

‘SCOPE of work Document’ for Supply of Apparel trade Lab equipments and material to set up Apparel Vocational Lab under STAR Project in schools of Madhya Pradesh

District Education Office

District- TIKAMGARH Madhya Pradesh

August 2024

Table of Contents

1. Introduction	3
2. Implementation Process:	3
3. Contact Details.....	3
4. Earnest Money Deposit (EMD)	4
5. Performance Bank Guarantee:	4
6. Eligibility Criteria.....	4
6.1. Eligibility Criteria for the bidder:.....	4
7. Service Level Agreement (SLAs)	5
8. Warranty	5
9. Per School – Bill of Materials and Specification of Apparels lab ...	5
10. Delivery, Payment Terms & Penalty.....	9
11. Change request of new make & model:	9
13. School List- District :.....	13
14. Annexure I	14
15. Annexure II	14

Bid for implementation of Apparel lab under STAR Vocational Education project in total 03 Schools across District- TIKAMGARH Madhya Pradesh including Supply of Equipment and material including Functional Training and Maintenance of the equipments for 3 years on behalf of District Education Office- District- TIKAMGARH

1. Introduction

The Government of India seeks to strengthening teaching-Learning and Results for States (STARS) To promote the Vocational education and training for school education,

- The School Education Department of Government of Madhya Pradesh aims at preparing School Children to participate creatively in the establishment, sustenance and the growth of a knowledge society leading to all round socio-economic development of the state and be a competitive match at the global stage. Towards this goal the department intends to set-up Vocational Labs in 100 schools two trade each school across 35 districts of the state. Procurement is to be carried out in de-centralized mode in selected Districts across MP. Under STARS, State will help in providing an alternate track of school-based education that can help unlock better career opportunities for out of school children. Project finances will help states in setting up training laboratories, hiring the trainers, and engaging employer-led Sector Skills Councils on aspects related to training materials, assessments, and placements. Given low female labor force participation rates in India, this project will maintain a substantial focus on vocational education for students. The focus will remain on bringing the child back to regular schooling or open board schooling so that they complete their secondary education/ higher secondary education.

Currently, it has planned to implement **Apparel lab** STARS Vocational education in 03 Schools across district- **TIKAMGARH** Madhya Pradesh. **The list of schools is attached below Annexure 1.**

The selected agency will provide equipment’s, delivery, supply, installation, commissioning & maintenance services for 3 years along with maintenance and provide functional training to school staff as defined in this document.

2. Implementation Process:

It is decided to implement **Apparel** Vocational education Lab in 03 schools across district - **TIKAMGARH** Madhya Pradesh. This bid is floated for supply, installation, commissioning & maintenance services for 3 years on turnkey basis.

Requisite Facilities at Govt. Schools Classroom under this Project to be provided on Trunkey basis:

Under Vocational education school complete **Apparel lab** infrastructure is to be established at selected schools of the district for which list of equipment’s mentioned in 9.1 are to be set-up in **Apparel lab**:

3. Contact Details

Bidder shall submit their bids on GeM portal.

1.	Contact Person	Name: Mr. I L ATHYA Designation: DISTRICT EDUCATION OFFICER Office name: DISTRICT EDUCATION OFFICE Office Address: JOINT COLLECTORATE OFFICE CAMPUS TIKAMGARH Email: DEOTIK-MP@NIC.IN Phone No: 9993158688
----	----------------	---

Clarifications: The clarifications shall be submitted as per GeM guidelines on portal within the stipulated time, Hence, Thereafter the clarifications received from the bidders will not be entertained.

4. Earnest Money Deposit (EMD)

- 4.1. EMD Amount is as mentioned in the GEM Bid.
- 4.2. Bidders who are registered under MSME will get EMD exemption as per State Store Purchase Rule 2022. For the same, bidder has to furnish the certificate issued by competent authority.

5. Performance Bank Guarantee:

Performance Bank Guarantee (PBG) is as mentioned in the GEM Bid.

