DIRECTORATE SCHOOL EDUCATION, HARYANA

Shiksha Sadan, Top Floor, Sector 5, Panchkula
Tel. 0172-2560269 Fax: 0172-2560264
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Tender No. 3/10-2011-CEC(1)

Sealed tenders are invited from reputed I.T. Education firms/Companies for providing Computer Education Services (Computer Faculty / courseware etc.) in approximate 2622 Government High / Senior Secondary Schools across the State of Haryana from academic session 2012-13 onward for a period of 5 academic sessions. For further details and download of tender documents – kindly visit website of the department i.e. **http://www.schooleducationharyana.gov.in**.

Any amendment/correction in the tender will be done through website only. Prospective bidders are requested to regularly check the above website. The Pre-Bid Conference will be held on 20th December, 2011 at 11.00 AM at UTKARSH Society, Committee Room, DIET Building, Sector-2, Panchkula (Haryana). The last date of submission of tender is 5th January, 2012 (3.00 PM).

Director General School Education Panchkula, Haryana

COMPREHENSIVE TENDER DOCUMENT FOR

Provision of Information & Communication Technology (ICT) Education Services in Government High/Senior Secondary Schools in the State of Haryana

(For the Selection of Education and Training Services for the Department of School Education, Haryana)

Tender No: 3/10-2011 CEC (1) Computer Education

GOVERNMENT OF HARYANA

Through

Commissioner & Director General School Education Haryana,
Plot No – 01 B, ShikshaSadan, Sector – 5, Panchkula, Haryana 134190 Telephone: 0172-2560246, Fax: 0172-2560253
E-mail – edusecondaryhry@gmail.com
Website – schooleducationharyana.gov.in

Serial No.   _____

Issued to: _____

Against Request No.:   _____

Dated: _____

Cost of Tender Document, Rs. 5000/- (Five Thousand only) received Vide Cash/Demand Draft No. _____ Dated:_____

Drawn on (Bank) _____

Tender document issued on (Date):   _____

Authorized Signatory

TENDER SUMMARY

1.	Tender No.:	3/10-2011 CEC (1) Computer Education
2.	Description:	For the selection of Service Provider for providing Information Technology Education Services in Govt. Sr. Sec. Schools/Govt. High Schools for the department of School Education, Haryana.
3.	EMD:	Rs.15,00,000/- (Rs. Fifteen Lacs)
4.	Tender Document Cost:	Rs.5000/- (Rs Five Thousand)
5.	Pre-bid conference	20th December, 2011 at 11.00 AM.
6.	Last Date of Bid Submission:	05th January, 2012 up to 3.00 PM.
7.	Date of Bid Opening:	05th January, 2012 at 4.00 PM.

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SECTION-I
INVITATION FOR BIDS

CLIENT:

Implies/Means Directorate of Secondary Education, Haryana for all intents and purposes.

1.1 This invitation for bids is for the purpose of carrying out the task of providing Information Technology Education Services in up to 2622 Government High School/Senior Secondary Schools under Directorate of School Education, Haryana.*However, the client reserves the right to increase or decrease the number of schoolsupto 20%.*

1.2 Bidders are advised to study the Tender Document carefully. Submission of Tender shall deem to have been done after careful study and examination of the Tender Document with full understanding of its implications.

1.3 Sealed offers prepared in accordance with the procedures enumerated in tender document should be submitted to Director, School Education Haryana, Plot No – 01 B, ShikshaSadan, Sector – 5, Panchkula, Haryana -134190 not later than the last date of submission.

1.4 All bids must be accompanied by an Earnest Money of Rs.15,00,000/- (Rs. Fifteen Lacs) only in the form of Bank Draft from National/Scheduled Bank in favour of **Director, School Education Haryana payable at Panchkula/Chandigarh**. No exemption will be allowed on EMD.

