



Request for Proposal(RFP)

For

*Empanelment of Training Partners
for Conducting Training for Staff
of Tribal Development
Department (TDD)*

Tender Notification No.: TRTI/2021/In Services /Desk-04/2996

Dt. 10/11/2021

Issued By

**The Commissioner
Tribal Research & Training Institute,
Pune**



Tribal Research & Training Institute
28, Queen's Garden, Pune 411001

Tel- 020-26362772
Fax- 020-2636 0026
email trti.mah@nic.in
trti.maharashtra.gov.in

TENDER No-TRTI / In-SERVICE/ PUNE/04/2020-21 / 2996

Date: 10/11/2021

**Invitation of Request for Proposal(RFP) for empanelment of
Training Partners for Conducting Training for Staff of
Tribal Development Department(TDD),GoM.**

Request for Proposal(in two bid system - Technical Bid & Commercial Bid) are invited for empanelment of **Training Partners For Conducting Training for TDD Staffs** . to be sponsored by Tribal Research and Training Institute, Maharashtra State, Pune (here in after referred to as TRTI, Pune), for Interested registered training institute located at Maharashtra can submit their **Technical Bid & Commercial Bid** online on website <https://maharashtra.etenders.in>

Name of the Service	Estimated cost (Residential Training fee, Training Materials, etc.for about 1000 TDD Staffs .)	Tender Fee	Earnest MoneyDeposit (EMD)
Invitation of Request for Proposal(RFP) for empanelment of Training Partners for Conducting Training for Staff of TDD. (Number of candidates varies from time to time)	Rs.50,00,000/- (Rupees Fifty lakhs only)	Rs. 10,000/- (Rupees Ten Thousands only)	Rs.2,00,000/- (Rupees Two lacks only)

Terms and Condition

1. The institute shall be selected based on the selection criteria decided by the TRTI, Pune
2. The Bid documents are available on website <https://maharashtra.etenders.in>
3. The interested bidders will have to register and enroll on website <https://maharashtra.etenders.in>
4. In case of any difficulties to enroll or to obtain digital certificate, bidders should contact Account Officer, TRTI, Pune (email:- trg.trti-mh@nic.in)
5. The interested bidders will have to submit all the required documents by online submission.
6. The Tender fees of Rs.10,000/- is required to be deposited online.
The EMD of Rs. 2,000,00/- is required to be deposited online.
8. The detailed bid document is available on the website <https://maharashtra.etenders.in>
9. Interested Institutes / bidders shall submit their bid on or before **30/11/2021, 17:00 hrs.**
10. The advertisement is also available on TRTI, Pune website trti.maharashtra.gov.in for information only.
11. Right to reject any or all the Bids is reserved by The Commissioner, TRTI, Pune.

Notice:

This document is the property of TRTI, Pune. It may not be copied, distributed or recorded on any medium, electronic or otherwise, without TRTI's written permission, even by the authorized personnel / agency for any purpose other than the purpose specified herein, it is strictly prohibited as it shall amount to copyright violation and thus shall be punishable under the Indian Law.


(Dr. Rajendra Bharud I.A.S.)
Commissioner TRTI Pune

Section-1: Invitation for Request for Proposal(RFP)

Tribal Research and Training Institute, Maharashtra State, Pune here in after referred to as TRTI, Pune invites online Request for Proposal(RFP), in two bid systems (Technical Bid & Commercial Bid) from Registered training institute located at Maharashtra, for empanelment of Training Institute to provide training to TDD staffs i.e. Teaching and Non-teaching staffs to be sponsored by TRTI, Pune for Submission of a proposal in response to this notice shall be deemed to have been done after careful study and examination of this document with full understanding of its terms, conditions and implications.

The complete bid document is available on the website of Govt. of Maharashtra <https://maharashtra.etenders.in> for the purpose of downloading. The downloaded bid document shall be considered valid for participation in the electronic bidding process (e-Tendering) subject to the submission of required tender/ bid document fee and EMD.

To participate in online bidding process, Bidders must procure a Digital Signature Certificate (Class - II) as per Information Technology Act-2000 using which they can digitally sign and encrypt their electronic bids. In case of any difficulties to enroll or to obtain digital certificate, bidders should contact

Section-2: Key Events & Dates

1. Key Events and Dates

Sr. No	SWD Stage	Vendor Stage	Start	End
1	Release Tender	-	15/11/2021 11.00 Hrs	30/11/2021, 17.00 Hrs
2.	Pre- Bid Meeting	-	22/11/2021, 14.00 Hrs	

2. Other Important Information Related to Bid

Sr. No.	Item	Remark
1	Earnest Money Deposit (EMD) (To be paid online)	Rs 2,00,000/- (Rs. Two Lakh only).
2	Tender Fee – (To be paid online)	Rs 10,000 /- (Rs. Ten Thousand only).
3	Bid Validity Period	One-hundred-and-twenty (120) days from the date of submission of Bid.
4	Last date of signing contract	As intimated in work order of TRTI, Pune.


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Maharashtra State, Pune-1.


Accounts Officer
Tribal Research & Training Institute
Maharashtra State, Pune-1.


Deputy Director
Tribal Research & Training Institute
Maharashtra State, Pune - 1

Section- 3: Instructions to Bidders

1. Background of TRTI, Pune

Tribal Research and Training Institute, Pune (TRTI, Pune) is an Autonomous Institute of Tribal Development Department ,Govt. of Maharashtra Registered under Bombay Public Trust Act, 1950. TRTI mainly works for In-services training to staffs of TDD .

2. Purpose / Scope of Work

Empanelment of training Institute for providing training to Staffs of TDD. The proposed training should serve as a platform to provide quality training to TDD staffs to be sponsored by TRTI PUNE. The empanelled Training institute may also be asked to work for Training Need Assessment ,Learning Management and any other Skill upgrade related tasks .Work done in these areas should be mentioned under Technical capabilities. Providing training to all employees of TDD to increase efficiency at every level in the state Government services and to make the administration more dynamic . In view of this ,the issue of framing of the Training Policy was under consideration .GAD G.R no.TRN-09/Pra.kra39/09/12-A Dated 23.09.2011 is defining scope and terms of references for training.

