

**Government of National Capital Territory of
Delhi
Directorate of Education Delhi
Old Secretariat Delhi-110054**

**Notice for Inviting Tender
For
Setting up of 02 Project Monitoring Units
(PMUs) to Inspect/Evaluate the fee hike
proposals of the Private Unaided
Recognized Schools running on Govt. Land
with the stipulated condition in their
allotment letter to seek prior approval of
Director (Education) before any fee hike for
the session 2023-24(Extendable for another
year i.e. 2024-25)**

DISCLAIMER

1. Though adequate care has been taken while issuing this Notice Inviting Tender, the Applicants should satisfy themselves that the document is complete in all respects. Intimation of any discrepancy shall be given to this office (as mentioned below) immediately. If no intimation is received by this office within 03 days from the date of issue of the NIT, then this office shall consider that the document uploaded is complete in all respect.
2. The Director of Education reserves the right to change any or all of the provisions of this tender before the date of submission. Such changes would be uploaded on the website of the Directorate of Education (<https://edudel.nic.in>) and on the E-procurement Portal before the due date of submission of proposal.
3. The Director of Education reserves the right to reject any or all the Proposal without assigning any reasons whatsoever. No correspondence will be entertained on this account.

The Director of Education,

Directorate of Education, Old Secretariat,
Delhi-110054

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Section-1: Important Provisions and Dates for Notice Inviting Tender (NIT)

1.	Name of the work	Setting up of PMUs to Examine/Evaluate of fee hike proposals of the Private Unaided Recognized Schools running on Govt. Land with the stipulated condition in their allotment letter to seek prior approval of Director (Education) before any fee hike for the session 2023-24 and 2024-25.
2.	Type of Tender	Open Tender Through e-procurement Portal and tender will be submitted in Two Parts: <ul style="list-style-type: none"> • Part 1st : Technical Proposal • Part 2nd : Financial Proposal
3.	Mode of Submission of Tender	Online on the E-procurement Portal.
4.	Estimated Cost of Project	Competitive
5.	Earnest Money Deposit (EMD) INR	Earnest Money Deposit will be Rs. 5,000,00 (Rupees Five Lakhs only) in shape of Bank Guarantee/Bank Draft drawn in favor of "Director, Directorate of Education, GNCTD" payable at Delhi.
6.	No. of Districts	13 Districts
7.	Composition of PMUs	2 PMUs comprising of 5 Chartered Accountants each.
8.	Selection Procedure	Agencies will be selected through QCBS (Quality and Cost Based Selection) method on the basis of combined weightage of Technical and Financial score in ratio of 60:40.
9.	Period of Engagement	The Contract will be for a period of 01 session i.e. 2023-24 and the contract will be extended for another session i.e. 2024-25 on mutual consent on same rates, terms and conditions. The period of completion of work will be 04 months each session from the date of award of contract with extendable 02 months with penalty clause in each session.
10.	Availability of the Tender Document	Documents can be downloaded from the department website https://edudel.nic.in OR from the E-procurement Portal. Start Date: 20-12-2023 (11:00AM) End Date: 10-01-2024 (05:00PM)
11.	Manner, Last Date, Time and Place for Submission of Bid	Manner: Online on E-procurement Portal. Date & Time: 10-01-2024 (05:00PM)
12.	Date, Time and Place for Opening of Technical Bid	Date: 11-01-2024 (02:00PM) Venue: Office of Deputy Director of Education (PSB), Directorate of Education, GNCTD Old Secretariat, Delhi-54.
13.	Date of Pre-bid Meeting	26-12-2023 (10:00AM) onwards. Venue- Office of Deputy Director of Education (PSB), Directorate of Education, GNCTD Old Secretariat, Delhi-54.
14.	Submission of Original DD for EMD.	Date:10-01-2024 (05:00PM) only Venue: Office of Deputy Director of Education (PSB), Directorate of Education, GNCTD, Old Secretariat, Delhi-54.
15.	Date of presentation	To be decided in due course of after opening of Technical Bid

16.	Opening of Financial Bid	To be decided in due course after opening of Technical Bid.
17.	Help line No. for further clarification and communication on the Tender documents	011-23890008.