1.5 This Tender document is not transferable.

1.6 Schedules for Invitation to Tender:

a) Latest time and date for receipt of Tender: Upto 3.00 P.M. on 05th January, 2012.

b) Place, Time & Date of opening of technical bids:

Office of the Director, School Education Haryana, Plot No – 01 B, ShikshaSadan, Sector – 5, Panchkula, Haryana -134190 at 4:00 PM 05th January, 2012.

c) Validity of the Tender: 180 days from the date of opening of bids.

1.7 Execution of the contract period: Maximum period of 90 days (deployment 50% of teaching staff within 45 days and rest within 90 days). However, this period may be extended if mutually agreed to based on project requirements. The execution period would mean that the Bidder has to start the teaching work in atleast 50% of the schools in 45 days and rest 50% within the allotted schools within 90 days of the award of the contract.

   i) ***Further, the department is running similar ICT Education services in the Govt. Sr. Secondary Schools in the state which is going to be completed on 31st March 2013. The department reserves the right to also cover the additional schools amongst these schools under this project on the same terms and condition of the project. The number of such schools would be approximately 500 schools across state. These schools would be allocated to respective successful bidder of that zone.***

SECTION - II
SCOPE OF WORK AND DETAILED TECHNICAL SPECIFICATIONS

2.1   It has been decided to introduce Computer Education in Elementary and Secondary (including senior secondary) Schools (i.e classes 6th to 12th) in the state of Haryana. The endeavour of Govt. is to provide Computer Education in all the Govt. High Schools/Sr. Sec. Schools expeditiously.

A minimum of 20 computers and 1 printer with UPS has been provided in each Government Senior Secondary/High School. The practical class would consist of a batch depending on number of computers in the school. It is expected that two students will share one computer.

2.2   The Scope of the Contract is:-

2.2.1 Transaction of Syllabus: -

The prescribed curriculum for classes 6-12 shall need to be taught to all students. The contract shall be in force from academic session 2011-12 (i.e. January to March, 2012 only) for a period of 5 Academic years (including summer/winter vacations) extendable to additional one year based on project requirements. The client shall inform the Service Provider of its intention to extend the contract at least 30 days before the termination of the contract. The Service Provider will be required to provide General Computer Education as per draft syllabus and specifications prescribed at **Annexure 'A' and 'B' respectively.** Client reserves the right to revise the course as well as modify the prescribed syllabus in the tender document.

The Service Provider will have to ensure the teaching of the ICT syllabus of Directorate of School Education, Haryana from class 6th to 12th.

2.2.2 Provision of Teaching - Learning Material: -

Courseware/Books for the General Course duly approved by the client and as per client specifications will be provided by the Service Provider free of cost among all computer faculties and all the students respectively. The service provider will provide approximately 6.5 lakh printed courseware books per year distributed over different classes. Basic training manual / material for all computer faculty of the school shall also be provided by the Service Providers.

2.2.3 Provision of Computer Faculty: -

i)   The Service Provider will provide teaching faculty in each School.The service provider will be paid a lump sum rate per faculty as per the rates stipulated below:-

a) Minimum salary to be paid to each faculty should not be less than Rs. 12,000/- per month (Rupees Twelve Thousand only), during the first year with an annual increment of 7% each year thereafter to adjust for inflation.

b) The salary of faculties should also include other benefits like PF, ESIC (Employee Estate Insurance), Statuary Bonus, Personal Accidental Policy & Term Insurance Policy.

c) There will be no deductions from the salary other than the statutory obligations like Provident Fund (PF) as per Government Rule.

ii)   The bidder should adopt a transparent procedure for the selection of the faculties and also provide the proposed selection procedure along with the technical bid to ensure the quality of the faculties the bidder will conduct an examination under the guidance and monitoring of the department/department through agencies designated by the department. The department will conduct the examination of short listed faculties before deployment by the service provider at school level. The infrastructure for conducting the examination will be provided by the department in the respective zones.

iii)   Faculty shall follow a "UniformDress Code" prescribed by the department and shall carry an "Identity Card"issued by the Service Provider as per specimen given below: -

iv)   The Service Provider will ensure that all the faculty members are enrolled for the National UID Project (Aadhaar) and provide their Aadhaar (UID) number. A grace period of 90 days from the date of joining shall be given for those faculties who are not yet enrolled. Those who have enrolled but not yet received their Aadhaar number must provide their enrolment number (EID) and subsequently (upon receipt) provide the Aadhaar number.

