | Contact Details | |
| | Postal Address | |
| | Contact Number | |
| | Email ID | |
| 4 | Details of the contact person for the organisation | |
| | Contact Number | |
| | Email ID | |
| 5 | Main activities of the organisation | |

Consortium member 2

| | | |
|---|--|--|
| 1 | Name of the organisation | |
| 2 | Registration Details | |
| 3 | Contact Details | |
| | Postal Address | |
| | Contact Number | |
| | Email ID | |
| 4 | Details of the contact person for the organisation | |
| | Contact Number | |
| | Email ID | |
| 5 | Main activities of the organisation | |

Consortium member 2

| | | |
|---|--|--|
| 1 | Name of the organisation | |
| 2 | Registration Details | |
| 3 | Contact Details | |
| | Postal Address | |
| | Contact Number | |
| | Email ID | |
| 4 | Details of the contact person for the organisation | |
| | Contact Number | |
| | Email ID | |
| 5 | Main activities of the organisation | |

Details of the experience/ track of the organisations

Please provide separate details using the template below for each of the consortium members

Please highlight experience/ projects/ track during the past five years related to the scope of work for the RFP

| Sr. No | Name of the organisation with the experience track record | Type of the organisation with which the bidding organisation has worked (Govt, Private etc) | Project Name | Details about the project | Beneficiary types and numbers (teachers, learners, officials etc) | Outcome of the programme if any | Any relevant link to display track |
|---------------|--|--|---------------------|----------------------------------|--|--|---|
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |

Annexure 5

Faculty/ Trainers and materials/ resources details.

Please provide separate details using the template below for each of the consortium members

| | | |
|---|---|--|
| 1 | Whether the organisation has dedicated faculty for training of PhD scholars? If yes, number of faculty/trainers available for the project? If no, how will the organisation recruit faculty/trainers for the project? | |
| 2 | Details of training modules proposed for the online training programme | |
| 3 | Details of the modules/ materials suggested for the face-to-face training programme | |
| 4 | Any other certificates, awards, recognition | |

Project Plan

Project GANTT chart and timelines

[illegible]

Checklist for BIDDERS

BIDDERS to indicate whether the following are enclosed/mentioned by striking out the non-relevant option

| Envelope-1 (Technical-Bid) (Following documents to be provided as single PDF file) | | | | |
|--|--|----------------|-------------------|--|
| SI. No. | Content | File Types | Document Attached | Please Fill page nos for respective document |
| 1 | Technical Bid | .PDF | (Yes /No) | |
| 2 | Scope of Work | .PDF | (Yes /No) | |
| 3 | Affidavit as per Annexure -1 | .PDF | (Yes /No) | |
| 4 | Acceptance Certificate as per Annexure -2 | .PDF | (Yes /No) | |
| 5 | Bidder Information as per Annexure -3 | .PDF | (Yes /No) | |
| 6 | Details of Experience/ track of the organization as per Annexure-4 | .PDF | (Yes /No) | |
| 7 | Details of Faculty/ Trainers and materials/ resources details as per Annexure-5 | .PDF | (Yes /No) | |
| 8 | Project Plan as per Annexure -6 | .PDF | (Yes /No) | |
| 9 | Undertaking that the successful BIDDER agrees to give a Performance Bank Guarantee | | | |
| 10 | Tender Terms & Conditions Acceptance signed with official seal is attached | .PDF | (Yes /No) | |
| Envelope-2 (Financial-Bid) | | | | |
| SI. No. | Content | File Types | Document Attached | Please Fill page nos for respective document |
| 1 | Price bid should be submitted in PDF and excel Format | .PDF and excel | (Yes /No) | |