Section 2: Background

2.1 About Directorate of Education

The National Education Policy of India 2020 (NEP 2020), which was started by the Union Cabinet of India on 29 July 2020, outlines the vision of new education system of India. The new policy replaces the previous National Policy on Education, 1986. The policy is a comprehensive framework for elementary education to higher as well as vocational training in both rural and urban India. The policy aims to transform India's education system by 2030.

Shortly after the release of the policy, the government clarified that no one will be forced to study any particular language and that the medium of instruction will not be shifted from English to any regional language. The language policy in NEP is a broad guideline and advisory in nature; and it is up to the states, institutions, and schools to decide on the implementation. Education in India is a Concurrent List subject.

The educational facilities are provided in stages i.e., pre-primary, primary, middle, secondary, senior secondary and university level. Pre-primary and primary educations are mainly the responsibility of the local bodies. Middle, secondary and senior secondary education is primarily looked after by Directorate of Education, Government of Delhi.

Although pre-primary and primary education is mainly the responsibility of the local bodies, the Govt. of Delhi has converted its 326 schools into composite schools now known as Sarvodaya Vidyalaya's having classes from I to XII. At the University level, Govt. of Delhi is running 28~ Degree Colleges being funded by UGC and Delhi Govt. NDMC, though mainly concerned with primary education, is also running a selected number of middle, secondary, senior secondary schools in its areas at present. Apart from this a number of private organizations are also engaged in imparting education at all levels of schooling. These organizations are given grant-in-aid by Govt. of Delhi to meet the expenditure on education. Besides these, recognized unaided schools are also being run in Delhi by registered trusts and societies.

Currently there are approximately 1,800 private unaided recognized schools running in Delhi, out of which there are approximately 462 schools which have been allotted land by the government agencies with condition to seek prior approval from Director (Education) before increase in fee. Further, this branch DoE has received fee hike proposal of approximately 262 schools in the financial year 2023-24 that are situated on land allotted by the DDA/other government agencies with the condition. In this regard, tender is invited for Setting up 02 PMUs through E-procurement Portal for completing the Inspection/ Examination of the records of private unaided schools and ensure the compliance of the provisions of the Act and Rules by these private schools.

2.2 About Notice Inviting Tender (NIT)

- This NIT is invited from the reputed & experienced Chartered Accountants firms.

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- NIT documents, annexures etc. are available to downloadable form the website of <https://edudel.nic.in> OR from the E-procurement Portal.
 - All the correspondence about this tender shall be made with Deputy Director of Education, PSB, Directorate of Education, Old Secretariat, Delhi-110054. E-mail id: ddeact1@gmail.com
 - The Technical Part of the proposal will be opened on the date and at time stated in the NIT document at the office of the Dy. Director of Education, Private School Branch, Directorate of Education, Old Secretariat, GNCT of Delhi 110054 in the presence of the bidders or their authorized representatives. Opening of the financial bid of the technically qualified bidder will be informed later.
 - **Validity Period of Tender:** -Bidders should specify the validity period of their offer which should be valid for a maximum period of 75 days from the date of opening the tender. The offers, which are not kept valid for at least 75 days from the date of opening the tender will be rejected outright.

2.3 Modification and Withdrawal of Tender

- a. The bidder may modify or withdraw its tender after submission but before last date & time for submission of bid.
- b. The intimation for bid withdrawal/ modification received after last date & time for bid submission shall be ignored and bid already submitted shall be deemed to be a validly submitted bid.
- c. No bid will be withdrawn/ modified after the last date & time for submission of bid till the bid validity period
- d. Withdrawal or modification of bid after bid submission date and time during the bid validity period will result in forfeiture of EMD.

2.4 Submission of Tender

The bidder will have to submit their proposals as per the Notice Inviting Tender (NIT) in two parts and shall be submitted online on the E-procurement Portal.

- a. Technical Proposal (as per Annexure I and II formats)
- b. Financial Proposal (as per Annexure III).