The purpose of the present RFP is to empanel competent and experienced Training Organizations for training to TDD staff.

The empanelled Training Organizations will be asked to give their financial offers for holding training courses as per requirement. Course details, timelines of deliverables, payment terms, penalty clauses, and other relevant details will be shared at that time.

The scope of work detailed in this section is with respect to the training services to be provided once work is allocated to an empanelled Training Organization.

The empanelled Training Organizations may also be considered for providing training to staff .Empanelled Training Organizations may also be asked to implement a Learning Management System/TNA/Skill Management Program.

COURSES

Classification of Courses: The classification of courses is on the basis of type of content and the level of knowledge imparted through the course. The courses scheduled have been classified into the following four categories.

- a. **Basic Level Courses:** In this Category of courses will have to be taught the basics of the specific course.
- b. **Intermediate Level Courses:** In this category of courses will have the basic knowledge of the specific course as well as the experience of having worked in the specific area.
- c. **Advanced Level Courses:** In this category courses will have the intermediate knowledge of the particular course as well as the experience of having extensively worked in the specific area.
- d. **Specialized Level Courses:** These courses will be conducted for the advanced topics for experienced Staffs in thrust .


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INSTRUCTOR

- a. The instructor should be either on the rolls of the Training Organization itself or should be from an authorized partner/sub-contractor of the Training Organization. However, responsibility for quality of the instructor will lie with the Training Organization.
- b. The Training Organization is to provide instructors for each course for imparting training. The instructor should have relevant experience in the training / teaching and for the specific course. He or she should be deputed for the entire duration of the course, and should be changed only if required as given. Other instructors may assist him / her or impart specialized content if required.
- c. The instructors deputed by the Training Organization may be required to give a demo on the specific course in front of the Training Monitoring Team of TRTI at least one week prior to the commencement of course.
- d. If the Training Monitoring Team of TRTI finds an instructor to be inadequately competent at the time of execution of the course, the instructor is to be changed immediately (within one working day) without affecting the flow of the course.
- e. The instructor who has been cleared by the Training Monitoring Team for a particular course and has had a positive feedback from participants would not be required to give a demo on the same subject for future courses


CONTENT AND COURSEWARE

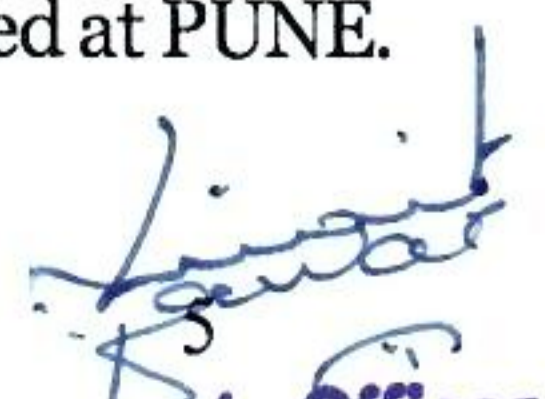
- a. The Detailed Course Content and sample Courseware will be provided by the firm for perusal of TRTI minimum 3 weeks in advance of the course. Courseware is to be designed by the firm as per the syllabus for a course.
- a. Final course content will be provided by the firm as based on the inputs of TRTI. The firm will submit the same 2 weeks in advance. Pre – requisites for the course participants for each course based on the current syllabus will be forwarded (in soft and hard copies) by the firm within one week of award of the training contract.

Empanelled Training Organizations may be asked for sample course contents at any time to enable TRTI to plan its training schedule.

TRAINING LOCATION

Trainings can be held at PUNE/NASHIK/AMARAVATI/NAGPUR. However, most of the trainings will be conducted at PUNE.


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TRAINING DURATION

Training shall be conducted for 5 days a week, 08 teaching hours a day, excluding one hour for tea and lunch. The training shall preferably be conducted from Monday to Friday. However, in special circumstances, it may be conducted on Saturday / Sunday. In some special circumstances, courses may be conducted for half-days only, which will be indicated at the time of empanelled bidders for future work allocation as per specifications / requirements

TRAINING BATCH SIZE

The maximum strength of participants for all courses is 35. Normally 25-30 participants would be nominated. However, the courses with smaller number of the candidates can also be planned, as per the requirements. The approximate number of participants of each course will be intimated to the firm one week prior to commencement of course. The actual number of participants of each course will be decided by TRTI, Training based on the performance in screening test etc., and will be intimated before two days of the commencement of the course.

TRAINING METHODOLOGY

Training Monitoring Team

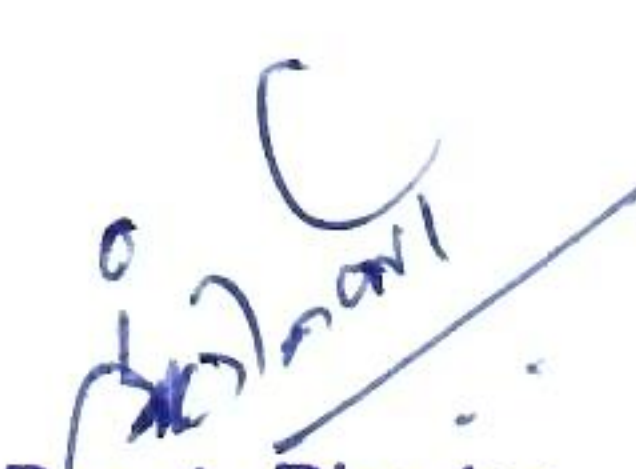
Training Monitoring Team comprising suitable TRTI representatives will be formed for monitoring individual courses and their progress, effectiveness etc. Trainings can be Instructor led training (ILT) in a physical classroom, or ILT in a virtual classroom mode, e-learning (Self Learning), or a mix of e-learning and ILT based (hybrid model). The desired model will be specified in the tender.