v)   Faculty although employee of the Service Provider will also be under the concurrent control of the School Principal. Principal shall conduct half yearly appraisal (as per norms agreed with the service provider) and convey assessment of the faculty to the service provider. Service provider agrees to replace faculty who do not meet minimum required performance criteria, without any additional cost to the client.

vi)   In case any faculty goes on leave for more than one day per month (with prior approval of School authority), a substitute will be provided by the Service Provider. If service provider fails to do so, they will be penalize for the reason (Absence for more than one day) at the rate of Rs. 500/-(Five Hundred only) per faculty per working day in addition to the salary deduction. The period of holidays falling between the pre-fixed and suffixed period of absence will be counted as absence period.

2.2.4 **Legal Software:** -

The faculty must ensure that only licensed software is installed and used. The faculty must ensure that pirated software is not installed / used on the school systems. If such software and/or unauthorized content is detected, the faculty must ensure its prompt and immediate removal. The faculty must carry out periodic upgrades and updates to the installed software. Similarly, the faculty is responsible to ensure the internet browsing facility is not misused by anyone (e.g., visiting sites / downloading any material unrelated to the school courses including objectionable / hate / inflammatory material; downloading of music / non-educational videos, movies, etc.); this may be done using tools (e.g., content filtering) and/or other procedures.

2.2.5 **Providing Training to School Teachers: -**

i)   The Service Provider will impart 5 day computer training to all teachers / school heads of every allotted school to be nominated by the Principal/Head Master once in an academic year free of cost. The training will be imparted through the faculty deployed by the service provider in that school. The same shall be conducted in the school premises and the school lab utilized for practical sessions. Further, it has to be ensured that all teachers identified by the Principal should be included in such training. Refresher training for 5 days will be conducted after 1st year. The course design and training materials shall be developed in consultation with the Director School Education, Haryana and formally approved by the Directorate. The manuals/materials will be provided by the service provider at his own cost.

ii) The service provider shall provide module for teacher training along with assessment tools to all the teachers/ school heads. The module should cover fundamentals of computer, Internet and usage of multimedia in teaching. The module should be interactive using ICT tools & multimedia content.

2.2.6 Provision of Training Centre: -

i) The service provider will set-up a training-cum-orientation Centreof the same configuration asina standard ICT lab at school level (lab as in 2622 schools)ateach of the selected bidding zones (Sonipat, Jind, Ambala, Mahendargarh/Narnaul) to carry-out the in-service training/orientation of the faculty deployed by the service provider. Necessary building/rooms shall be hired by the provider for the ICT training lab. The details of IT infrastructure commissioned in ICT lab at school level is as under: -

S.No.	Item	Quantity
1	PC with screen	2
2	TFT with n-computing	20
3.	MS office and open source	
3	Printer	2
3	5 KVA online UPS	1
4	DG Set (DIESEL – 7.5 KVA water cooled single phase 1500 RPM maximum) with canopy	1
5	Scanner (A3 Size example N9120)	1
6	Projector	1
7	Computer Furniture	

ii) The service provider will finalize the training schedule with prior intimation to the department and school authority. The training shall be imparted in summer / winter holidays as per the school calendar orany other duration / time as directed by Director School Education, Haryana.

2.2.7 Provision of Education Portal: -

i) Bidder will develop and maintain an online Education portal for the benefit of the children/existing teachers/ICT faculty during the duration of the project. Bidder will also design and implement online assessment engine for conducting exams and results will be uploaded on the portal. Each childs's assessment record shall be kept for record. Joint certification shall be issued by the bidder

and department to each successful child/student.