6. Eligibility Criteria

6.1. Eligibility Criteria for the bidder:

6.1.1. The Bidder shall be a legally registered entity in India and shall have been in operation for at least three years as on last date of bid submission. Certificate of incorporation/ Registration Certificate of competent authority along with relevant legal document will be submitted by the bidder. Any deviation or forgery in document will lead to disqualification of bidder.

6.1.2. The Bidder must have average annual turnover of *(40% of bid value)* Rs. 18.00 Lakhs in last three financial years (In case the bidder does not have audited financials for FY 23-24, then previous three FY (21-22, 22-23, 23-24) may be considered). The copies of Audited Annual Accounts/Statutory CA Certificate for last three years shall be uploaded along with the bid.

6.1.3. Bidder should have

- a) **One project** of similar nature costing not less than the amount equal to *(35%)* Rs 15.75 Lakhs
- b) **Two projects** of similar nature costing not less than the amount equal to *(20%)* Rs 9.0 Lakhs
- c) **Three projects** of similar nature costing not less than the amount equal to *(10%)* Rs 4.5 Lakhs

Supporting Document : Copy of work orders/Contract & Client Certificate - performed for similar type of **Apparel** Infrastructure works of **Apparel Lab**, supply of **Apparel lab** Equipment's, satisfactorily completed during the last 3 years.

6.1.4. *The* bidder must have **one office in Madhya Pradesh**. Please upload the copy of any two of the following: Property tax bill/Electricity Bill/Telephone Bill/VAT/CST Registration/ Lease agreement. In case, bidder does not have office in MP, bidder should give undertaking to open office in MP within 30 days from the date of contract.

6.1.5. The bidder must submit an undertaking that they have not been black listed/ debarred by any state government / central government / PSU in last three years as on last date of bid submission. Undertaking on the Stamp paper duly Notarized that the firm has never been blacklisted/barred (temporary or permanent) and disqualified by any state government / central government / PSU undertaking in India needs to be furnished.

6.1.6. **No Deviation Certificate:** Bidder should submit the undertaking of No deviation for the

Technical Specifications ask in bid.

6.1.7. The Bidder must submit their valid **PAN, GST** Registration Certificate.

6.1.8. **Consortium** in any form will not be permitted.

7. Service Level Agreement (SLAs)

SLA as per **Annexure - A** is to be signed between District Education Officer TIKAMGARH and successful bidder on notarized Stamp paper of Rs. 500.

8. Warranty

8.1. Comprehensive **onsite warranty for 3 years** from the Go Live date after 100% installation & commissioning in all the schools in district.

Note: Go Live Date is actual start date of project which will be next day after the installation & commissioning is completed in all the schools of the district.

9. Per School – Bill of Materials and Specifications

9.1. Per School Bill of Material and total quantity of the items are as below:

1. Apparel Lab

स.क्र.	सामग्री का नाम	स्पेसिफिकेशन	संख्या प्रति विद्यालय 2022-23 में स्वीकृत	संख्या प्रति विद्यालय 2023- 24 में स्वीकृत
A	B	C	D	E
1	नापने का फीता	5 मीटर	40	27
2	सिलाई गेज	स्टील	40	27
3	क्लियर रूलर	फाइबर	40	27
4	ज़िपर गाइड		10	7
5	चिपकाने वाला -बेकड रूलर		5	3
6	लकड़ी की मेज कटिंग टेबल		5	3
7	ड्रेस मोडल मेनिकुईन	वयस्क M/F बच्चों का M/F	15	8
8	ट्रेसिंग व्हील		6	4
9	कैची (पेपर काटने के लिये)	स्टील 10,12 इंच	20	13
10	सीजर(कपडे काटने के लिए)	पीतल हैंडल ,फाइल मटेरियल 16,18,इंच	20	13
11	पिंकिंग सिजर	स्टील	10	7
12	सीम रिपर	स्टील	10	7
13	थ्रेड क्लिपर	स्टील	10	7
14	सुईथ्रेडर		15	10
15	बाबिन	स्टील	15	10
16	लूपटर्नर	स्टील	5	3
17	सिलाई मशीन ब्रांड कम्पनी	सिंगल निडल लॉक स्टिच इंडस्ट्रीयल माडल	10	6
18	सिलाई मशीन ब्रांड कम्पनी	सिंगल निडल लॉक स्टिच	10	6