A. Instructor led training (ILT) (face-to-face or in virtual classrooms)

- i. Training coverage shall be exhaustive using audio and video tools. Power point slides are to be used wherever feasible, for better assimilation. The trainer must be acquainted with using latest teaching aids such as interactive boards/idea boards.
- ii. Training shall be conducted for 35 Hrs per week (excluding tea and lunch breaks) unless specified otherwise. The firm should ensure that 25 % of total training is devoted towards the practical/ hands-on activities/case studies as applicable.
- iii. The classroom teaching should confirm strictly to the subject lesson plan, which should be prepared and approved well in advance before the course commencement.
- iv. The instructor will identify the weak participants if any and will give extra guidance till their knowledge gets updated at par with the rest of the participants. The names of the weak participants are to be intimated to the Training Monitoring Team by the instructor.
- v. The instructor and coordinators will interact with the training monitoring team on regular basis.


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B. e-Learning/Mixed mode trainings

- i. These would have capabilities to provide e-learning courses for standard courses as per the requirements.
- ii. Capabilities to design and deliver custom content courses for TRTI.
- iii. The e-learning module should have all conventional features of management and monitoring of the training courses.
- iv. The courses can be basic (passive) and interactive (basic to moderate).
- v. The system should also give evaluation mechanism to monitor the progress through assessments – and generate the feedback needed in order for employees to improve.
- vi. The platform should be scalable and preferably in cloud. A suitable Learning Management System for e-Learning should be provided by the Training Organization offering its services for TRTI.

C. Assessment – Instructor Led Trainings

- i. Module tests are to be conducted during the course and the final test will be conducted at the end of each course. The tests will preferably be objective type.

3. Bid Process

The Bidder has to submit a bid on line in two envelope systems, one containing Technical Bid and other the Commercial Bid for “Invitation of Request for Proposal(RFP) for empanelment of Training Partners for Conducting Training for Staff of TDD”. Bidders are advised to study this RFP documents carefully before submitting their proposals

4. Tender Fee (Non Refundable)

The bidders are requested to deposit the Tender fee of Rs.10,000/- (Rupees Ten Thousands) online through Internet Banking. Proof of the same should be attached with the Technical Bid. It is to be noted that the Tender Fee is non- refundable, however, tender fee will be refunded in case of cancellation of overall tender process (i.e. if the tender process is cancelled by TRTI, Pune) .

5. Earnest Money Deposit

The Earnest Money Deposit (EMD) of Rs 2,00,000/- (Rs. Two Lakh only).is required to be deposited online through / Net Banking. Proof of the same should be attached with the Technical Bid. Realization of NEFT / RTGS payment takes 2 to 24 hours, so it is advised to make sure that NEFT / RTGS payment activity should be completed well before time.

- a) The EMD shall be denominated in Indian Rupees only.
- b) No interest will be payable to the bidder on the amount of the EMD.
- c) Bids submitted without adequate EMD will be liable for rejection.
- d) EMD of unsuccessful bidders will be refunded after completion of Bid process .
- e) EMD of Successful bidders, whose institute empanelled by TRTI PUNE, for the training will be returned after successful completion of course.


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Deputy Director
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f) EMD shall be non-transferable.

g) The EMD may be forfeited.

i. If a Bidder withdraws his bid or revises/ increases his quoted prices during the period of bid validity or its extended period, if any.

ii. If successful bidder fails to sign the Contract within time specified by TRTI, PUNE.

iii. If during the bid process, a bidder indulges in deliberate act that would jeopardize or unnecessarily delay the process of bid evaluation and finalization. The decision of the TRTI, PUNE regarding forfeiture of the EMD shall be final and binding upon bidders.

6. Transfer of Bid

The Bid / RFP Document are not transferable. The bidder who purchases the Bid document and submits the Bid shall be the same.

7. Completeness of Response

a) Bidders are advised to study all instructions, forms, terms, requirements and other information in the Bid documents carefully. Submission of bid shall be deemed to have been done after careful study and examination of the Bid document with full understanding of its implications.

b) The response to this RFP should be full and complete in all respects. Failure to furnish all information required by the RFP document or submission of a proposal not substantially responsive to the RFP document will be at the Bidder's risk and may result in rejection of their Proposal.

8. Place of opening of RFP

The RFP will be opened online in the Office of Tribal Research and Training Institute, 28, Queens Garden, Near Old Circuit House, Pune-411 001 on the scheduled dates.

9. Bid Preparation Costs

The bidder shall submit the bid at its cost and, TRTI, PUNE shall not be held responsible for any cost incurred by the bidder. Submission of a bid does not entitle the bidder to claim any cost and rights over TRTI, PUNE and TRTI, PUNE shall be at liberty to cancel or modify any or all bids without giving any reason thereof.

10. Amendment of RFP Document

a) If TRTI, PUNE deems it appropriate to revise any part of this RFP or to issue additional data to clarify an interpretation of provisions of this RFP it may issue supplements to this RFP. Any such corrigendum shall be deemed to be incorporated by this reference into this RFP.

b) All the amendments made in the document would be published on the website of Government of Maharashtra <https://maharashtra.etenders.in> and also on TRTI, PUNE website <https://trti.maharashtra.gov.in> and shall be part of the document.

c) The bidders are advised to visit the afore mentioned website on regular basis for checking latest updates of this RFP document. TRTI, PUNE also reserves the rights to amend the dates mentioned in this RFP for successful bid process.


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11. Pre- Bid Meeting

Pre- Bid meeting is open to all prospective bidders. The same will be held on **08/11/2021** at 12:00 hrs., in the Office of Tribal Research and Training Institute(TRTI PUNE),28-Queens Garden, Near Old Circuit House, Pune- 411001.

12. TRTI, PUNE's right to terminate the process

TRTI, PUNE may terminate the RFP process at any time and without assigning any reason and tender fees paid will not be refunded. TRTI, PUNE shall not be held responsible for any cost incurred by the bidder in bid preparation. TRTI, PUNE reserves the right to amend/edit/add delete any clause of this Bid Document. However, this will be informed to all and will become part of the bid.

13. Language of Bids

This bid should be submitted in English language only. If any supporting documents submitted are originally in Marathi or Hindi language than that will be accepted as it is.

14. Bid Submission Format

The entire proposal shall be submitted strictly as per the format specified in this bid document. Bids with deviation from this format are liable for rejection.

