

REQUEST FOR PROPOSAL (RFP)  
FOR TRAINING PROGRAMMS OF STUDENTS  
(FINISHING SCHOOL)

TRAINING & PLACEMENT CELL  
UNIVERSITY OF CALCUTTA  
92,A.P.C.ROAD,KOLKATA-700009  
[www.caluniv.ac.in](http://www.caluniv.ac.in)

## **Scope of work**

The short listed agency shall be required to conduct in-service training programme at Calcutta for students of the for placement purpose with deployment of eminent resource persons from reputed industries for improvement of technical skill. The programme should include training on all component of CCE (Continuous Comprehensive Evaluation ) concept whereas areas given in the list below :

- Areas for 20 hours day training programme (for 2014 pass out students)
- Areas for 40 hours day training programme ((for 2015 pass out students)
- Life Skill Education Health and Wellness Programme
- Environment concern
- Value and Inclusive Strategies
- Communication
- Active listening
- Personality Development
- Dress Code
- Assessment of attitudes and values
- Mock Interview and Group Discussion
- Presentation skill
- Enhancing listening and speaking skill
- Leadership skill
- Assessment report of each students before & after the training
- Aptitude
- Technical Skills

**The scope of work shall include the following :**

### **Conduct of CCE, Formative Assessment and Life Skills Programme**

Topics to be covered in the CCE capacity Building Training Programme

- CCE-What ? When ? Why ? How ?
- Assessment-
- Tools and Techniques for Formative Assessments
- Tools and Techniques for Summative Assessments
- Assessments : Tools and Techniques
- Recording & Documentation : Case Studies- filling up Report Card
- Health & Wellness.

### **Capacity Building Programme on the Aspect of CCE (Life Skills, Health & Wellness, Aptitudes, Attitudes and Values)**

Topics to be covered

1. Introduction and Review of areas of CCE
2. Perspective Building on Life Skills Development
3. Familiarization of Life Skills through activities
4. Awareness of Attitude and Values
5. Awareness of Health and Physical Wellbeing
6. Awareness about different Tools and Techniques
7. Recording and documentation
8. Feedback and Interactive session

## **Actual conduct of the training programme**

The agencies may clearly indicate for

- a. Face to face types of programmes
- b. Schedule of training programmes
- c. Specific categories of training programmes in the
- d. The earliest date of starting the programmes

The agencies may also mention their region of work in other organizations. It also includes all subjects included in such as Health and Wellness education, Value education, Assessment of activities,

## **Qualification Criteria**

1. Individual / Teams / Firms / Institutions / Agencies / ("Bidder") should have at least five (5) year experience of conducting "Face to Face" on the Professional Development and Capacity Building, Content and Curriculum Development programme for students in one or more areas of Formative / Assessment and in Government / Autonomous Institutions / Universities / Large Private Sector Institutions in at least one or more States across India. Documentary evidence is required is support of claim in form of Work orders, Client Reports etc.
2. Individuals / Teams / Firms / Institutions / Agencies / Trust should have conduct training of good number participants during last five years with documents evidence.
3. Financial Capacity
  - 3.1. Individuals / Teams / Firms / Institutions / Agencies / Trust participating or conduct of training programs in all areas of Formative Assessment and should have a sound financial status. Firms / Institutions / Agencies / Trust to submit copies of balance sheet of last financial year (up to 31<sup>st</sup> March 2013)
  - 3.2. Individuals / Teams / Firms / Institutions / Agencies / Trust participating for conduct of training programmes in one or more areas of Formative and Assessment should have sufficient financial capacity to execute the training programmes as supported by their IT returns / Balance Sheet etc.
4. Individuals / Teams / Firms / Institutions / Agencies / Trust should have adequate number of experienced professional to support the programs either on permanent rolls or on contract basis. A list of all such professional should be attached.
5. Individuals / Teams / Firms / Institutions / Agencies / Trust standard operating procedures (SOP's) in place for managing programme.
6. Individuals / Teams / Firms / Institutions / Agencies / Trust should be registered with appropriate statutory authorities as required under law. A copy of all such registration such as PAN, Service Tax etc must be enclosed.
7. Individuals / Teams / Firms / Institutions / Agencies / Trust should have appropriate arrangement and logistical support to facilitate the conduct of programmes on End-to-End outstanding basis. All infrastructure and manpower etc has to be arranged by the agency.