Section 3: General Terms and Conditions for the Selection of CA firms to Examine/Evaluate the fee hike proposals of the Private Unaided Recognized Schools

3.1 Earnest Money

- Tender must be accompanied with an **Earnest Money of INR 5,000,00 (Rupees Five Lakhs only)**, failing which the tender will be out rightly rejected.
- The Earnest Money shall be deposited with Private School Branch, Directorate of Education, GNCTD, Old Secretariat, Delhi-110054 in the shape of Bank Guarantee/Bank Draft drawn in favor of “Director, Directorate of Education, GNCTD” payable at Delhi.
- The Earnest Money deposit will be refunded to each of the unsuccessful bidder on application. In case of successful bidder, it will be retained and no interest on Earnest Money will be payable.
- In the event, if the successful Bidder fails to sign the contract agreement with Directorate of Education **within two weeks** after receiving notice of award of contract and fail to submit a Performance Security as specified in this document, the Earnest Money Deposited will be forfeited to compensate damage / loss caused to Directorate of Education.
- The Earnest Money of the successful bidders shall be returned after they furnish the Performance Security.
- This Earnest Money is required to protect the rights of the Directorate of Education against the risk of the bidder’s conduct, which would warrant the Forfeiture of the Earnest Money under the conditions detailed in the specification.

3.2 Performance Security

An amount of 5% (Five percent) of the contract value will have to be deposited by the successful bidder in following manner:

- Bank guarantee of the amount equivalent to 5% (Five percent) of the contract value shall be deposited after receipt of Letter of Intent (LOI) and before the execution of the agreement.
- The Bank guarantee shall be in the approved format of Directorate of Education.
- The Bank guarantee shall be issued from a Nationalized/scheduled Indian Bank and shall become acceptable to the Directorate of Education only after verification by the finance department, which will be valid for a minimum period of 90 days after date of completion of work i.e. upto at least 90 days beyond the expected date of completion of the work.
- The selected bidder shall have to extend the validity period of the Bank guarantee beyond 90 days after date of completion, in case, the actual date of completion of the work is delayed due to any reason.
- No Bank charges or interest shall be payable against the Bank guarantee.

3.3 Forfeiture of Performance Security

It should be clearly understood that in the event of the bidders failing to accept and execute the work order, if it is placed within the validity period of the offer, then the full amount of

Performance Security will be forfeited and the decision of the Director of Education in this respect shall be final and binding on successful bidders.

Prices quoted in the bid document shall be fixed and not subject to adjustment during the performance of the contract due to any changes in the cost of service or otherwise.

3.4 Declaration by Authorized Applicant

Sl. No	Description	To be filled by the Applicants
1	Name of Authorized Applicant of the bidder	
2	Designation of Applicant	
3	Name of the Firm/LLP	
4	Head Office Address (in detail, including phone numbers, E-mail Id and web site)	

I hereby certify that all information and data furnished by me with regard to Notice Inviting Tender are true and complete to the best of my knowledge. I further certify that I am duly authorized representative of the above-mentioned Firm/ LLP and a valid power of Attorney (if applicable) to this effect is enclosed.

Signature of Authorized Applicant

(With Name and Address)

Place:

Date:

3.5 Minimum Eligibility Criteria and Documents to be Submitted by the Bidder

Sl. No	Eligibility Criteria	Documents to be Submitted
1	Legal Entity-The bidder must be a registered CA Firm/LLP and empanelled with C&AG and must be having business operations in India for at least five years.	Valid copy of certificate of incorporation and registration certificates. C&AG empanelment letter.
2	Blacklisting- the bidder should not have been blacklisted for corrupt and fraudulent practices by any Government Department Or PSU in India	Self-declaration
3	Local Presence- The bidder should have a registered/regional/sub-regional/Branch in Delhi/NCR.	Relevant documents supporting office addresses and utility bills.
4	EMD-The bidder must have submitted the EMD of Rs. 5,000,00 (Rupees Five lakhs only) in the shape of Bank Guarantee /Bank Draft from any nationalized bank in favor of "Director,	Original Bank Guarantee /Bank Draft.

