



**GOVERNMENT OF TELANGANA  
TRIBAL WELFARE DEPARTMENT**

**Bid Document for Inviting Expression of Interest (EOI) from reputed & registered Agencies/Organizations for**

- 1. imparting English Language Skills (Listening, Speaking and Reading) among the students of TW Ashram Schools**
- 2. Providing training on English Medium Teaching to the teachers of TW Ashram Schools and GP Schools(TW) dealing primary classes.**

**O/o the Commissioner of Tribal Welfare, TS  
DSS Bhavan, Masab Tank, Hyderabad**

**Mail: [ctwtgs@gmail.com](mailto:ctwtgs@gmail.com)**

**Mobile Numbers: 9948839779, 9440441138**

**GOVERNMENT OF TELANGANA**  
**TRIBAL WELFARE DEPARTMENT**  
**O/o the Commissioner of Tribal Welfare, DSS Bhavan, Masab Tank**  
**Hyderabad**

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**PART – I**  
**INSTRUCTIONS TO BIDDERS**

**Background**

Tribal Welfare Department, Telangana State is running (319) Ashram Schools in Residential mode with (93188) students from Classes III to X and (1432) Govt. Primary Schools in non-residential mode with (22534) students from 1st to 3rd / 5th Classes. Most of the Schools are functioning in Telugu Medium. The TWD, TS is planning to start English Medium in 3rd class in TW Ashram Schools and in 1<sup>st</sup> class in Govt. Primary Schools (TW). In this regard, it is planned to provide the following facilities to TW Ashram Schools and Govt. Primary Schools(TW).

- (i) Enhancement of English Language Skills (Listening, Speaking and Reading) among the students of (263) TW Ashram Schools.
- (ii) Providing training on English Medium Teaching to (942) teachers of TW Ashram Schools and (1749) teachers of Govt. Primary Schools dealing primary classes (1<sup>st</sup> to 5<sup>th</sup> classes)

In this regard, the Department of Tribal Welfare, Telangana State invites Expression of Interest (EOI) from competent Organizations/Agencies with an excellent track record in imparting English Language Skills (Listening, Speaking, Reading and Writing Skills) among the students of TW Ashram Schools and providing training in English Medium Teaching to the teachers of TW Ashram Schools and Govt. Primary Schools dealing primary classes (1<sup>st</sup> to 5<sup>th</sup> classes).

**1. Requirement**

Requires reputed Organizations/Agencies having experience in imparting English Language Skills (Listening, Speaking and Reading) among the students and organizing training to the Primary Class teachers on teaching in English Medium.

**2. Bid Process:**

The Bidder has to submit a Expression of Interest (EOI) **in two envelope systems**, one containing **Technical Bid** and the other **Commercial Bid** for **“Imparting English Language Skills (Listening, Speaking and Reading) among the students of TW Ashram Schools and training on English Medium Teaching to the teachers of TW Ashram Schools and GP Schools(TW) dealing primary classes”** at the Commissioner of Tribal Welfare, TS, DSS Bhavan, Masab Tank, Hyderabad.

### **3. Availability of EOI Document**

The detailed EOI document is available on [www.twd.telangana.gov.in](http://www.twd.telangana.gov.in) and can be downloaded there from **Dt.09 .06.2018**

### **4. Document Fee:**

The EOI document fee of **Rs.5,000/- (five thousand only) (non refundable)** is to be paid through Demand Draft(DD). The DD should be drawn from any of the nationalized bank in favour of MD, TRICOR payable at Hyderabad.

### **5. Earnest Money Deposit:**

The **Earnest Money Deposit (EMD) of Rs.25,000/- (Twenty five thousand rupees only)** is required to be paid through Demand Draft (DD). The DD should be drawn from any of the nationalized bank in favour of **MD, TRICOR** Payable at Hyderabad. The original DD should be attached with the Technical proposal / Bid.

The EMD of unsuccessful bidders will be refunded on finalization of bid. The EMD of successful bidder will be refunded, after the satisfactory completion of the assigned work/project. No interest is payable on the EMD amount.

### **6. Technical Bid**

The Technical Proposal containing **Schedule-A** along with all requisite documents should be kept in one envelope and super scribed as **“Technical Bid for Imparting English Language Skills (Listening, Speaking and Reading) among the students of TW Ashram Schools and training on English Medium Teaching to the teachers of TW Ashram Schools and GP Schools(TW) dealing primary classes”** and sealed properly.