ii) The Service Provider will maintain an online education portal with separate sections for -

a. <u>Students</u>: where optional study material may be made available for their curricular and extra-curricular learning; where self learning through Computer-based Training (CBT) modules is encouraged; self-assessment and mock tests are made available; where assignments and homework given is uploaded by the faculty for the students' reference;

b. <u>Teachers</u>: where tools for teachers to provide course-related information to the students (such as assignments/homework); where reference material and additional study links may be provided; where students' performance is recorded (assessed through any means such as tests, viva voce, assignments, etc.); where course coverage is tracked through lesson plans and teaching diaries in accordance; where lesson plans can be made by the teachers and updated;

c. <u>Directorate of School Education, Haryana</u>: where the students' performance details are made available in an access-controlled environment; where teaching progress (lesson plans and teaching diaries) is also available for each school and class; any other MIS information desired to be provided to Directorate of School Education, Haryana by the service provider.

iii) The school internet facility (at the school's cost) shall be used to access this online education portal. As this portal is a supplementary resource (not a substitute for regular teaching), it is understood that the schools without internet connection will not be able to utilize this facility.

2.2.8 Provision of Assessment: -

The quality of teaching / learning level will be assessed by the department through its designated agency from time to time on sample basis.

2.2.9 <u>Provision of Project Management Team:</u> -

i) The Service Provider shall ensure that at all times during the currency of the contract a Project Manager is stationed at Chandigarh/Panchkula, for ensuring performance of the contract. The address, telephone, fax numbers and email addresses of this Project Manager's office will be given in the schools as well as to the client. The Service Provider will also provide one District Coordinator per district for coordinating the activities in the concerned district. The District Coordinator will sit at a place designated by the client and will coordinate and supervise all the

activities including teacher training etc. Further the service provider will provide cluster coordinators - one each for every 50 schools covered under the project (52 cluster coordinators for 2622 schools).

ii) Cluster Coordinator of the Service Provider will visit every school at least once a month or against the call by the school principal.

iii) The Service Provider will be responsible for the entire system including course content, teaching, tests and examinations etc. The Service provider will ensure that the classes in all schools commence as per implementation schedule. All faculties appointed will report to the respective schools within the stipulated period. Courseware will also be supplied to all schools well in time before the start of the classes in every academic year.

2.2.10 Provision of MIS: -

i) The qualified Bidder will maintain an MIS (Management Information System) as per mutually agreed formats in close co-ordination with the concerned Head of the institution and would pass on the information to the client.

ii) The Service Provider will submit monthly report to the client duly signed by the Principal on mutually decided formats. The report will carry information like faculty attendance, conduction of classes, etc.

iii) It should also be provisioned that Directorate of School Education can extract the relevant MIS directly from the educational portal.

2.2.11 Evaluation of ICT Programme:-

i) Client reserves full right to regularly monitor, inspect/evaluate independently or through any agency the entire system's functioning, implementation and administration. This inspection would also include verification (by any reasonable means, including Aadhar-based biometric authentication) of the faculty details.

2.3 PROCEDURE FOR QUOTING THE RATES

2.3.1 A uniform **"rate of one computer faculty per school per month"** as per scope defined in Section II may be quoted for the contract period separately for each zone. The quote will be uniform for all the Schools covered under the tender irrespective of their location. The rates should be written both in figures and words. In case of contradiction the amount written in words shall prevail. Further the quoted rate shall cover the entire period of the contract. Rate per faculty shall not be less than the minimum rate specified by the department in para - 3 of the scope.

2.3.2 In addition, an "additional rate per extra faculty member" as per the scope defined in Section II should also be quoted for the contract period and it should be according to the para 3 of the scope.

2.4 AWARD OF CONTRACT

The award shall be made on a zone basis as indicated in the table below: -

Zone	Name of Division	Districts Covered
1	Ambala	**Ambala**, Panchkula , Y.Nagar , Kurukshetra, Kaithal
2	Rohtak	Karnal,Panipat,**Sonipat**,Rohtak,Jhajjar
3	Gurgaon	Faridabad,Palwal,Gurgaoan,Mewat,Rewari, **Mahendergarh**
4	Hisar	Bhiwani, **Jind**,Hisar, Fatehabad ,Sirsa

a) L1 bidder will be allowed the first preference to select any two zones of its choice from the above four zones.

b) L2 and L3 will be allowed to take one zone each of its choice in that order of priority from the remaining two zones subject to their matching the L1 terms.

c) In case L2 and/or L3 are unable to match the L1 terms, L1 bidder shall be obligated to take up all the remaining zones.

d) The decision of the Evaluation Committee shall be final and binding on all the bidders in respect of the awards.