	Directorate of Education, GNCTD” payable at Delhi. The EMD should be valid for a minimum period of 120 days from the last date of submission of the Bid. Bidders which are registered under Micro and Small Enterprises Ministry of India or any State Govt. may be considered for exemption from EMD.	
5	Average Annual Turnover of bidder firm INR 75 Lakhs for FY 2020-21, 2021-22 & 2022-23.	A certificate from CA with UID number.
6	The bidder should have at least 5 qualified Chartered Accountants in Delhi/NCR as on the date of publication of this NIT .	Self-declaration with details of Chartered Accountants. Copy of ICAI’s constitution certificate.
7	The bidder must have successfully completed three years consulting/Audit work experience.	Copy of work order contract/MOU with completion certificate for three years. In case bidder does not have Completion Certificate, then proof of payment/satisfactory work done may be considered as Completion Certificate.
8	PAN Card	Self-Attested copy of PAN Card.
9	GST	Self-Attested copy of Goods and Service Tax (GST) Registration certificate.
10	Audited Annual Accounts	Audited Financial Statements of last three financial years 2020-21, 2021-22 & 2022-23 with UID number.

3.6 Undertaking regarding

1. Bidder has to submit an undertaking on their letter head for the effect that the documents submitted by them are TRUE & GENUINE along with they are presently not debarred/blacklisted by any Institution/Department under GNCT of Delhi/Govt of India/PSU etc., failing which their tender shall not be accepted.
2. An undertaking regarding certificate of conflict of interest. The Bidder should clearly state that they have no conflict of interest with any other bidder /Pvt. Schools whose fee hike proposals are evaluated etc. as per GFR/Procurement Manual.

3.7 Consequences of Default

- (a) If an Event of Default occurs and would be continuing, Director of Education may forthwith terminate the Contract by giving written notice.

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- (b) In the Event of Default, Director of Education may, without prejudice to any other right granted to it by law, or the Contract, take any or all of the following actions:
 - (c) Recover any losses and / or additional expenses, which the Directorate of Education may incur as a result of Consultant's default, upto the total amount of fee paid.

3.8 Indemnity for Losses

The successful bidder, its successor and assignee shall indemnify to Directorate of Education from all current & future liabilities/losses that may arise out of contract entered into between the Bidder & the Directorate of Education. Any indemnity amounts will be limited to the fees paid, subject to final determination by a competent court.

3.9 Termination of contract

- (i) In case a successful bidder is falling behind in its responsibility to progress with a contract or part thereof as per agreed work schedule, the officer in charge, immediately on noticing of such slippage, shall send detailed communication to the Contractor to expedite the contract.
- (ii) In case the successful bidder subsequently fails to expedite the contract despite various reminders, it shall be considered sufficient default, for initiating Termination procedure in terms of default clauses of General Conditions of Contract.
- (iii) Before initiating Termination process, it shall be ensured that the successful bidder has been given fair and equitable chance to make good on its default and sufficient documentary evidence exists against the successful bidder for not working to the satisfaction of officer in charge to merit Termination on justifiable grounds.
- (iv) Successful bidder shall be given a final fifteen days' notice to make good the Default. In case it fails to remedy the Default and expedite the work on contract during the period to the satisfaction of officer in Charge, then a seven-day final notice for intention to terminate the Contract shall be issued to the successful bidder by the concerned officer in charge.
- (v) In case of fresh presentation by successful bidder, if officer in charge is convinced of successful bidder's intent and capability to make good the lost time, the seven-day notice may be withdrawn.
- (vi) In case, the successful bidder fails to remedy the Default even in the seven-day notice period, then the contract shall be terminated after giving a final 48 hours' notice to successful bidder to wind up and clear the site free of all encumbrances.
- (vii) On or before Termination, Directorate of Education shall encash performance security.

Powers referred above are in addition to the rights and remedy available to the Directorate of Education under the General Law of India relating to contracts. The decision of the Directorate of Education shall be final as regards the acceptability of the work done by the successful

bidder and the Directorate of Education shall not be required to give any reason in writing or otherwise at any time for the rejection of works performed by the successful bidder.

3.10 Blacklisting/ Debarment

Debarment /Banning of Business Dealings with successful bidder will normally be resorted to in the event of serious lapses in performance or misdemeanour such as abandoning, repeated failures in timely execution of the contracts, resorting to unfair means (including false certification), adoption of unethical business practices, furnishing manipulated documents, gross misconduct, or misbehaviour with utility executives.