## EVALUATION & SELECTION CRITERIA

### 4.1.1 Evaluation of Technical Bid

The following criteria are prescribed as pre-qualification criteria for bidder interested in undertaking the project.

<b><u>ELIGIBILITY CRITERIA</u></b>	
Acceptance of Terms and conditions of RFP	Annexure- 1
Bidder Profile	Annexure- 2
Authorization Letter	Annexure- 3
Self-Clarification	Annexure- 4
The Bidder should ensure registration with appropriate statutory authorities and should enclose copy of their registration with Income tax, Service tax etc. as applicable	
The Bidder should have submitted documentary evidence with regard to conduct of professional development, capacity building etc in one or more areas of Formative as mentioned in para 3.1 and 3.2 of the document.	
The bidder should clearly indicate the areas of Formative in which they shall conduct the programme as required under para 2.2.	
The Bidder should submit the proof of Financial capability as required under para 3.3.1 and 3.3.2 as applicable	
The bidder must have well-established and proven methodology following SOP of conducting training. □	
The Bidder should have adequate qualified workforce (documentary evidence)	
The Bidder should submit the entire design/ methodology/ pedagogy for the training module along with manual (if prepared). The design/ methodology/pedagogy shall be main focus in evaluation of technical bids. □	

The technical evaluation committee shall look into all the technical pre requisites as well as the training methodology. However, the design/ pedagogy/ approach and other academic issues related to conduct of training programs shall be of priority while selection of agencies for the Financial bids. Each bidder would be awarded Technical Scores (TS) out of maximum 100 points by the committee based on the parameter given in para 4.1.3 of the RFP.

#### **4.1.2 Evaluation of Financial Proposal**

- Financial Proposals of the bidders should be as per para 5.12 of the document and would be awarded Commercial Scores (CS) out of maximum 100 points by the committee. Evaluation of Financial Proposal

- Financial Proposals of those bidders would be opened who qualify the technical evaluation as per technical evaluation process described above.

The commercial scores would be normalized on a scale of 100, with lowest score being normalized to 100 and the rest being awarded on a pro-rata basis i.e. the proposal with lowest total cost will be awarded highest Commercial Score (CS) of 100 points. The individual bidder's commercial scores (CS) are normalized

$F_n = F_{min}/F_b * 100\%$  (rounded off to 2 decimal places) Where,  
F<sub>n</sub>= Normalized commercial score for the bidder under consideration  
F<sub>b</sub>= Absolute financial quote for the bidder under consideration  
F<sub>min</sub>= Minimum absolute financial quote

#### **4.1.3 Financial Evaluation**

The final evaluation shall be based on Quality and Cost Basis (QCBS). There will be 70 % weightage for Technical Evaluation and 30 % weight age for Financial Evaluation

CRITERIA	Points
The Bidder should have submitted documentary evidence with regard to conduct of professional development, capacity building etc in one or more areas of Formative and as mentioned in para 3.1 and 3.2 of the document.	20
The Bidder should submit the proof of Financial capability as required under para 3.3.1 and 3.3.2 as applicable	15
The bidder must have well-established and proven methodology following SOP of conducting training	15
The Bidder should have adequate qualified workforce (documentary evidence)	20□
The Bidder should submit the entire design/ methodology/ pedagogy for the training module along with manual (if prepared). The design/ methodology/pedagogy shall be main focus in evaluation of technical bids. □	30

#### **Method of calculation of final scores-**

Composite Score (S) = TS \* 0.7 + CS \* 0.3

The Bidder with the highest Composite Score(S) would be awarded the contract.

#### **4.1.4 Implementation schedule**

For a smooth roll out of the solution, a phase-wise implementation schedule is being proposed. It is expected that detailed project deliverables and schedules under each phase will be discussed and mutually agreed upon between the Agencies and .