### **7. Commercial Bid**

The Commercial Bid containing **Schedule - B** should be kept in other envelope and sealed properly duly super scribed as **“Commercial Bid for Technical Bid for Imparting English Language Skills (Listening, Speaking and Reading) among the students of TW Ashram Schools and training on English Medium Teaching to the teachers of TW Ashram Schools and GP Schools(TW) dealing primary classes”** and sealed properly.

8. 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.

### **9. Submission of Proposal / Bids**

Technical Bids and Commercial bids are to be dropped in the Boxes separately kept in **the O/o the Commissioner of Tribal Welfare, DSS Bhavan, Masab Tank, Hyderabad** on the dates prescribed hereunder.

### **10. Important Dates of Events**

S.No.	Details	Date & Time
1	Downloading of EOI Document from the website	From 09.06.2018 to 20.06.2018
2	Last Date for submission of EOI	20.06.2018 by 5:00 PM
3	Pre-Qualification/Technical Bid opening	23.06.2018 at 2:00 PM
4	Commercial Bid Opening	26.06.2018 at 2:00 PM

11. Final acceptance of the tender rests with the Selection Committee who reserves the right to accept or reject any or all tenders without assigning any reason.

12. Submission of the tender by the Organization/Agency implies that these conditions of contract have been read and is aware of the scope of the service and the number of supporting staff to be deployed.
13. Proposal / Bids received will be opened on the date & time specified.
14. Tenders not submitted in the prescribed form will be rejected. Tenders which propose any alterations in the service specified or containing other conditions of any sort will be rejected
15. The successful agencies / bidder shall attend the office of the Commissioner of Tribal Welfare, TS, DSS Bhavan, Masab Tank, Hyderabad on a date fixed and intimated for executing agreement/MoU etc. Failure on the part of the successful bidder to execute the contract agreement within 30 days from the receipt of written communication of letter of acceptance to this effect would entail rejection of tender and forfeiture of EMD.
16. Applicable taxes, as per rules in force will be deducted from the bills payable to the institute.
17. **Place of opening of Tenders:** The proposals/Bids received will be opened in the Office of the Commissioner of Tribal Welfare, TS, DSS Bhavan, Masab Tank Hyderabad on the scheduled dates and time.
18. The Commissioner of Tribal Welfare, TS has all the rights to cancel the bid without specifying any reason.

**PART – II**  
**PRE-QUALIFICATION REQUIREMENTS**

**I. Conditions:**

1. The organization/Agency shall be a registered one.
2. The organization/Agency should have a minimum of (3) years of experience and good track record in **Imparting English Language Skills (Listening, Speaking and Reading ) among the students of Government, Autonomous societies and Private management schools and should have experience in providing training on English Medium teaching to the teachers dealing primary classes.**
3. The organization/Agency should have at least (3) crores of turnover per annum. Documents of last (3) years to be enclosed.
4. The organization/Agency should be an Income tax and GST payer. Documents should be enclosed.
6. Income tax returns for the last (3) years and GST returns for 2017-18 should be submitted.
7. MoUs/Agreements made with the managements for **imparting English Language Skills (Listening, Speaking and Reading) among the students and Providing training on English Medium teaching to the Teachers dealing primary classes** are to be enclosed.
10. Details of Trainers with their mobile numbers, e-mail IDs, addresses and experience should be submitted. The Organization/Agency shall have a team of subject experts/resource persons having experience in **imparting English Language Skills (Listening, Speaking and Reading) among the school students and Providing training on English Medium teaching to the Teachers dealing primary classes.**
11. The organization/Agency shall give a Power Point presentation before the selection committee in the format enclosed herewith.
12. Detailed action plan with time schedule, procedure of imparting training, deliverables, outcomes, monitoring system, financial details etc., should be elaborated.
13. The organization/Agency should not be blacklisted/debarred by any Government department/ Public Sector Undertaking/ Private Sector/ or any other agency.

**II. Documents to be submitted with Technical proposal / Bid:**

1. Copy of Registration Certificate (valid for 2018-19)
2. Original Demand Draft for EMD and Document Fee
3. Supportive document for (3) years of experience.
4. GST Registration Certificate.
5. PAN Card Copy.
6. Documents of Income tax returns for last (3) financial years.
7. Documents of GST returns for 2017-18.
10. List of trainers with their mobile numbers, e-mail IDs and experience.
11. Hard copy of the power point presentation in the format enclosed herewith.
12. Detailed action plan
13. Undertaking regarding blacklisting/non-debarment.