		डोमेस्टिक माडल		
19	सिलाई मशीन ब्रांड कम्पनी	सिंगल निडल लॉक स्टिच फॉर कामर्सियल परपस माडल	10	6
20	यार्ड स्टिक/मीटर स्टिक	लकड़ी	10	7
21	आयरन प्रेस		5	3
22	आयरोनिंगबोर्ड		5	3
23	स्लीव बोर्ड		4	3
24	थीम्बल		10	7
25	फेवकवस	लकड़ी/ फाइबर	1	1
26	लेगशेपर	लकड़ी, प्लास्टिक, व स्टील	10	7
27	हैंगर	स्टील	50	33
28	ब्रश	प्लास्टिक	10	7
29	होल मेकर		10	7
30	एल स्क्वायर स्केल	फाइबर	10	7
31	टेलर आर्ट कर्व	फाइबर	40	27
	अलमारी		4	3
	फर्नीचर इलेक्ट्रिफिकेशन			

- The L1 bidder is to be asked to submit the breakup of all the items as asked in the Bill of Material
- The bidder has to quote only one make and model against each item.

9.2. All bidders who are bidding, the responsibility of applicable GST will be of bidder only as per the category of the product & applicability of GST rate. Department or authority will not take any responsibility or make any additional payment if any tax liability arises. Bidders are required to submit undertaking letter for the same.

10. Delivery, Payment Terms & Penalty

10.1. Delivery of the all equipment and materials will be done at school level. The list of the school consists of School Name, Address, Principal name and contact details are as given in this document.

10.2. Delivery timeline, payment schedule and applicable penalty are as below:

S n	Deliverables	Timeline	Payment	Penalty
1	Phase 1: Supply equipment, other material, installation and commissioning of equipments, Setting up of Infrastructure, Apparel Lab and make it functional at each schools of the respective District.	T1=T+45 days	90% of the total value of equipment supplied shall be released after completion of following :- 1. Proof of delivery of consignment to the destination places verified by School Principal, as per dispatch instructions 2. Submission of bills along with verified copy of delivery	0.5% per week or part of thereof, of the total payment to be made in Phase 1. Payment of those school will not be released in following conditions:- 1. Any equipment is not as per

S n	Deliverables	Timeline	Payment	Penalty
			challan by School Principal in triplicate and 3. Successful installation and commissioning Report verified by School Principal. 4. Technical Verification of equipment by District level Technical committee at schools. Payment will be released after deduction of penalty if any.	technical specification 2. Found Damage or Faulty 3. Incomplete or partial delivery of the Bill of material at school.
2	Phase 2: PBG submission and SLA signing.	T2= T1+30 days	7.5% of total value shall be released after submission of performance bank guarantee and signing of Service Level Agreements (SLAs) with respective DEOs.	
3	Phase 3: Warranty period for 5 Year. (Go-live after Phase1)	T3 =T2+ 3 years	The balance 2.5% payment will be released in installments of 1%+1%+0.5% at the end of each year during the warranty service period based on satisfactory performance after deduction of penalty if any.	Penalty will be deducted as mentioned in SLAs

T= Date of signing of contract between District Education officer or District representative and Successful bidder.

10.3. Delay in excess of 8 weeks will be sufficient to forfeit Performance Bank Guarantee of the bidder. Phase 2 payment will not be released in such case for entire school of district.

11. Change request of new make & model:

11.1. No “End of Life” product should be quoted in the bid. Make & Model quoted by the bidder should be available till the contract period (duly supported for spares for contract period).in any case, change of make & model of quoted item will not be allowed.

11.2. It is ensured by the bidder that offered new make & model should have comparatively equal or higher technical specification against the quoted make & model in the bid in all aspects. District Education Officer or it’s committee will re-evaluate the product as per the technical comparison chart submitted by bidder in such case.