Debarment/ Blacklisting dealings shall be done in a transparent manner after careful evaluation of the performance, facts, and circumstances of the case by a duly constituted committee after issue of show cause notice.

If debarred/ blacklisted successful bidder feels that they have justifiable reasons to defend their case, they may appeal to Director of Education, before going for litigation.

3.11 Penalty

- a. Usual term of penalty is @ 0.5% per week of total value of contract or part thereof subject of maximum ceiling of 10%. In case, successfully bidder fails to perform the services as per scope of work.
- b. The Contractor has to accept the penalty clause as stated above otherwise the bid will be considered as invalid.
- c. The Directorate of Education reserves the right to cancel the work order/contract in part or in full for default or delayed in execution of the assigned work.
- d. The Directorate of Education reserves the right to reject part or whole of any or all the tenders without assigning any reason.
- e. Events Of Default: - Each of the following events or occurrences shall constitute an event of default (“Event of Default”) under the Contract:
 - o Successful bidder fails or refuses to pay any amount due under the Contracts.
 - o Successful bidder fails or refuses to deliver work conforming to his Bid document/ specifications or fails to execute the works assigned to them **within the period specified in Terms of Reference of the contract or any extension thereof.**
 - o Successful bidder becomes insolvent or unable to pay its debts when due, or commits any act of bankruptcy, such as filing any petition in any bankruptcy, winding-up or reorganization proceeding, or acknowledges in writing its insolvency or inability to pay its debts; or the contractor’s creditors file any petition relating to bankruptcy of contractor.

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- Successful bidder otherwise fails or refuses to perform or observe any term or condition of the Contract and such failure is not remediable or, if remediable, continues for a period of 30 days after receipt by the Contractor of notice of such failure from Directorate of Education.

3.12 General

Please again note that the incomplete Bid not having specific comments on all the points of our specification and not supported by various information desired in our specification may be rejected. All paper certificates, documents, etc. submitted with the NIT must be signed and stamped by the Bidder (Self authenticated).

3.13 Jurisdiction of Court:

The Civil Court of Delhi shall alone have an exclusive jurisdiction to decide any differences/dispute/claim for and against Directorate of Education /Contractor arising out in respect of the said Notice Inviting Tender, contract agreement or Work order.

3.14 Force Majeure

In the event, service provider delays in performing their obligations under the contract, and such delay is caused by force majeure, including but not limited to war, civil insurrection, fire, floods, epidemics, earthquakes, quarantine restrictions and freight embargoes, such delay may be excused, and the period of such delay may be added to the time of performance of obligation delayed. If a force majeure situation arises, the Service provider shall notify to officer in charge at once.

Section 4: Special Terms for the Selection of Consulting Firms to Inspect/ Evaluate the fee hike proposals of the Private Unaided Recognized School Other Related Matter

4.1 Minimum Qualifications and Skill Requirements-

- The selected Chartered Accountants Firm/ LLP should have knowledge of and access to a range of professional skills relevant to the aforesaid Notice Inviting Tender (NIT) in an Indian environment.
- The bidder firms must be registered on E-procurement Portal as on the date of submission of Bid.
- The team of Chartered Accountants should preferably have experience of similar work in the education sector and having comprehensive understanding of the legal and performance issues involved in special inspection/audit under such contracts and based in Delhi/NCR.
- Firm should have valid GST registration and Permanent Account Number (PAN).
- The deployed Chartered Accountant should have minimum experience of 03 years and should have good communication and writing skills in English language.

4.2 Scope of work:

As the education department has been receiving many complaints against the private unaided recognized schools in respect of financial malpractice, charging of excess and excessive fee hike. Therefore, it has been felt that the inspections, which have been ordered against many such complaints received would not be sufficient steps to grab all the irregularities, hence, a comprehensive inspection/ examination of the records and financial statements of the private unaided recognized schools is required to be conducted under the relevant provisions of the DSEA&R, 1973 in order to examine the proposals for enhancement of fee submitted by the schools to DOE for the academic sessions 2023-24(Extendable for another year i.e. 2024-25 on mutual consent on same rates, terms and conditions).