## **FIRST PHASE**

- Comprises of design and development, validation of content for and its approval by Training & Placement Cell, University of Calcutta.
- Selection and deployment of teams.

**IMPLEMENTATION PHASE** : Schedule of training will be formulated by agencies after consultation with in a Batch of 30 - 40 students.

Deployment of manpower. It will include data capture and entry as well.

The Agencies shall provide necessary technical instructions over E-mail, phone, visits etc. during this phase.

## **RESPONSIBILITY**

4.2.1 appoints one or more nodal officer(s) for smooth conduct of the training programs.

4.2.2 Training Calendar shall be jointly finalized between Training & Placement Cell, University of Calcutta and Agencies.

4.2.3 One officer/observer may be appointed by University to participate and witness training, who shall submit feedback to the .

## **5. INSTRUCTION TO THE BIDDERS**

### **5.1 General information**

This document should be read in consonance with any Addendum that may be issued with the RFP. The bidder is required to read the RFP document and the Addendum(s) and would be deemed to be in knowledge of the provisions of both the document and the Addendum(s). No claim of any nature whatsoever shall be entertained in this regard. In case of any conflict between the addendum(s) and the RFP document, the provisions of the RFP document shall prevail for all intents and purposes.

- Tenders (non-transferable) would be considered in the prescribed RFP format in para 4.1.1. Proposals duly filled-in and accompanying all supporting documents should be submitted on or before the given time after which no RFPs would be accepted.

- The bids will be opened at the given address in the presence of representatives of the participating bidders as per the bid schedule mentioned below. The Pre qualification Bids of only those bidders who have submitted the RFP document will be opened. The Technical Bids of only the bidders short-listed from the Prequalification bids will be opened.

## **Schedule of Bidding Process**

The shall endeavor to adhere to the following schedule:

### **Event Description Date**

1. Last date for receiving queries	: 13.02.2014 up to 3 p.m.
2. Pre-Bid meeting	: 17.02.2014 at 2 p.m.
3. University response to queries, if any	: 20.02.2014
4. Last date of submission of Bid	: 25.02.2014 up to 12 noon
5. Opening of Bids	: 25.02.2014 at 3 p.m.
6. Power Point Presentation for evaluation of Technical Bids	: 26.02.2014 at 12 noon

## 7. Validity of Bids 120 days of Bid Due Date

- Similarly, the Financial Bids of only the bidder's short-listed from the Technical bids will be opened.
- The bids will be opened on the scheduled date and time even in case of absence of the bidder. RFPs shall be submitted fully in accordance with the requirements of the General Terms and Conditions. Appropriate format prescribed with this document shall be used for filling quotations. Incomplete, illegible and unsealed RFPs will be rejected. Telegraphic RFPs will not be accepted and no correspondence will be made in this regard.
- All offers should be made in English. Conditional offers and offers qualified by vague and indefinite expressions such as "Subject to immediate acceptance" etc. will not be considered.
- The price and conditions of the offer should be valid for at least a period of 120 days from the date of RFP opening. RFP with validity of less than 120 days will be rejected.
- The bidder shall carefully examine the RFP documents and the technical specifications and fully acquaint themselves as to all the conditions and matters, which may in any way, affect the work or the cost thereof. Should a RFP find discrepancies in or omissions from the specifications or other documents, or should there be any doubt as to their meaning, he should at once notify Placement Cell, University of Calcutta and obtain clarification). This however does not entitle the bidder to ask for time beyond the due date fixed for receipt of RFPs.
- Submitted RFP forms, with overwritten or erased or illegible rate or rates not shown in figures and words in English, will be liable for rejection. In case of discrepancy between words and figures noted against each item of the RFP and between unit rates and the total amount, the decision of the competent authority will be final and binding on the bidders. Total of each item and grand total of whole RFP should be clearly written. Corrections in the RFP, if unavoidable, should be made by rewriting with dated initial of the bidder after scoring out of the wrong entries. Clerical and arithmetical mistakes may result in rejection of the RFP.
- Request from the bidder in respect of additions, alterations, modifications, corrections etc. of either terms or conditions or rates after opening of the RFP will not be considered.