15. Submission of Bids

The bidder should submit the Bid online, which shall comprise of the following two envelopes (Two envelope systems shall be followed for the bid):

- A. Technical Bid (Proposal)
- B. Commercial Bid (Proposal).

16. Technical Bid

The **Technical Bid** should consist of all details, save and except the price as per

Annexure- I.

Technical Bid should be clearly super scribed as

“Invitation of Request for Proposal(RFP) for empanelment of Training Partner for Conducting Training for Staff of TDD”

The RFP can be responded by Training Organizations from the private sector and Training Institutes / organizations in the Government / public sector. Training Organizations fulfilling the eligibility criteria and interested in offering their services are invited to submit their interest and provide complete and detailed information on their eligibility and experience in training services.

- a. The bidders should meet the following minimum pre-qualification criteria. Offers from bidders who fail to meet the following minimum criteria shall be summarily rejected and will not be considered for further evaluation.


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- b. TRTI reserves the right to establish the veracity of any documents submitted by the bidder with their customers.
- c. TRTI reserves the right to keep any bidder out of the zone of consideration without specifying any reason. The selection of the panel will be made on the basis of the qualifying criteria specified above.
- d. Once empanelment process is complete, Financial bids will be sought from the empanelled Training Organizations for course or group of courses based on the information and credentials (for technical capabilities) provided by them along with their RFP offer in regard to their experience of similar work executed.
- e. TRTI may decide at its discretion to visit any or all of the vendors' sites during the evaluation of the RFP to better appreciate the capabilities of the Training Organizations.
- f. Notwithstanding the above, TRTI reserves the right to ask for any additional credentials / information from any of the vendors during the evaluation as it deems fit.

Technical Capability of the Training Organization

The Training Organizations are required to submit the documents which establish their credentials and competency as per the required Scope of Work. Documents for the same should be submitted.

1. Details of company profile & Strength:
 - i. Company background, history and why the proposer is qualified to provide training on particular courses / group courses
 - ii. A description of the firm's / Agency's/ Institution's structure, including CVs of key personnel / trainers
 - iii. Any other documents
2. Past experience in services executed of similar nature. Bidders must demonstrate their experience by submitting documentary proof. This can be in addition to the required eligibility criteria.
3. Methodology used/capability for pre-assessment and post-assessment for trainees.
4. Other Training capabilities – e-Learning, Virtual Classroom, Instructor led training and other formats. Experience in each training format (e-Learning, Virtual Classroom) should be indicated in terms of
 - i. No. of trainings conducted
 - ii. No. of years training has been provided in each of the above formats
5. Capabilities to design and deliver custom content courses for e-learning.
6. The list of own training centers/Franchise training centers for conducting regular training courses at . If no permanent centers of own, then capability to organize infrastructure to conduct trainings should be indicated in the offer.

a) Pre-qualification Requirements of the training institute is as under:

- i. Training Institute should be registered under Company ACT-1956/2013 OR Bombay Public Trust Act-1950 and should have training facility for TDD Staffs' (Proof of registration should be submitted..)


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- ii. Training Institution, should have well equipped audio-visual classroom and library.
- iii. The Training Institute must have Basic Infrastructure, Qualified teaching staffs.
- iv. Details of course material and trainers profile should be submitted.

b) Mandatory Documents to be uploaded with Technical Bid (Envelope No. 1)

- i. Technical Bid Form (Annexure I).
- ii. Copy of valid Registration Certificate/Incorporation certificates as per Indian Laws.(Company Act-1956/2013 OR Bombay Public Trust Act-1950).
- iii. Computer generated deposit receipt for Tender Fee & EMD.
- iv. GST Registration Certificate, PAN Card Copy
- v. Income tax returns for current or last 05 assessment year(2016-17,2017-18,2018-19,2019-20,2020-21). The institute can submit up to 05 years Income tax returns.
- vi. If IT exempted ,proofs of exemption should be submit.
- vii. Document supporting Average Annual Turnover for last 05 yrs (2016-17,2017-18,2018-19,2019-20,2020-21) minimum Rs.50 lacs (Rupees Fifty lacs): - Relevant Financial statement should be submitted.
- viii. Document supporting Basic Infrastructure: -The Training Institute must have minimum 1000 square feet built-up area with all the facilities. Supportive document of built-up area of the Institute to be submitted is Lease and License copy for rented accommodation and property tax bill for own building.
- ix. Supporting document for having empanelled by state/central/semi government organization/department/autonomous organization,PSU,etc of the government for providing training to Govt. staffs.
- x. Photograph of Training Centre, Library, Classrooms and Audio Visual room.
- xi. Details of course material and List of faculty members with their bio- data.
- xii. Self-declaration for Not black listed by any of the Govt. /Semi Govt. Organization, PSU, etc.
- xiii. Self-declaration for Not having criminal case/FIR against any Governing member / Partner/Director.


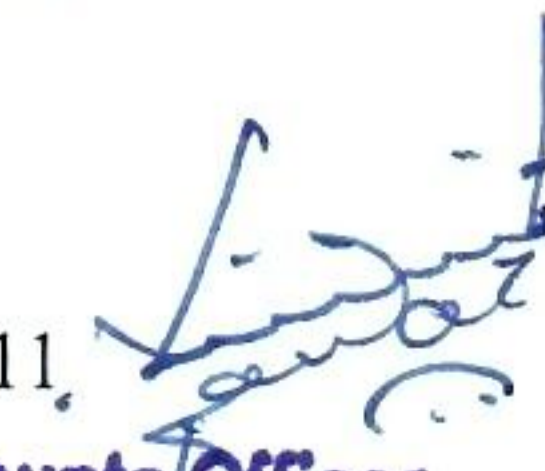

Note: The Commercial Bid will be opened only after the opening and scrutiny of the Technical Bid. The Commercial Bids of only those Bidders will be opened whose Technical Bids are qualified

17. Commercial Bid:

The Commercial Bid will contain only the Commercial Bid as per **Annexure -II**, duly filled in and signed and must be clearly super scribed as

“Commercial Bid for Invitation of Request for Proposal(RFP) for empanelment of Training Partner for Conducting Training for Staff of TDD