The PMUs shall in the direct supervision of the Deputy Directors Education/ Regional Directors/ Special Directors Education/ Additional Directors of Education/ Director (Education) and undertake inspection of the schools /of the records submitted by the schools in the light of provisions of Delhi School Education Act and Rules, 1973 (DSEAR, 1973) and other circulars, orders & notifications etc. issued from time to time and also draft the reports and orders as per the instruction of the Directorate of Education. The proposed inspection should be carried out in 3 stages:

Stage 1: This stage will be a tabletop exercise wherein deputed team shall analyze last 03 years financial statements of the school and will identify the apparent anomalies/ malpractice and suspicious transaction appearing in the accounts of the schools based on SOP prepared by the Director of Education.

Stage 2: Under this stage, the team will call additional documents from the schools and examine their accounts, bills, tally the fee, enrollment of the students and that reported in the accounts, conduct physical verification wherever required etc. based on the anomalies and suspicion raised in stage-1 above.

Stage 3: The team will discuss the findings with the management of the school in presence of representative of DOE and will obtain their replies on findings noted. The team will thereafter prepare report for each school examined by them. Final order, on the basis of reports as well as response of the school, shall also be prepared for approval/ signature of the Director, as a support function to the Directorate.

The PMUs shall also look into the other financial matters as well as inspections of schools as referred to them by the Directorate of Education.

Any Legal issue arising out of the reports submitted by the CA firm, the necessary replies shall be prepared by them for the purpose of submitting in the Court of Law. No additional fee shall be given on this account.

4.3 Period of Engagement

The Contract will be for a period of 1 session i.e. 2023-24. The period of completion of work will be 04 months each year from the date of award of contract with extendable 02 months with penalty clause in each year. It will be based on meeting the minimum performance criteria as internally defined by the Department and common to both the selected PMUs. The contract will be extended for another year i.e. 2024-25 on mutual consent on same rates, terms and conditions.

4.4 Evaluation of bids

The bidders who have submitted the valid technical documents as per requirements shall be considered for further evaluation. The proposal will be evaluated Quality and Cost Based Selection (QCBS) basis, where Technical Score weightage will be 60% and Financial Score will be 40%. The Technical Proposal submitted by the bidder will be evaluated by committee formed by the competent authority. Bidders scoring less than **70** technical marks out of 100 will be disqualified, and their financial proposals will not be opened. The technical proposal will be evaluated on the technical bid evaluation basis with scoring.

4.5 Technical Bid Evaluation

S. No.	Criteria	Maximum Marks
A	FIRM EXPERIENCE	60
A(i)	<p>Experience of the Firm: The bidder should have qualified Chartered Accountants as on the date of publication of this NIT.</p> <ul style="list-style-type: none"> • Above 5 CAs upto 10 CAs -10 Marks • Above 10 CAs - 20Marks <p>(attach self-declaration along with pay roll and ECS details of September 23)</p>	20
A(ii)	<p>Experience of providing consulting/Audit services in schools or education department/sector by the bidder.</p> <ul style="list-style-type: none"> a. 1-2 Years: 20 Marks b. 2-4 Years 25 Marks c. 4 Years & above (Attach work order/Copy of MoU): 30 Marks 	30

A(iii)	Experience of providing consulting/audit services in Govt. sector/Autonomous Institutions/PSUs a. 1-2 Years 5 Marks b. 2 Years& Above 10 Marks					10	
B	Power Point Presentation and Team					40	
B(i)	Approach and Methodology for proposed Assignment-20 Marks					20	
B(ii)	Team Compositions- 30 marks. The team composition shall be as under: Key Staff: (Maximum 10 marks)					10	
	S. No.	Name	Minimum Years of Experience	Designation	Role		
	1		Chartered accountant having atleast 01 year of work experience in auditing and regulatory work in education sector out of minimum 03 years of work experience in auditing and regulatory work	Project Coordinator (5 marks)	Responsible for monthly / bi-monthly meeting on the progress of work. However, he /she will not be part of the team.		
			Chartered accountant having atleast 01 year of work experience in auditing and regulatory work in education sector out of minimum 03 years of work experience in auditing and regulatory work	Team Leader (5 marks)	Responsible for day-to-day monitoring & supervision of work and to be stationed at DoE.		
	Other Staff: Theproposed CAs must be having experience of minimum 3 years (1.5 marks)with atleast 1 assignmentin education sector(1 mark).(2.5*4=10 Marks).					10	
	S. No.	Name of CA	Total Years of Experience	Years with the Firm	Current Designation		Details of assignment in education sector
	1						
	2						
	...						
	Grant Total					100	