### **Sealing and Marking of Bids**

1. The Bidder shall submit the Bid in the format specified in the RFP and seal it in an envelope and mark the envelope as "TECHNICAL BID FOR TRAINING PROGRAMS FOR STUDENTS" accompanying supporting documents.
2. The Bidder shall submit the financial Bid in the format specified and seal it in an envelope and mark the envelope as "FINANCIAL BID FOR TRAINING PROGRAMS FOR STUDENTS"
3. The envelope specified in s.no.1 above (both placed in one envelope) and another envelope for s.no.2 shall be placed in an outer envelope, which shall be sealed. Each of the two envelopes shall clearly bear the following identification: "BID FOR TRAINING PROGRAMS FOR STUDENTS" and shall clearly indicate the name and address of the Bidder. In addition, the Bid Due Date should be indicated on the right hand top corner of each of the envelopes.

5. Each of the envelopes shall be addressed to so as to reach latest by 25.02.2014 by 12 noon

Dr. Sumit kar  
Placement Co-ordinator,  
Training & Placement Cell  
Calcutta

- If the envelopes are not sealed and marked as instructed above, the assumes no responsibility for the misplacement or premature opening of the contents of the Bid submitted.
- While RFPs are under consideration, bidders and their representatives or other interested parties, are advised to refrain from contacting by any means bidders' personnel or representatives, on matters relating to the RFPs under study. , if necessary will obtain clarification on RFPs by requesting such information from any or all the bidders either in writing or through personal contact as may be necessary. The bidder will not be permitted to change the substance of his offer after the RFPs have been received in . Any attempt by any bidder to bring pressure of any kind, may disqualify the bidder for the present RFP and the bidder may be liable to be debarred from bidding for RFPs in future for a period of two years. reserves all rights to cancel the RFP without assigning any reason thereof.
- Govt. Levies like service tax shall be paid at actual rates applicable on the date of delivery. Rates should be quoted accordingly giving the basic price, Service Tax etc.
- The proposal should be submitted in English Language and prices quoted in INR.
- Bidder shall sign all pages of RFP.
- In case of any discrepancy between rates mentioned in figures and words, the latter shall prevail.
- Any attempt to influence direct or indirect on the part of the RFP with the authority to whom he has submitted the RFP or authority who is competent finally to accept it after he has submitted his RFP or any endeavor to secure any interest for an actual or prospective bidder or to influence by any means the acceptance of a particular RFP will render the RFP liable to be excluded from consideration.
- The bidder should have an office in the West Bengal State and at other places with offices across India manned with their own qualified professionals.

#### **Amendments to RFP**

- At any time prior to the deadline for submission of Bids, the may, for any reason, whether at its own initiative or in response to clarifications requested by a Bidder, modify the RFP by the issuance of Addenda.
- Any Addendum thus issued will be notified only on the website for information to all the Bidders and no other means of communications will be used by the .
- In order to afford the Bidders a reasonable time for taking an Addendum into account, or for any other reason, the University may, at its own discretion, extend the Bid Due Date.



## **Pre Bid Conference**

- Pre-Bid conferences of the Bidders shall be convened at the designated date. The time and place shall be notified on the University's website.
- During the course of Pre-Bid conferences, the Bidders will be free to seek clarifications and make suggestions for consideration of the University. The shall endeavor to provide clarifications and such further information as it may, in its sole discretion, consider appropriate for facilitating a fair, transparent and competitive Bidding Process.

## **5.2 COST OF BIDDING**

The Bidder shall bear all costs associated with the preparation and submission of its bid and University will in no case be responsible or liable for these costs, whether or not the Bid is finally accepted.

The RFP Document could be downloaded from website [www.caluniv.ac.in](http://www.caluniv.ac.in).