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 Administrative Officer Tribal Research & Training Institute Maharashtra State, Pune-1.	11.  Accounts Officer Tribal Research & Training Institute Maharashtra State, Pune-1.	 Deputy Director Tribal Research & Training Institute Maharashtra State, Pune - 1
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18. Disqualification:

The bidder should ensure that all the required documents, as mentioned in this RFP / bidding document, are submitted along with the bid. Non submission of the required documents may lead to the rejections of the bid submitted by the bidder. Besides other conditions and terms highlighted in the tender document, bids may be rejected / disqualified under following circumstances:

- In case the Bidder fails to meet the bidding requirements as indicated in this Bid /RFP or not submitted in accordance with the procedure and formats prescribed in this document.
- During validity of the Bid, or its extended period, if any, the Bidder increases his quoted price.
- Incomplete Bid or failure to furnish all information required as per tender document and failure to furnish proofs for information provided.
- Bid is received after due date and time.
- Bid is not accompanied by all the requisite documents.
- Bids submitted without or with improper EMD
- Bids without signature of person (s) duly authorized on require pages of the bid.
- Bids without power of authorization and any other document consisting of adequate proof of the ability of the signatory to bind the Bidder.
- If the information provided by the Bidder is found to be incorrect / misleading at any stage / time during the Tendering Process.
- Technical Bid containing commercial details or revelation of prices in any form or by any reason before opening the commercial Bid.
- Commercial Bids that do not conform to the Tender's Commercial Bid format (Annexure- II).
- The Bidder not conforming to unconditional acceptance of full responsibility of providing services in accordance with the Agreements of this tender.
- If the bid does not conform to the timelines indicated in the bid.
- If the purchaser of the bid (i.e., who pay Tender Fee and EMD) and submitter of the bid is different.
- Any effort on the part of a Bidder to influence the bid evaluation, bid comparison or contract award decisions by unlawful/corrupt/fraudulent means at any point of time during the Bid process.
- Bidder fails to enter into a Contract within 10 Days of the date of issue of Letter of empanelment / award of contract or within such extended period, as may be specified by the TRTI, PUNE.
- While evaluating the Proposals, if it comes to the TRTI, PUNE knowledge expressly or implied, that some Bidders may have colluded in any manner whatsoever or otherwise joined to form an alliance resulting in delaying the processing of Proposal then the Bidders so involved are liable to be disqualified for this contract as well as for a further period of three years from participation in any of the RFP floated by the TRTI, PUNE.
- Bidder doesn't agree to the Terms and Conditions of the Bid.


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19. Opening of Bid

a) **Envelope No. 1** containing the Technical Bid shall be opened online in the office of TRTI, PUNE, in the presence of the bidder/ representatives of bidder who choose to attend, at the address, date and time specified in the RFP.

b) **Envelope No. 2** containing Commercial Bid of the bidders, who have been qualified in the technical Bid, shall only be opened, in the office of TRTI, PUNE, in the presence of the bidder/ representatives of bidder who choose to attend, at the address, date and time specified in the RFP.

20. Evaluation of Technical and Commercial Bid:

Bid Evaluation Committee formed by Commissioner, TRTI, PUNE will evaluate the Technical and Commercial Bid and submit its recommendation to Commissioner, TRTI PUNE. Decision of the Commissioner, TRTI PUNE would be final and binding upon all the Bidders.

A. Evaluation of Technical Bid

The evaluation of the **Technical Bid** will be carried out in the following manner:

- i. The Bidder's Technical Bid will be evaluated as per the requirements and evaluation criteria as mentioned in this Bid document. The Bidders are required to submit all required documentation in support of the evaluation criteria.
- ii. At any time during the Bid evaluation process, the Committee may seek written clarifications from the Bidders.
- iii. The Committee may seek inputs from their professional and technical experts in the evaluation process.
- iv. The Committee reserves the right to do a reference check of the past experience stated by the Bidder. Any feedback received during the reference check shall be taken into account during the Technical evaluation process.
The technical scores of the Bidders will be announced prior to the opening of the Commercial Bid.
- v. The Commercial Bid will be opened only after the opening and scrutiny of the Technical Bid. The Commercial Bids of only those Bidders will be opened whose Technical Bids are qualified.


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Tribal Research & Training Institute
Maharashtra State, Pune - 1

Technical Evaluation Criteria:

Sr. No.	Criteria	Supporting Document	Description	Max Marks
1.	Work experience with State Govt.	Successful completion of training ,work completion orders	<p>a. Work completed order 01(one)----- 10 Marks.</p> <p>b. Work completed order 2(two)---- 15 Marks</p> <p>c. Work completed order 3(three)---- 25 Marks</p>	25
2.	Well equipped, adequate audio - visual classroom	Photos of seating capacity inclass room and audio visual facility.	<p>a. Seating capacity less than 50 ----- 3 Marks</p> <p>b. Seating capacity 50 or More ----- 5 Marks</p> <p>c. Audio and sound facility ----- 5 Marks</p> <p>d. Video lecture facility - ----- 5 Marks</p>	15
3.	Number of lecturers	List of lecturer with their qualification and subject they are teaching:	<p>a. Number of lecturers more than 5 - -- 5 Marks</p> <p>b. Number of lecturers more than 10 ----- 10 Marks</p> <p>c. Number of lecturers more than 15 - ---- 15Marks</p>	15
4.	No. of years from which training institute is providing training.	a. Documents of establishment/ Registration ofthe institute.	<p>a. Institute providing training for staffs from up to 3 years - -----5 Marks</p> <p>b. Institute providing training from last 3 to 6 years - -----8 Marks</p> <p>c. Institute providing training for from more than 6 years ---15 Marks</p>	15
5.	Financial Turnover of the Institute	a. Audited Financial statement/s b. Income Tax Return (ITR)/s	<p>a. Average Financial Turnover of the institute is Rs 50 lakh in last 05 financial years ----- 05 Marks</p> <p>b. Average Financial Turnover of the institute is more than Rs 50 lakh in last 05 financial years ----- 10 Marks`</p>	10


Administrative Officer


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6.	Empanelled by any Govt./Semi Govt. Organization/Department/Autonomous organization/PSU ,etc for providing training .	Supporting document (Work Order, Empanelment letter) for having empanelled by any government organization/department /autonomous organization of the government for providing training.	a. Empanelled by at least one Govt. Organization/Department/Autonomous organization for providing training .----- ----10 Marks b. Empanelled by more than one Govt. Organization/Department/Autonomous organization for providing training .----- ---20 Marks	20
total				100


The minimum qualifying marks required in technical criteria is 100 Marks (i.e., 50 %). The bidders who score minimum 50 Marks shall be considered for Commercial Bid evaluation. The bidders who do not score minimum qualifying marks of 50 %, their bids shall be rejected and will not be considered for Commercial Bid evaluation.