**III.** The Commercial bids of the Coaching Institutions, which do not meet the Pre-Qualifying/Technical Proposal Requirements, will not be considered.

**PART –III**  
**GENERAL TERMS AND CONDITIONS**

1. Conditional EOI Proposals are liable for rejection.
2. Intending Organizations/Agencies can have detailed information from the office of the Commissioner of Tribal Welfare during office hours.
3. The Selection Committee constituting the following members shall verify and select the technical bids.
  - i) Commissioner of Tribal Welfare – Chairman
  - ii) Dy. Director (Education), TW - Convener
  - iii) Joint Director (Education), TW – Member
  - iv) Joint Director (Planning), TW – Member
4. The Selection Committee reserves the right to reject any or all tenders without assigning any reason.
5. The Agency / Organization has to impart English Language Skills among the students with Audio & video equipment and provide learning material to the students.
6. The Agency / Organization has to provide the training to the teachers of TW Ashram Schools and GP Schools on English Medium teaching. The Agency / Organization has to prepare and provide the modules to the teachers on English Medium teaching.
7. The Agency / Organization should have effective monitoring system. Most of the schools are in remote agency areas of Telangana State. Trainers of the Organization/Agency should go to the schools twice in a month and monitor the class room teaching in English. List of TW Ashram Schools & GP Schools with location (Mandal & District) are enclosed in ANNEXURE-III with strength.
8. The Agency / Organization should conduct a base line test in the beginning and conduct monthly terminal tests and final test after completion of the program. Detailed reports should be submitted to the CTW, Hyderabad on the performance of the students after each test. All the test results should be online and should be available to CTW periodically with student and teacher wise details.
9. The coaching should contain the following (2) programs.
  - (i) Enhancement of English Language Skills (Listening, Speaking and Reading) among the students of TW Ashram Schools
  - (ii) Providing training on English Medium Teaching to the teachers of TW Ashram Schools and Govt. Primary Schools dealing primary classes (1<sup>st</sup> to 5<sup>th</sup> classes)
10. The selected Agency / Organization should cover the complete syllabus within the time frame in the academic year 2018-19. If the training is incomplete or not properly imparted, the Agency / Organization will be **blacklisted** and will be removed for next three years and complete amount due will not be paid.

11. The selected Agency / Organization has to provide study material (at no extra cost) to the students for enhancement of English language skills and modules to the teachers on English Medium Teaching.
12. The selected Agency / Organization should not sublet the contract. If it is found to have sublet the contract, the contract will be terminated and the total amount in due will not be paid.
13. The selected Agency / Organization shall enter into a MoU on a non-judicial stamp paper as per Stamp Duty Act, Government of Telangana, with terms and conditions as per the format specified by The Commissioner of Tribal Welfare, TS, Hyderabad within 30 days from the receipt of written communication of letter of acceptance to this effect failing which the EMD will be forfeited.
14. The contract is for a period of one year / duration of coaching and may be extendable for further period by mutual consent with the same terms and conditions of the agreement / MoU executed.
15. The Commissioner of Tribal Welfare, TS, Hyderabad shall have the power to issue notice in writing and to instruct/direct the Organization/Agency to make alterations/variations in the assigned work.
16. **Evaluation of Technical and Commercial Bid:**
  - A. **Opening of Pre-qualification / Technical Bids**

The Selection committee would evaluate both Pre-qualification cum Technical Proposals based on the details provided in the EOI. Decision of the committee would be final and binding upon all the Bidders. The commercial Bid of those Institutions which found pre-qualified/technically qualified will be opened.
  - B. **Financial Evaluation**

The Commercial Bids of the technically qualified bidders will be opened and evaluated. The rates will be negotiated by the Selection Committee.
17. For all disputes arising out of this contract between the Organizations/Agencies and Tribal Welfare Department, Telangana State will be within the jurisdiction of the courts in Hyderabad city only.
18. **Failure to abide by the Agreement:**

The conditions stipulated in the agreement/MoU 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 Tribal Welfare Department, TS with such penalties as specified in the Bidding document and the Agreement/MoU.
19. **Confidentiality of the Document:**

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

## **20. Rejection Criteria:**

Besides other conditions and terms highlighted in the tender document, bids may be rejected under following circumstances.