## **5.3 PROPOSAL VALIDITY**

Technical and Financial Proposals shall remain valid for a period of 120 days from the date specified for opening of Technical Bid. University of Calcutta shall reject the Proposal as being non-responsive if it is valid for a shorter period. In exceptional circumstances, prior to expiry of the original Proposal validity period, University of Calcutta may extend the period of validity for a specified additional period. The request and the responses thereto shall be made in writing on the listed contact information of the Bidders. In such cases, the Bidders shall not be required or permitted to modify the Proposal, but shall be required to extend the validity of the Proposal for the extension period.

## **5.5 BID OPENING**

Bids will be opened in the presence of the representatives of the bidders who wish to attend the opening of the bids. Technically qualified bids will be taken up for further processing. Financial Bids of technically qualified bidders will be opened in the presence of the bidders / representatives on a separate date and time which will be notified separately.

No discussion / interaction will be held with the bidders whose bids have been rejected / disqualified. of Calcutta reserves the right to accept or reject in part or full any or all the offers without assigning any reasons whatsoever.

The RFP Evaluation Committee(s) shall evaluate the Prequalification Bids, Technical Bids and Financial bids. The decisions of the Evaluation Committee(s) in the evaluation of the bids shall be final. No correspondence will be entertained outside the process of negotiation / discussion with the Committee(s).

At the date, time and location of the bid opening as specified in the RFP, the Evaluation Committee(s) shall open the Proposals, in the presence of Bidders' designated representatives who choose to attend. The Bidders' representatives who are present shall sign a register evidencing their attendance. The Bidders' names, and any such other details as the Evaluation Committee(s) may consider appropriate, will be announced by the Evaluation Committee(s) at the opening.

The Evaluation Committee(s) reserves the right at any time to postpone or cancel a scheduled bid opening. The bids will be opened at the address specified in RFP.

## **5.6 LANGUAGE OF BID & CORRESPONDENCE**

The Bid will be prepared by the Bidder in English language only. All the documents relating to the Bid (including brochures) supplied by the Bidder should also be in English, and the correspondence between the Bidder & Placement Cell, of Calcutta will be in English language only.

## **5.7 BID CURRENCIES**

Prices shall be quoted in INDIAN RUPEES, inclusive of all prevailing taxes.

## **5.8 EVALUATION & SELECTION CRITERIA**

The Evaluation Committee will carry out a detailed evaluation of the Proposals as per section 4 of RFP in order to determine whether the technical aspects are in accordance with the requirements set forth in the Document. In order to reach such a determination, the Evaluation Committee will examine and compare the technical aspects and thoroughness of the proposals on the basis of information provided by the bidder, taking into account the following factors:-

- Overall completeness and compliance with the requirement
- Proposed work-plan and methodology shall demonstrate that the bidder will achieve the performance standards within the time frame described in RFP documents.
- Any other relevant factors, listed in RFP document, or which the Placement Cell, of Calcutta deems necessary or prudent to take into consideration.

All bidders who meet pre-qualification criteria may be asked to develop and present Prototype.

## **5.9 DISQUALIFICATION OR REJECTION OF RFP**

The RFP is liable to be rejected or the bidder be disqualified at any stage on account of the following. If the bid or its submission is not in conformity with the instruction mentioned herein.

- If the bid is not accompanied by the requisite RFP document cost
- If it is not signed with seal, on all the pages of the bid document.
- If it is received after the expiry of due date and time.
- If it is incomplete and required documents are not furnished.
- If it is misleading or false statements/ representations are made as part of pre-qualification requirements
- If found to have a record of poor performance such as having abandoned work, having been inordinately delayed completion and having faced commercial failures etc.

In the case of a successful bidder fails to

- accept award of work,
- sign the Contract Agreement with Placement Cell, of Calcutta after acceptance of communication on placement of award,
- furnish performance security, or the bidder violates any of such important conditions of this RFP document or indulges in any such activities as would jeopardize the interest of Placement Cell, of Calcutta. The decision of , regarding forfeiture of bid security shall be final and shall not be called upon question under any circumstances.