Technical Score (X)

The bidder who secures maximum marks shall be given a technical score of 100. The Technical Scores of other Bidders for the project shall be computed as follows.

$$\text{Technical Score of Bidder for the Project (X)} = 100 \times \frac{\text{Marks secured by the respective}}{\text{Highest Marks received by the Bidder}}$$

The score secured based on evaluation of the Technical Bid as above shall be the Technical Score of the Bidder for the project being considered for evaluation (X).


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Maharashtra State, Pune - 1

B. Evaluation of Commercial Bid

Bid Evaluation Committee formed by Commissioner, TRTI PUNE will evaluate the Commercial Bid (The bidders who score minimum 50 Marks (i.e., 50 %) in Technical Bid as stated above, shall be considered for Commercial Bid evaluation) and submit its recommendation to Commissioner, TRTI PUNE. Decision of the Commissioner, TRTI PUNE would be final and binding upon all the Bidders.

Financial Score: (Y)

The bidders shall submit their **Commercial Bid** as per the format provided in **Annexure II**. The Commercial Bid shall be evaluated on the basis of total cost submitted by the bidder. The bidder who quotes the lowest cost will be given a financial score of 100.

In cases of discrepancy between the prices quoted in words and in figures, higher of the two shall be considered. For any other calculation/ summation error etc. the bid may be rejected. The financial scores of other bidders for the project shall be computed as follows:

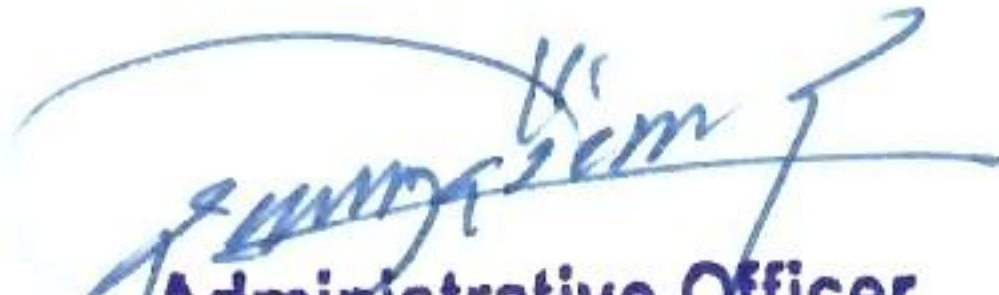
Financial score of Bidder for the project(Y)	= 100 X	$\frac{\text{Lowest cost quoted by the bidder for the project (Rs.)}}{\text{Cost quoted by Respective Bidder for the project (Rs.)}}$
--	---------	---

The marks secured as above shall be the Financial Score of the bidder for the project (Y).

C. Composite Score of the Bidders

Composite score of the Bidders for the bid shall be worked out as under:

Bidder	Tech nical Score (X)	Financi alScore (Y)	Weighted Technical Score(75% of X)	Weighted Financial Score(25% of Y)	Composi teScore (F=D+E)
A	B	C	D	E	F
1					
2					
3					
4					


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Maharashtra State, Pune-1.

21. Award of contract

Bid Evaluation Committee formed by Commissioner, TRTI PUNE will evaluate the Commercial Bid and Technical Bid as stated above, and submit its recommendation to Commissioner, TRTI PUNE may empanel one or more eligible bidder or cancel the bid on the basis of their composite score and recommendation of the Bid Evaluation Committee. Decision of the Commissioner, TRTI PUNE would be final and binding upon all the Bidders. TRTI PUNE will notify the acceptance of Bid to the successful bidder.

22. Signing of Contract

Once TRTI, PUNE notifies the successful bidder that it's bid / proposal has been accepted TRTI, PUNE shall enter into a separate Agreement, incorporating the conditions of the Bid / RFP and its amendments and any special conditions during negotiations between the TRTI, PUNE and the successful bidder. In case the successful bidder is unable to execute contract within 10 days, TRTI, PUNE shall forfeit the Earnest Money Deposit (EMD) and cancel its Bid. Bidder should note that the allotment of candidates to the training institute (successful bidder) will be done on the basis of the preference of the training institutes given by the candidate, However, Commissioner, TRTI PUNE has the rights to restrict the maximum number of candidates that can be sponsored to the single institute and the decision of the Commissioner, TRTI, PUNE will be binding on all the bidders.


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Maharashtra State, Pune - 1

Section-4: General Conditions of Contract

GENERAL TERMS AND CONDITIONS

1. Conditional Bid (RFP Proposals) are liable for rejection.
2. Intending bidders can have detailed information from the office of TRTI, PUNE during office hours.
3. The Bid Evaluation Committee formed by Commissioner, TRTI PUNE will shortlist the institutes and will recommend to the Commissioner, TRTI PUNE for empanelment, in order to sponsor the staffs for training..
4. Bidder should note that the allotment of candidates to the training institute (successful bidder) will be done on the basis of the preference of the training institutes given by the candidate, However, Commissioner, TRTI PUNE has the rights to restrict the maximum number of candidates that can be sponsored to the single institute and the decision of the Commissioner, TRTI, PUNE will be binding on all the bidders.
5. The Selection Committee constituted by Commissioner, TRTI, PUNE, reserves the right to reject any or all tenders without assigning any reason.
6. The duration of the Training program will be of minimum 8 months and maximum 12 months.
7. Training will be imparted to the candidates sponsored by TRTI, PUNE.