2.5 PAYMENTS

The payment for the preceding month will be made to the Service Provider in the following month subject to the condition that the Service Provider submits his claim within a week. For example the payment of March will be made by 30th April if the claim is submitted by 7th April. The payment will be made by the client after a satisfactory performance certificate duly signed by the respective Principals/Head Master of the school is submitted.

2.6 OTHER RELATED INFORMATION:

i) Directorate of School Education shall have right to conduct inspection at the Head Quarter and the Training Centre to be opened by the Service Provider. There will be no cost of inspection if the facility is within 15 Km of department Panchkula office. But if the Head Quarter and the Training Centre of the service provider is

beyond 15 km radius of the department office then the cost will be borne by bidder including travelling, boarding and lodging of the department representatives.

ii)   At the end of the contract period, the entire infrastructure like Instruction Material, Software/Portal, Books and other tools provided for the project would be handed over in proper condition to the concerned Principal/Head Master of the school. The Intellectual Property Rights for the material would continue to remain with the respective owner. However, the intellectual property right of the material developed during the process of teaching or interaction with the children will be the sole property of the client.

iii) The Watch & ward of the hardware and other installations will mainly be the responsibility of the School Authorities after the School hours. However; the Service Provider will ensure that the assets are not misused, damaged or lost due to negligence on his part. The computer hardware, fittings and furniture will be adequately insured for loss due to fire, theft and natural calamities by the client. The Service Provider will not damage or replace the Equipment or any part thereof without seeking formal approval from the School Administration and if any such incident comes into the notice of the School Authorities at any time, then the Service Provider will be liable to make good such loss at the market value plus interest @10% within ten days.

INSTRUCTIONS TO BIDDERS

3.1 **Procedure for Submission of Bids**: It is proposed to have a Two-Cover System for this tender.

a) Pre-qualification cum Technical Bid in one cover.

b) Commercial bid in one separate cover.

   3.1.1

   a) The Pre-qualification cum Technical Bid should be filled in original and should be sealed in a separate cover. The Pre- qualification cum Technical bid should be superscribed as "Pre- qualification cum Technical Bid-Envelope A; Tender No. 3/10-2011 CEC (1)" and put in the cover along with EMD. The Bidder should sign all pages of the Pre-qualification cum Technical bid.

   b) The commercial Bid as prescribed should be filled in original for a uniform rate per school per month for the entire contract period as mentioned in Section II in a separate cover. The Commercial Bid should be superscribed as "Commercial Bid- Envelope B; Tender No. 3/10-2011 CEC (1)". The Bidder should sign all pages of the commercial Bid.

   c) Both the bids should be sealed in separate envelope and then enclosed in a single envelope which should bear the name of the bidder and should be superscribed as "Pre-qualification cum Technical Bid and Commercial Bid".

   3.1.2 The Bidders have to qualify the Pre-qualification Criteria as given in Section IV, "Terms and Conditions of the Tender", Article 4.1 'Bidder's Qualification'. The Technical evaluation of only qualified Bidders would be undertaken.

   3.1.3 Pre-qualification cum Technical Bids will be opened on the prescribed date (i.e. on 5th January, 2012) and time (i.e. 3:00 P.M.) and checked for submission of EMD and other applicable documents specified in Section-III "Clause 3.7 Documents Comprising Bids".

   3.1.4 The covers thus prepared should also indicate clearly the name and address of the Bidder to enable the Bid to be returned unopened in case it is received "Late".

   3.1.5 The bids received late and declared late by the Tender Evaluation Committee after the last date and time for receipt of bids prescribed in the tender document shall be rejected and/or returned unopened to the Bidder.