12. Annexure A: Service Level Agreement (SLAs)

[This agreement is to be made on Notarized Stamp paper of Rs. 500/-]

For Deployment & Operations of Vocational Apparel trade lab Infrastructure for STARS Project

{to be signed by selected bidder and District Education Officer}

This AGREEMENT is made on between District Education Officer TIKAMGARH hereinafter called DEO TIKAMGARH which expression shall include its SUCCESSORS and <<Successful bidder>>(hereinafter called the “Successful Bidder”) which expression shall include its SUCCESSORS.

Whereas the successful bidder has agreed with the DEO TIKAMGARH to supply and installation of equipment for 03 (In words) Schools of MP in the manner set forth in the terms & conditions of the bidding document appended herewith and at the rates set forth in the said **Annexure-I** under warranty services during the warranty period of the years, on the following TERMS CONDITIONS.

- a) COMMENCEMENT: The AGREEMENT is effective after successful installation of all the equipment purchased and will remain valid for a period of THREE years thereafter.
- b) Upon Completion of this AGREEMENT Successful bidder will return all papers, materials and other properties of the AGREEMENT to the DEO TIKAMGARH along with a certificate of fully functional status of the supplied equipments.
- c) No charges will be payable by the DEO TIKAMGARH to the Successful bidder for the replacement of any item which is under warrantee.

1. Scope of Services to be performed by Bidder

- 1.1. The successful bidder has to supply, install commission & maintain all the equipment supplied and keep in working condition.
- 1.2. The supplied equipments and material must be brand new and unused.
- 1.3. For providing after sales services during warranty period, the Successful bidder shall intimate name, address, e-mail ID and contact number of qualified service engineers who shall responsible for service support and report to the District level Committee and School Principal as well as DEO Office of the respective districts
- 1.4. Bidder should have service call logging mechanism through telephone number / Email ID/ Ticketing Tool /online portal.
- 1.5. The Successful bidder must attend the complaint within 3 working days.
- 1.6. All logged complaints related to supplied equipment should be resolved within 5 working days after the complaint is being registered by the Principal.
- 1.7. The Service Engineer shall submit sealed & signed Service call report by the School Head/Teacher hardcopy to school.
- 1.8. In case of any part replacement related issue, the complaint should be resolved within 7 working days.
- 1.9. In case of major fault due to unavoidable circumstances, DEO will give relaxation under cure period maximum up to 10 working days.
- 1.10. During Warranty period any defective part/s shall be repaired/replaced free of cost if necessary.
- 1.11. The Successful bidder shall provide at least one preventive maintenance service at all locations every year and submit details of all the visits at the end of each year to the District Education office. If the successful bidder fails to provide preventive maintenance services to the school, the successful bidder shall have to pay the penalty of Rs. 500/-per school.
- 1.12. The successful bidder has to
 - Maintain all the equipment in proper working condition throughout the contractual period.
 - To maintain necessary systems and processes to track the project progress.
 - Report the progress periodically as required by Department.

- 1.13. The Bidder shall not charge any fee to the students and teachers in the schools covered under the Project and shall not use the facilities created for earning revenues other than that provided as part of this Project.
- 1.14. School Principal will maintain a Complaint Log register in the format as per **Annexure-1**.
- 1.15. Preventive maintenance includes check system health, cleaning of system, dust removal, removal of temp file from system and making all the equipment operational.
- 1.16. If any equipment gives continuous trouble, three times in one month during the warranty period, the bidder shall replace the same with new equipment without any additional cost to the department.
- 1.17. During service support, in case of any dispute, the decision of the DEO will be final and binding on the successful bidder.
- 1.18. Before end of the contract period, the user department reserves a right to do a random check of minimum 5% of systems and the serial number of the systems should match the original serial numbers of the sub-assemblies with the exception of the parts or system that have been changed in the course of repairs and replaced during the contract period.