A default in such a case may involve black-listing of the bidder by

### **5.11 COMPENSATION FOR TERMINATION OF CONTRACT**

If the bidder fails to carry out the award / work order in terms of this document within the stipulated period or any extension thereof, as may be allowed by , without any valid reasons acceptable to it, may terminate the contract after giving one month notice, and the decision of , in the matter shall be final and binding on the bidder. Upon termination of the contract, University shall be at liberty to get the work done at the risk and cost of the bidder through any other agency, and to recover from the bidder compensation or damages.

#### **NOTE:**

(i) The rate analysis for break down of budget and costing along with indicative heads of expenditure may be enclosed for evaluation. The indicative heads of expenditure for Face to Face Training programs could be following but agencies may also factor other contingencies as they foresee-

- Resource persons per batch
- Conveyance Charges of Resource Persons in city
- Development and Printing of Training Manual
- Lunch & Refreshment
- Stationary to Participants
- Miscellaneous (Projector, Audio Systems etc.)

(ii) The Bidder may give composite cost on per participant if conducting training program in all areas of Formative.

## **6 AWARD OF WORK**

The Placement Co-ordinator, Training & Placement Cell, University of Calcutta reserves the right to accept or reject any or all bids-

- Notwithstanding anything else contained to contrary in this RFP Document, reserves the right to accept or reject any Bid or to annul the bidding process fully or partially, or modifying the same and to reject all Bids at any time prior to the award of work, without incurring any liabilities in this regard.

### **6.1 NOTIFICATION OF AWARD**

Prior to the expiry of the period of Bid validity, will notify the successful Bidder in writing by speed post or Fax or email that its Bid has been accepted. The liability of the bidder to perform the services will commence from the date of notification of Award. The Completion Period shall be counted from the date of 'Notification of Award of Work'.

## **6.2 SIGNING OF CONTRACT**

Within 10 (Ten) days of receipt of the Contract, the successful Bidder shall sign and date the Contract and return it to the University. Any incidental expenses on execution of agreement shall be borne by the successful Bidder. A Service Level Agreement (SLA) will be signed with the bidder at the time of awarding the contract.

## **6.3 CORRUPT OR FRAUDULENT PRACTICES OR CONFLICT OF INTEREST**

The University requires that the bidders under this RFP observe the highest standards of ethics during the bidding and execution of the contract. In pursuance of this policy, the UNIVERSITY defines the terms set forth as follows:-

- (a) “**corrupt practice**” means (i) the offering, giving, receiving, or soliciting, directly or indirectly, of anything of value to influence the actions of any person connected with the Bidding Process (for avoidance of doubt, offering of employment to or employing or engaging in any manner whatsoever, directly or indirectly, any official of the University who is or has been associated in any manner, directly or indirectly with the Bidding Process or the Award of Work or has dealt with matters concerning the Service Level Agreement or arising there from, before or after the execution thereof, at any time prior to the expiry of one year from the date such official resigns or retires from or otherwise ceases to be in the service of the University, shall be deemed to constitute influencing the actions of a person connected with the Bidding Process); or (ii) engaging in any manner whatsoever, whether during the Bidding Process or after the issue of the Award of Work or after the execution of the Service Level Agreement, as the case may be, any person in respect of any matter relating to the work or the Award of Work or the Service Level Agreement, who at any time has been or is a legal, financial or technical adviser of the University in relation to any matter concerning the work;
- (b) “**fraudulent practice**” means a misrepresentation or omission of facts or suppression of facts or disclosure of incomplete facts, in order to influence the Bidding Process ;
- (c) “**coercive practice**” means impairing or harming, or threatening to impair or harm, directly or indirectly, any person or property to influence any person’s participation or action in the Bidding Process;
- (d) “**undesirable practice**” means (i) establishing contact with any person connected with or employed or engaged by the University with the objective of canvassing, lobbying or in any manner influencing or attempting to influence the Bidding Process; or (ii) having a Conflict of Interest; and
- (e) “**restrictive practice**” means forming a cartel or arriving at any understanding or arrangement among Bidders with the objective of restricting or manipulating a full and fair competition in the Bidding Process.
- (f) “**Conflict of Interest**” means without limiting the generality of the word, a Bidder shall be considered to have a Conflict of Interest that affects the Bidding Process, if:
  - (i) such Bidder (or any constituent thereof) have common controlling shareholders or other ownership interest, or
  - (ii) a constituent of such Bidder is also a constituent of another Bidder; or
  - (iii) such Bidder receives or has received any direct or indirect subsidy from any other Bidder, or has provided any such subsidy to any other Bidder; or
  - (iv) such Bidder has the same legal representative for purposes of this Bid as any other Bidder; or
  - (v) such Bidder has a relationship with another Bidder, directly or through common third parties, that puts them in a position to have access to each others’ information about, or to influence the Bid of either or each of the other Bidder; or