4.6 Financial Bid Evaluation

- The financial bids of the shortlisted bidders will be opened in presence of the bidders or their authorized representative(s) who wish to be present.
- The financial bid with lowest quoted bid price for Directorate of Education will be given a financial score of 100. All other financial bids of the other bidders shall be given financial score as under:
(Lowest bid price quoted by a bidder / Price quoted by concerned bidder) X 100)

4.7 Total Bid Evaluation

The total score shall be obtained by weighing the technical and financial scores and adding them. The weight given to the technical and financial proposals are:

- Technical Proposal: 0.60
- Financial Proposal: 0.40

The bid will be awarded to the Highest Mark achiever (H-1) as per the formulae below:

❖ **Aggregate Marks Calculation = (Technical Marks *0.60) + (Financial Marks *0.40)**

The Department will prepare ranking of bidders i.e. H-1, H-2, H-3 on the basis of Aggregate Marks Calculation.

Note:

- Keeping in the view of urgency of Project, the Department may opt parallel contract. In that circumstance the Department may counter offer to the next Higher Achiever (H-2) Bidder to accept the proportion of work either at the negotiated rate of H-1 Bidder or Financial Rate of concerned H-2 Bidder, whichever is lower.
- In case, the H-2 Bidder denies accepting the work, similar negotiation will be done gradually to H-3 bidder and so on.

4.8 Timelines for completion of work:

The above work shall be carried out for a period of 04 months from the date of award of contract .

4.9 Terms of Payment

The payment to the successful bidder shall be made quarterly as per number of disposal/ evaluation of fee hike proposals by the engaged firm to the satisfaction of the Director of Education (PSB).

4.10 Paying Authority

Payment will be made by the Directorate of Education against submission of quadruplicate bill duly verified by the Deputy Directors /Additional Directors of Education.

4.11 Officer in charge:

The concerned Deputy Directors/Additional Directors of Education shall be the officer in charge.

4.12 Workplace.

Delhi-NCR

Seal & Signature

Director of Education

Directorate of Education, Old Secretariat,

Delhi-54

Annexure I – TECHNICAL PROPOSAL SUBMISSION FORM

To,

Date:

The Director of Education,
Directorate of Education,
Old Secretariat,
Delhi-110054

Dear Sir,

With reference to the present Notice Inviting Tender document, we the undersigned have examined the bid documents, including scope of work as detailed above. We would like to offer the required services as detailed in this Notice Inviting Tender document.

Submitting of the Proposal in line with the requirement of the NIT documents, we have submitted the following NIT documents Form:

- a. ANNEXURE I: TECHNICAL PROPOSAL SUBMISSION FORM
- b. ANNEXURE II: FORMAT FOR SUBMISSION OF FIRM'S EXPERIENCE AND CREDENTIALS
- c. SELF ATTESTED COPY OF PAN NUMBER
- d. SELF ATTESTED COPY OF GST NUMBER
- e. ALL OTHER DOCUMENTS AS ASKED IN THE TENDER DOCUMENTS

Until a formal contract is prepared and executed between us, this bids documents, together with your written acceptance thereof in the form of your notifications of award (Letter of Intent) shall constitute a contract between us for all legal purpose.

We understand that you are not bound to accept the lowest or any bid that you may receive or might have received.

We, hereby, declare that the person or firm interested in this proposal are named herein and that no person or firm other than mentioned herein have any interest in this proposal or in the Contract to be entered into, if the award is made on us. This proposal is made without any connection with any other person, firm or party likewise submitting a proposal of their own, and without any collusion or fraud.

Thanking You,

Yours Faithfully,

Dated this _____ day of _____

(Authorized Signature)

(Name & Title of Signatory)

Name and Address of the Firm

Annexure-II FORMAT FOR SUBMISSION OF FIRM's EXPERIENCE AND CREDENTIALS

[Using the format below, provide information on each assignment for which your firm/LLP was legally contracted either individually or as a sub-contracting firm/LLP, for carrying out services similar to the one requested under this assignment.]