### **A. Pre- Qualification cum Technical Rejection Criteria.**

1. Bids submitted without or with improper EMD.
2. The information provided by the Bidder is found to be incorrect / misleading at any stage / time during the Tendering Process.
3. Any effort on the part of a Bidder to influence the bid evaluation, bid comparison or contract award decisions.
4. Bids without power of authorization and any other document consisting of adequate proof of the ability of the signatory to bind the Bidder.
5. Failure to furnish proofs for information provided.
6. Technical Bid containing commercial details.
7. Revelation of prices in any form or by any reason before opening the commercial Bid.
8. Failure to furnish all information required as per tender document.
9. The Bidder not conforming to unconditional acceptance of full responsibility of providing services in accordance with the Agreements of this tender.
10. If the bid does not conform to the timelines indicated in the bid.

### **B. Commercial Rejection Criteria.**

1. Incomplete Commercial Bid.
2. Commercial Bids that do not commercial conform bid to format (Schedule B).
3. Total price quoted by the Bidder does not include all statutory taxes and levies applicable.

## **21. 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 Court at Hyderabad.



## Schedule –A

(To be submitted on Bidder letter-head)

**“Technical Bid for Imparting English Language Skills (Listening, Speaking and Reading) among the students of TW Ashram Schools and training on English Medium Teaching to the teachers of TW Ashram Schools and GP Schools(TW) dealing primary classes”**

Date: .06.2018

**To**

The Commissioner of Tribal Welfare,TS  
DSS Bhavan, Masab Tank, Hyderabad.

**Sub: Technical Bid for Imparting English Language Skills (Listening, Speaking ad Reading) among the students of TW Ashram Schools and training on English Medium Teaching to the teachers of TW Ashram Schools and GP Schools (TW) dealing primary classes for 2018-19.**

**Ref:** Advertisement Rc.No.4645/Academic Cell/2018, Dt. .06.2018

Respected Madam,

I / We hereby offer to submit the Technical Bid for **imparting English Language Skills (Listening, Speaking and Reading) among the students of TW Ashram Schools and training on English Medium Teaching to the teachers of TW Ashram Schools and GP Schools(TW) dealing primary classes** for 2018-19

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 Technical Bid as under:

S.No.	Item	Details
1	Name of the Agency/Organization with full Postal Address	
2	a)Name of Head/Chairperson/President/Director	
	b) Name of the Secretary	
3	Name of the Contact Person	
	Contact Numbers 1.Mobile 2.Land Phone	
4	Official Mail ID	
5	Date of Establishment	
6	a)Whether the Organization is registered (Yes/No)	
	b)If Yes, under which act Institutions is registered (Legal Status)	
	d)Date of Registration	
	e)Date of Expiry	

S.No.	Item	Details																											
7	a)Whether Service Tax Payee.																												
	b)Service Tax Number																												
8	a)Whether Income Tax payee																												
	b)Mention Permanent Account Number (PAN) of the Institution or Head of the Institution.																												
9	Total financial turnover per year for the last (3) years.	FY:_____	FY:_____	FY:_____																									
10	Total years of experience in imparting English Language Skills (Listening, Speaking and Reading)																												
11	Total years of experience in providing training on English Medium teaching to the teachers dealing primary classes.																												
12	List out the schools in which English Language Skills program has been implemented earlier ( Enclose the List of Schools service certificates from the managements )																												
13	List out the school managements in which the training has been provided to the teachers of primary classes on English Medium teaching. (Enclose the list of Managements)																												
13	Details of faculty & trainers (Separate list is to be attached)																												
	<table border="1"> <thead> <tr> <th>S.No.</th> <th>Name of trainers</th> <th>Qualification</th> <th>Experience in training</th> <th>Mobile Number</th> <th>E-mail IDs</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>					S.No.	Name of trainers	Qualification	Experience in training	Mobile Number	E-mail IDs																		
S.No.	Name of trainers	Qualification	Experience in training	Mobile Number	E-mail IDs																								
15	Audio Visual Material to be supplied to the schools for imparting English Language Skills among the students.																												
16	Modules and Teacher Hand Books to be supplied to the teachers dealing primary classes																												
17	Any other details																												

Date:

Name, Designation and Signature  
of authorized representative of  
the Organization/Agency

Place:

## Schedule –B

(To be submitted on Bidder letter-head)

**“Commercial Bid for imparting English Language Skills (Listening, Speaking and Reading skills) among the students of TW Ashram Schools and training on English Medium Teaching to the teachers of TW Ashram Schools and GP Schools(TW) dealing primary classes: 2018-19”**

**To**

The Commissioner of Tribal Welfare, TS  
DSS Bhavan, Masab Tank, Hyderabad.