(vi) such Bidder has participated as a consultant to the University in the preparation of any documents, design or technical specifications of the proposal.

The Placement Co-ordinator, Training & Placement Cell, University of Calcutta will reject a proposal for award if it determines that the Bidder recommended for award has engaged in corrupt or fraudulent practices or conflict of interest in competing for the contract in question.

The Placement Co-ordinator, Training & Placement Cell, University of Calcutta , will declare a Bidder ineligible, either indefinitely or for a stated period of time, to be awarded a contract if at any time it is determined that the Bidder has engaged in corrupt and fraudulent practices in competing for or in execution of the contract.

#### **6.4 TERMINATION FOR DEFAULT**

- Placement Co-ordinator, Training & Placement Cell, University of Calcutta may without prejudice to any other remedy for breach up of terms and conditions (including forfeiture of Performance Security) by written notice of default sent to the bidder, terminate the work / task in whole or in part, after sending a notice to the bidder in this regard: If the bidder fails to deliver or complete the job assigned in the terms and conditions within the time period (s) specified in the RFP Document.

If the bidder fails to perform any other obligations under the terms and conditions.

#### **6.5 PROGRESS OF THE PROJECT**

- Progress of the Project may be intimated in writing to University of Calcutta , on at least monthly basis. The University of Calcutta shall review the progress on quarterly basis and further extension of contract shall be subject to satisfactory performance in previous quarter.

#### **6.6 CONFIDENTIALITY**

- Any information pertaining to the or any other agency involved in the project, matters concerning that comes to the knowledge of the bidder in connection with this contract, will be deemed to be confidential and the contractor will be fully responsible, for the same being kept confidential and held in trust, as also for all consequences of its concerned personnel failing to observe the same. The bidder shall ensure due secrecy of information and data not intended for public distribution. The affidavit to this effect should be submitted along with security deposit.

#### **6.7 FORCE MAJEURE**

- This clause shall mean and be limited to the following in the execution of the contract  
War / hostilities
- Riot or civil commotion  
Earth Quake, Flood, Tempest, Lightning or other natural physical disaster
- Restrictions imposed by the Government or other statutory bodies, which is beyond the control of the consultant, which prevent or delay the execution of the order by the consultant

- The Agency shall inform Placement Co-ordinator, Training & placement cell, University of Calcutta in writing the beginning and the end of the above clauses of delay, within 7 days of occurrence and cessation of the force majeure conditions. In the event of a delay lasting for more than one month, if arising out of clauses of force majeure, , reserves the right to cancel the contract without any obligation to compensate the bidder in any manner for whatsoever reason, subject to the provision of clause mentioned.

#### **6.8 ARBITRATION**

- All disputes, differences, claims and demands arising under the contract shall be referred to the , Kolkata for final decision and the same shall be binding on all parties.
- Any other terms and conditions mutually agreed prior to finalization of the order / agreement shall be binding on the bidder.
- and the selected agency shall make every effort to resolve amicably through direct negotiation, any disagreement or dispute arising between them under or in connection with the work order. If any dispute arises between parties on aspects not covered by this agreement, or the construction or operation thereof, or the rights, duties or liabilities under these except as to any matter the decision of which is specially provided for by the general conditions, such disputes shall be referred to two arbitrators, one to be appointed by each party and the said arbitrators shall appoint an umpire in writing before entering into the reference and the award of the arbitration or umpire, as the case may be shall be final and binding on both the parties. The arbitrators or the umpire as the case may be, with the consent of parties, may modify the time frame for making and publishing the award. Such arbitration shall be governed in all respects by the provision of the Indian Arbitration and Conciliation Act, 1996 or later and the rules there under and any statutory modification or reenactment thereof the arbitration proceeding shall be held in Kolkata.