Assignment name:	Approx. value of the contract (INR):
Country: Location within country:	Duration of assignment(months):
Name of Owner:	Total No. of assignments -
Address:	Approx. value of the services provided by your firms/ LLP under the contract (INR):
Start date (month/year): Completion date (month/year):	No... of professional Chartered Accountants provided by the consulting/ audit firms
Name of Partner of Consulting/Audit firms, if any:	Name of senior full-time employees of your firm involved and functions performed (indicate most significant profiles such as Project Director/ Coordinator)
Narrative description of Project:	
Description of actual services provided in the assignment:	

Annexure III- FINANCIAL PROPOSAL SUBMISSION FORM

To,

Date:

The Director of Education,
Directorate of Education,
Old Secretariat,
Delhi-110054

Dear Sir,

We, the undersigned, offer to provide the services related to various activities as mentioned in the scope of work of the Notice Inviting Tender regarding inspection of school regards and other matters related thereto in accordance with your Notice Inviting Tender dated [insert Date]and our Technical Proposal.

We have given our Financial Proposal/Financial Rate ONLINE on e-procurement Portal. Financial Proposal/Financial Rate is in INR as “Per Fee Hike Proposal” inclusive of all applicable Taxes including GST.

We have submitted Our Financial Proposal The breakup of our Financial Proposal has been uploaded along with Technical Proposal.

Our Financial Proposal shall be binding upon us subject to the modifications resulting from Contract negotiations, up to expiration of the validity period of the Proposal, i.e., before 120 days from the bid submission date.

We understand you are not bound to accept any Proposal you receive.

.

Thanking You,

Yours Faithfully,

Dated this _____day of _____

(Authorized Signature)
(Name & Title of Signatory)
Name and Address of the Firm

Annexure IV– Checklist for Submission of Requisite Documents

[Attach Copy of the documents mentioned as under]

S. No.	Name of the Document	Whether Copy attached or not
1	Declaration by Authorized Applicant (as mentioned at point 3.4)	
2	Copy of certificate of incorporation and registration certificate (as mentioned at Sr. No. 1 of point 3.5)	
3	Self-declaration of Bidder regarding blacklisting (as mentioned at Sr. No. 2 of point 3.5)	
4	Relevant document supporting office addresses and utility bills (as mentioned at Sr. No. 3 of point 3.5)	
5	Scanned copy of EMD (as mentioned at Sr. No. 4 of point 3.5)	
6	Certificate from CA with UID number regarding Annual turnover of Bidder (As mentioned at Sr. No. 5 of point 3.5)	
7	Self-attested Certificate regarding at least 5 qualified CAs on the rolls as permanent staff (as mentioned at Sr. No. 6 of point 3.5)	
8	Copy of work order contract/MoU with completion certificate of experience in Education sector (as mentioned at Sr. No. 7 of point 3.5)	
9	Self-Attested Copy of PAN Card (as mentioned at Sr. No. 8 of point 3.5)	
10	Self-Attested Copy of Goods and Service Tax (GST) Registration Certificate. (As mentioned at Sr. No. 9 of point 3.5)	
11	Certificate from CA with UID number regarding Audited Annual Accounts of previous 03 financial years to establish the capacity of the bidder to successfully perform the work. (As mentioned at Sr. No. 10 of point 3.5)	
12	An undertaking on letter head of the Firm with the Bid disclosing their status regarding Blacklisting by Govt. undertaking/ Govt. department failing which their Bid shall not be accepted, as mentioned in point 3.6.	
13	An undertaking regarding certificate of conflict of interest. The Bidder should clearly state that this have no conflict of interest with any other bidder etc. as per GFR/Procurement Manual. (as mentioned in point 3.6)	

14	Self-declaration and payroll and ECS details of September 2023 (As mentioned at point 4.5).	
15	Work order/Copy of MoU (As mentioned at point 4.5).	
16	Any other document.	
17	Duly filled and signed Annexure-I, II, III & IV.	

(Authorized Signature)
(Name & Title of Signatory)
Name and Address of the Firm