The training for TDD Staffs should contain the following subjects:

- a) Structure and Roles-Responsibilities of Tribal Development Department
- b) Office Structure and Roles and Responsibilities of Employees.
- c) Office work procedure, Inward-Outward, Work Distribution,
- d) Six bundle system, Record Keeping, Noting and Drafting, Letter Writing'
- e) TRTI, Pune and Scheduled Tribe Certificate Scrutiny Committee office Roles and Responsibilities.
- f) File Management, Legislative assembly house work, Functions etc.
- g) Various schemes of TDD
- h) Manual of Departmental Enquiry
- i) Deputation - Suspension 1981
- j) General conditions of Services 1981
- k) Maharashtra civil services revised pay rules -2009.
- l) M.C.S(conduct)Rules-1979.
- m)M.C.S(Discipline and appeal)Rules-1979.
- n) Bombay Financial Rules-1959.
- o) Maharashtra Treasury Rules -1968.
- p) Maharashtra Contingency Expenditure Rules.

- q) Manual of office procedure of purchase.
- r) Maharashtra Budget Manual.
- s) Ashram school code of conduct.
- t) Disaster Management.
- u) RTI, etc. other subjects as per requirements of department.

8. The Commissioner, TRTI, PUNE reserves the right to increase or decrease the number of trainee to be deputed to the institutions, to ensure Qualitative Training.
9. The empanelled Training Institutions shall provide qualitative training to the staffs . .
10. The empanelled Training Institutions shall impart quality training, conduct periodic tests and shall inform the result of the same to the TRTI, PUNE, as and when the tests are conducted.
11. The empanelled Training Institutions shall cover the subjects mentioned. If the training is incomplete or not properly imparted, the Institute will be **blacklisted** and complete fee due will not be paid.
12. The empanelled Training Institutions shall provide online study material (at no extra cost) to the staffs.
13. The empanelled Training Institutions should not sublet the contract. If the Training Institutions are found to have sublet the contract, the contract will be terminated at the risk and cost of the Training Institutions concerned.
14. The selected Institutions shall enter into a contract agreement on a non-judicial stamp paper of Rs 500, with terms and conditions as per the format specified by The Commissioner, TRTI, PUNE, Pune within 10 days from the receipt of written communication of letter of empanelment to this effect, failing which the EMD will be forfeited and the Institution will be removed from the empanelled list of institutes.
15. TRTI, PUNE reserves the rights of overall monitoring of the training program.
16. The training institutes should submit their requisition / bill/Tax Invoice for each Training Batch, in duplicate with the list of trainees certified by TDD officials. The payments shall be made within 10 days as per availability of grants. If, due to any reasons, payment delayed TRTI PUNE is not liable to pay any kind of interest.
17. The contract is for a period of one year (12 months) . On completion of training, the institute will have to submit detail reports to TRTI PUNE.
18. Contract may be extended for next 01(one) years by mutual consent with the same terms and conditions of the agreement executed without /with cost hike.
19. The base rate of training fee may be increased by maximum 6% per year. However decision of Commissioner, TRTI, PUNE, in this regard, will be final.

20. The Commissioner, TRTI, PUNE, Pune including the authorized Officers of the TRTI, PUNE shall have the power to issue notices in writing and to instruct/direct the Institutions to make alterations/variations in the assigned work.

21. **Failure to abide by the Agreement:**

The conditions stipulated in the agreement shall be strictly adhered to and violation of any of the conditions will entail termination of the contract without prejudice to the rights of the TRTI, PUNE with such penalties as specified in the Bidding document and the Agreement.

22. **Confidentiality of the Document**

This Tender Document is confidential and the TRTI, PUNE shall ensure that anything contained in this Tender Document shall not be disclosed in any manner, whatsoever.

23. **Jurisdiction and applicable Law**

In case of any dispute arising out of the terms and conditions of contract or assignment, the matter shall be governed by the laws of India (both substantive and procedural) at that time being in force and shall be subject to exclusive jurisdiction of the Courts at Pune City.


Administrative Officer
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Maharashtra State, Pune-1.


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Maharashtra State, Pune-1.


Deputy Director
Tribal Research & Training Institute
Maharashtra State, Pune - 1

Annexure – I

(To be submitted on bidder letter head)

**“Technical Bid for Empanelment of Training Partners for
Conducting Training for Staff of TDD.”**

**To,
The Commissioner,
Tribal Research and Training Institute,
Maharashtra State, Pune 411001**

**Subject: For Empanelment of Training Partners for
Conducting Training for Staff of TDD**

Reference: Tender No. Dated


Respected Sir,

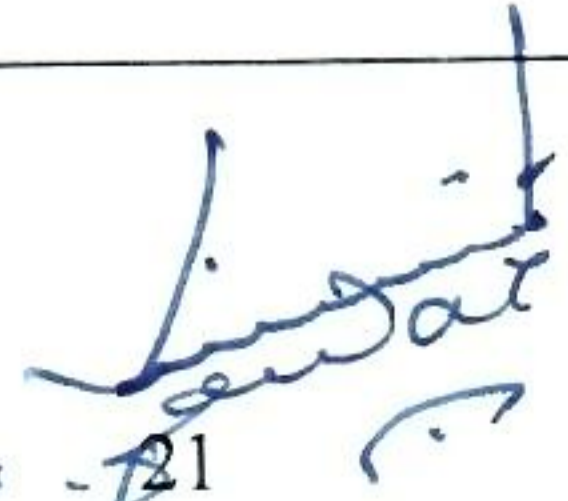
I / We hereby offer to submit the Technical Bid for providing training to the candidates sponsored by TRTI, PUNE for **Empanelment of Training Partners for Conducting Training for Staff of TDD**

I / We have read, and understood the contents of the tender/bid and further state that I / We unconditionally accept and abide by the terms & conditions specified therein.

I / We submit the Technical Bid as under:

1.	Name and address of the head office of the Training Institute and the Address of the Training Institutes	
2.	a) Name of Head / Chairperson / President/Partner/Director	
	b) Name of Secretary	


Administrative Officer
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Maharashtra State, Pune-1.