#### **6.9 LEGAL JURISDICTION**

- All legal disputes are subject to the jurisdiction of Kolkata courts only.

#### **6.10 COMPLETENESS OF REP OFFER**

- The Bidder is expected to examine all instructions, forms, terms, conditions and deliverables in the RFP Documents. Failure to furnish all information required by the RFP documents or submission of a RFP offer not substantially responsive in every respect to the RFP documents will be at the Bidder 's risk and may result in rejection of its RFP offer. The RFP offer is liable to be rejected outright without any intimation to the Bidder if complete information as called for in the RFP document is not given therein, or if particulars asked for in the Forms / Performa in the RFP are not fully furnished.

**PERFORMA AND ANNEXURES**

**ANNEXURE-1**

**ACCEPTANCE OF TERMS & CONDITIONS CONTAINED IN THE RFP DOCUMENTS**

**To  
The Placement Co-ordinator  
Training Placement Cell  
University of Calcutta  
92, A.P.C. Road,  
Kolkata – 700009**

Sir,

I have carefully gone through the Terms & Conditions contained in the RFP Document regarding  
TRAINING PROGRAMS OF STUDENTS

I declare that all the provisions of this RFP Document are acceptable to my company. I further  
certify that I am an authorized signatory of my company and am, therefore, competent to make  
this declaration.

Signature of witness

Signature of the bidder

Date:

Date:

Place:

Place:

Company Seal

**ANNEXURE-2**

**DETAILS OF THE ORGANISATION**

a) Name of the Firms/Institutions/Agencies/Trust :

b) Registered Address:

c) Year of Establishment:

d) Details of Registration/ Incorporation

e) Details of the Technical Specialist employed with the Organization:

Sl. No.	Specialty / Skill-set	No. of People	Average length of service with the Organization
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f) List of Project Handled :

1.

2.

3.

4.

PLACE :

DATE :

SIGNATURE OF AUTHORISED PERSON WITH SEAL



**ANNEXURE-3**

**REPRESENTATIVE AUTHORIZATION LETTER**

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

Ref : \_\_\_\_\_

**To**  
**The Placement Co-ordinator**  
**Training Placement Cell**  
**University of Calcutta**  
**92, A.P.C. Road,**  
**Kolkata – 700009**

Ms. /Mr. \_\_\_\_\_ is hereby authorised to sign relevant documents on behalf of the agency for the RFP on In-service Training Programs of Teachers. She/He is authorized to attend meetings & submit technical & financial information as may be required by you in the course of processing above said RFP.

Thanking you,

Authorised Signatory

Representative Signature

Company Seal

**ANNEXURE-4**

**SELF-DECLARATION**

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

Ref : \_\_\_\_\_

**To**  
**The Placement Co-ordinator**  
**Training Placement Cell**  
**University of Calcutta**  
**92, A.P.C. Road,**  
**Kolkata – 700009**

In response to the RFP dated\_\_\_\_\_. Ms. /Mr. \_\_\_\_\_, as a \_\_\_\_\_, I / We hereby declare that our agency \_\_\_\_\_is having unblemished past record and was not declared ineligible for corrupt & fraudulent practices either indefinitely or for a particular period of time.

Signature of witness

Signature of the bidder

Date:

Date:

Place:

Place:

Company Seal

**ANNEXURE-5**

**DECLARATION OF FINANCIAL & ADMINISTRATIVE DETAILS**

Company Name & Address

Name :

Address :

City :

District :

State :

Pin :

Telephone :

Cell :

Fax : E-mail :

**Copies of Audited Balance sheets for the financial year are attached**

**Copies of experience and client's report in the similar work as desired in the RFP document-**

Signature of witness

Signature of the bidder

Date:

Date:

Place:

Place:

Company Seal