2. Bank Guarantee

- 2.1. The successful bidder shall furnish an irrevocable Bank Guarantee in favour of District Education Officer TIKAMGARH equal to 3% of the value of the purchase order valid for a period of **38** months from the date of completion of all equipment installation.
 - 2.2. The Bank Guarantee will be released by the District Education Officer TIKAMGARH to the successful bidder after successful performance of the supplied equipments under the warranty period (60 Months) and OK report for complete functionality of the equipments duly signed by the teacher/Principal is received. In case the service provider fails to provide proper services as per terms and conditions, the DEO will have the right to forfeit the Bank Guarantee.
 - 2.3. The Bank Guarantee should be of a Nationalized Bank/ Scheduled Bank situated in India.
 - 2.4. When penalty is recovered under aforementioned clauses through encashment of Bank Guarantee in part or in whole, the Successful bidder shall provide additional Bank Guarantee within a period of 7 days from such encashment to complete the deficiency and to make the Bank Guarantee amount equal to 3% of the value of Purchase Order as stated above.
3. **FORCE MAJEURE:** neither party shall be liable for any delay in performing obligations or for failure to perform obligation if the delay or failure results from any of the following (whether happening in India or elsewhere) FORCE MAJEURE shall mean Act of God or fire, earthquake, Explosion, accident, strikes or lockouts, riots, civil commotion, civil disobedience or anything beyond the control of either party, so as to lead to a complete inability to a party to perform its obligations. Force Majeure also includes the circumstances like Power fluctuation, earthing issue, lightening factor etc.
 4. **SUB-CONTRACTING:** The Successful bidder shall not sub contract or permit anyone other than the Successful bidder personnel to perform any of the work, services or other performance required from the Successful bidder under the AGREEMENT.
 5. **CONFIDENTIALITY:** The Successful bidder acknowledge that all materials and information which has or will come into its possession or knowledge in connection with this AGREEMENT or the performance hereof, whether consisting of confidential and proprietary data or not disclosure of which or use by the third parties

may be damaging or is capable of causing loss to the DEO, will at all time be held by in the strictest confidence breach of confidentiality shall amount to a breach of this contract.

6. **ARBITRATION:** All disputes and differences of any kind arising out of or in connection with the AGREEMENT shall be resolved by ARBITRATION only in accordance with and subject to Arbitration and conciliation Act 1996. The dispute shall be decided by a sole Arbitrator at Bhopal, if the dispute is not resolved as per clause 1.8.
7. Each party warrants and guarantees that it has full power and authority to enter into and performing this AGREEMENT and the person signing the AGREEMENT on behalf of each party has been properly authorized and empowered to enter into this AGREEMENT. Each party acknowledges that it has read this AGREEMENT. Understands it and agrees to be bound by it.

In witness where of the parties hereto have executed this AGREEMENT on the above mentioned date.

For Successful Bidder

Authorised Signatory

Name :

Designation:

For District Education Office Authorised Signatory

Name :

Designation:

Witness

Name :

Designation:

Witness

Name :

Designation:

13. School list

Sno	District	UDUSE	block	school	Trade	No of kits
1	TIKAMGARH	23080608108	TIKAMGARH	GHSS ASTON	Apparel	01 kit
2	TIKAMGARH	23080215711	JATARA	GHS MUHARA	Apparel	01 kit
3	TIKAMGARH	23080108210	BALDEOGARH	GHSS DERI	Apparel	01 kit

Annexure 1: Complaint Log register

Sr. No.	Call Reporting Date	Complaint Details Hardware/Software	Service Engineer's Visit Date	Resolution Status Resolved / Pending	If Pending than 2 nd Visit Date	Resolution Status Resolved / Pending	If Pending than 3 rd Visit Date	Resolution Status Resolved / Pending	Sign of Service Engineer

Annexure 2: Annual call details for complaint which is not resolved within 7 days.

Sr. No. of Annexure 1	Call Reporting Date	Call resolution date	No. of Days Taken	No. of days beyond 7 working days
			Grand Total	

Preventive Maintenance Date:/...../