**Sub: Commercial Bid for imparting English Language Skills (Listening, Speaking and Reading Skills) among the students of TW Ashram Schools and training on English Medium Teaching to the teachers of TW Ashram Schools and GP Schools(TW) dealing primary classes:2018-19.**

**Ref:** Advertisement Rc.No.4645/Academic Cell/2018, Dt. .06.2018

Respected Madam,

I / We hereby offer to submit the Commercial Bid for **imparting English Language Skills (Listening, Speaking, Reading and Writing Skills) among the students of TW Ashram Schools and training on English Medium Teaching to the teachers of TW Ashram Schools and GP Schools(TW) dealing primary classes: 2018-19.**

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:

S.No.	Item	In figures	In words
1	<b>Imparting English Language Skills (Listening, Speaking and Reading Skills) among the students of (263) TW Ashram Schools. Rate quoted per school including all Taxes, Learning material, Audio visual material etc., (The number may vary)</b>		
2	<b>Providing training on English Medium Teaching to (942) teachers of TW Ashram Schools and (1749) teachers of GP Schools(TW) dealing primary classes. Rate quoted per Teacher including all Taxes, Teacher Modules, Hand Books etc., (The number may vary)</b>		
4	<b>TOTAL</b>		

**Signature and Name of the authorized  
authority Of Organization/Agency**

**Date:**

**Annexure-I**

(Declaration of the organization/Agency on the letter head)

Date: .06.2018

**To**

The Commissioner of Tribal Welfare, TS  
DSS Bhavan, Masab Tank, Hyderabad.

Sub:- Tender for Imparting English Language Skills (Listening, Speaking and Reading Skills) among the students of TW Ashram Schools and training on English Medium Teaching to the teachers of TW Ashram Schools and GP Schools(TW) dealing primary classes for 2018-19.

Respected Madam,

I/We ..... do hereby submit proposal / bid for Imparting English Language Skills (Listening, Speaking and Reading) among the students of TW Ashram Schools and training on English Medium Teaching to the teachers of TW Ashram Schools and GP Schools(TW) dealing primary classes for 2018-19 as per the quoted rates and in all respects in accordance with the conditions applicable.

**NATURE OF SERVICE:** Imparting English Language Skills (Listening, Speaking and Reading Skills) among the students of TW Ashram Schools and training on English Medium Teaching to the teachers of TW Ashram Schools and GP Schools(TW) dealing primary classes for 2018-19

I/We have paid an amount of Rs. \_\_\_\_\_ towards EMD. 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 have read the EOI documents and related matters carefully and diligently and that I / We have submitted the proposal, having studied, understood and accepted the full implications of the agreement.

I/We distinctly agree that I/We would hereafter make no claim or demand upon the Tribal Welfare Department based upon or arising out of any alleged misunderstanding or misconceptions or mistake on my / our part of the said contract, agreements/MoUs, 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 mail 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 Tribal Welfare Department, TS 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 Tribal Welfare Department, TS.

Dated this ..... day of ..... 2018.

Name, Designation and Signature of  
authorized representative of  
Organization/Agency

**Annexure – II**

**FORMAT OF UNDERTAKING, TO BE FURNISHED ON AGENCY/ORGANIZATION  
LETTER HEAD WITH REGARD TO BLACKLISTING/ NON- DEBARMENT, BY  
ORGANISATION**

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**UNDERTAKING REGARDING BLACKLISTING / DEBARMENT**

To,  
The Commissioner of TW,TS  
DSS Bhavan, Masab Tank,  
Hyderabad.

Madam,

I / We hereby confirm and declare that we, M/s \_\_\_\_\_,  
is not blacklisted/ De-registered/ debarred by any Government department/ Public  
Sector Undertaking/ Private Sector/ or any other agency for which we have Executed/  
Undertaken the works/ Services during the last 5 years.

Dated this \_\_\_\_\_ day of \_\_\_\_\_ 2018.

Name, Designation and Signature of  
authorized representative of  
Organization/Agency

Sd/-  
Commissioner of Tribal Welfare

(N.Vijaya Lakshmi)  
Deputy Director(Edn.)