Deputy Director
Tribal Research & Training Institute
Maharashtra State, Pune - 1

3.	Contact Person's Name and Designation			
	Contact No.			
4.	Date of Establishment of Institute as per Documents of establishment/ registration of the institute			
5.	a) Whether the Institution is registered(Yes/No)			
	b) If Yes, under which act. Institution is registered (Legal status)			
	c) Registration Number			
	d) Date of Registration			
	e) Date of Expiry			
6.	a) Whether GST payee.			
	b) Mention GST number			
7.	a) Whether Income tax payee.			
	b) Mention Permanent Account Number (PAN) of the Institution or Head of the Institution.			
8.	Total financial turnover per year for the last 05 financial years as per income tax return and financial statement.	2016-17 to 2017-18	2018-19 to 2019-20	2020-21
9.	Total years of experience of the Training Institution for the training of Govt. Staffs (Period before the date of registration of the institute is not considered).			


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Maharashtra State, Pune - 1

10. Number of Instructors, the Institute is willing to take from this institute			
11.	<p>a. Whether the Training Institute is functioning in its own building or in a rented accommodation.</p> <p>b. Total square feet of built-up area.</p> <p>c. Class rooms and other details:</p> <p>d. Whether adequate Audio and sound facility is available in class room (Yes/ No):</p> <p>e. Whether video lecture facility is available in class room (Yes/ No):</p>		
12.	<p>Details of faculty:</p> <p>Note: List of all the faculty/lecturer with above details should be provided along with their Bio data.</p>		
13. Courses offered by the Institute.	1)		
	2)		
	3)		
	4)		
	5)		
14.	Library facilities:		
15. Printed Study Material	Bidder must submit one copy of the study material on or before the date of opening of Technical bid:		
16. Regularity and quality of Test	Plan of regular test followed .		


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Maharashtra State, Pune - 1

17	Whether all the documents specified in this tender document is uploaded with Technical Bid (Yes / No)	
18.	Any other details:	

Date:

**Name, Designation and Signature
of authorized representative of the
Training Institution**

 Administrative Officer Tribal Research & Training Institute Maharashtra State, Pune-1.	 Accounts Officer Tribal Research & Training Institute Maharashtra State, Pune-1.	 Deputy Director Tribal Research & Training Institute Maharashtra State, Pune - 1
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Annexure – II

(To be submitted on Bidder letter-head)

“Commercial Bid for *Empanelment of Training Partners for Conducting Training for Staff of TDD*”

To,

The Commissioner,
Tribal Research and Training Institute,
Maharashtra State, Pune 411001

Subject: Commercial Bid for *Empanelment of Training Partners for Conducting Training for Staff of TDD.*

Reference: Tender No. Dated

Respected Sir,

I / We hereby offer to submit the **Commercial Bid for *Empanelment of Training Partners for Conducting Training for Staff of TDD.***

I / We have read, and understood the contents of the tender and further state that I / We unconditionally accept and abide by the terms & conditions specified therein.

I / We submit the Commercial Bid as under:

Sr. No.	Subjects	Training /Service fee for Residential Training to one employee for a day. (excluding taxes)	
		Amount (Rs)	In words
01.	Conducting Training for Staff of TDD (Total Number may Varies)		
TOTAL			

Note: Applicable Taxes will be in addition to the above fee.

Date:

Name, Designation and Signature of authorized representative of the Training Institution


Administrative Officer
Tribal Research & Training Institute


Accounts Officer
Tribal Research & Training Institute


Deputy Director
Tribal Research & Training Institute

Annexure- III

(Declaration of the Training Institution on the letter head)

Date:

To,

The Commissioner,
Tribal Research and Training Institute,
Maharashtra State, Pune

Subject: Empanelment of Training Partners for Conducting Training for Staff of TDD”

Respected Sir,

I/Wedo hereby submit
tender/bid for providing training to the candidates sponsored by TRTI, PUNE, *Bid for
Empanelment of Training Partners for Conducting Training for Staff of TDD”*

As per the quoted rates and in all respects in accordance with the terms and conditions as mentioned in the Bid Document.

I/We have paid an amount of Rs 2,00,000 (Rupees Two Lakh only) towards EMD and I/We are aware that the EMD will not bear any interest.

If this tender is accepted, I/We agree to abide by and fulfill all the terms and conditions of the contract.

I/We hereby distinctly and expressly declare and acknowledge that before submission of this tender;
I/We have carefully followed the instructions.

I/We distinctly agree that I/We would hereafter make no claim or demand upon the Commissioner, TRTI, PUNE based upon or arising out of any alleged misunderstanding or misconceptions or mistake on my / our part of the said contract, agreements, stipulations, restrictions and conditions.

Any notice required to be served on me / us shall be sufficiently served on me / us by post (registered or ordinary) or courier or left at my / our address given herein.

I / We fully understand the terms and conditions of the contract to be entered into between me/us and the TRTI, PUNE, Pune and the written agreement shall be the foundation of the rights of both the parties and the contract shall not be deemed to be complete until an agreement has been signed by me/us and the TRTI, PUNE, Pune.

Dated thisday of..... 2021.

Name, Designation and Signature
of authorized representative of the
Training Institution


Administrative Officer

Tribal Research & Training Institute


Accounts Officer

Tribal Research & Training Institute

Maharashtra State, Pune-1


Deputy Director

Tribal Research & Training Institute

Maharashtra State, Pune - 1

Annexure- IV

(To be given by the bidder on its letter head at the time of uploading the completed tender)

Date:

To,

The Commissioner,
Tribal Research and Training Institute,
Maharashtra State, Pune

DECLARATION

NATURE OF SERVICE: *Empanelment of Training Partners for Conducting Training for Staff of TDD.*

I/We have read the Tender documents and related matters carefully and diligently and that I / We have uploaded the tender having studied, understood and accepted the full implications of the agreement.

The requirements of the tender agreement stated herein will be fulfilled by me/us to the satisfaction of the Commissioner, TRTI, PUNE, Pune.

Place:

Name, Designation and Signature
of authorized representative of the
Training Institution


Administrative Officer
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Maharashtra State, Pune-1.


Accounts Officer
Tribal Research & Training Institute
Maharashtra State, Pune-1.


Deputy Director
Tribal Research & Training Institute
Maharashtra State, Pune - 1