3.1.6 The decision of Tender Evaluation Committee holding a tender to be late for all intents and purposes will be final. No protest/appeal in this regard shall be entertained.

3.1.7 Please note that rates should not be indicated in the Pre-qualification cum Technical Bid and should be quoted only in the Commercial bid.

3.2 Tender Evaluation

3.2.1 The Pre-qualification cum Technical Bid will be opened and checked for Pre- qualification Criteria under "Bidder's qualifications" Section-IV, Article 4.1. Bids of only those Bidders who qualify the Pre-qualification Criteria will be Technically Evaluated and processed further.

3.2.2 The bidders will be asked to make a presentation before the Tender Evaluation Committee. The presentation should clearly explain the implementation strategy of the project. Commercial Bids will be opened for only those bidders who are technically qualified as per the technical evaluation criterion

3.3 Cost of Tender document

3.3.1 The Bidder shall bear all costs associated with the preparation and submission of its Bid, including cost of presentation for the purposes of clarification of the bid, if so desired by the client and the client will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the Tendering process.

3.3.2 The Bidder is expected to carefully examine all instructions, forms, terms and specifications in the Tender Document. Failure to furnish all information required in the Tender Document or submission of a bid not substantially responsive to the Tender Document in every respect will be at the Bidder's risk and may result in the rejection of the bid.

3.4 Earnest Money Deposit (EMD)

3.4.1 The Bidder must deposit Earnest money of Rs 15,00,000/- (Fifteen Lacs) along with tender document only in the form of Bank Draft from National/scheduled bank in favour of **Director, School Education Haryana**, **payable at Panchkula/Chandigarh**. No interest will be payable on the EMD.

3.4.2 The Service Provider(s) shall be issued a Letter of Intent by the client detailing therein the contract rate per school per month, number of schools and the contract value. Pursuant to this, the Service Provider(s) shall sign the contract with the client within fifteen days of issue of Letter of Intent, failing which his EMD shall stand forfeited.

3.5 Clarification regarding Tender Document

A prospective Bidder requiring any clarification of the Tender Document may notify Department of School Education Haryana in writing at the Department e-mail address indicated in tender. Department of School Education Haryana will respond to any request for clarification of the Tender Document, received as pre bid clarification to be hosted on department website.

3.6 Amendments in the Tender Document

3.6.1 At any time up to the last date for receipt of bids, the client may, for any reason, whether at his own initiative or in response to a clarification requested by a prospective Bidder, modify the Tender Document by an amendment.

3.6.2 The amendment will be notified on the departmental website from time to time as per tender schedule.

3.6.3 In order to afford prospective Bidder/Bidders reasonable time or otherwise for any other reason, in which to take the amendment into account in preparing their bids, the client may, at its discretion, extend the last date for the receipt of Bids.

3.7 Language of Bids

The Bids prepared by the Bidder and all correspondence, and documents relating to the bids exchanged by the Bidder and the client, shall be written in the English language, provided that any printed literature furnished by the Bidder may be written in another language so long as accompanied by an English translation in which case, for purposes of interpretation of the bid, the English translation shall govern.

3.8 Documents Comprising the Bids

3.8.1 The Bids prepared by the Bidders shall comprise of following components:

(a) Pre-Qualification cum Technical Bid - consisting of the following:

    i) Bid Proposal sheet duty filled in, signed and complete in all respects.(**Performa-I**)

    ii) Declaration, typed on Company Letter Head, and signed by Authorized signatory.

    iii) **Performa-II to IV** duly filled in and signed by the Authorized signatory of the Bidder.

    iv) Certified Copy of Certificate of Incorporation and Memorandum and Articles of Association.

v) Copy of latest income tax Clearance Certificate or copy of latest Income Tax Return, PAN No and EPF No.

vi) General Power of Attorney executed in favour of person (s) authorized to sign the tender bid and contract and all correspondence/documents thereof.

vii) Audited Balance Sheet and Income Statement for the last 3 years duly signed by the Statutory Auditors and Authorized signatories of the Bidder. Audited Annual Reports of the company can be submitted in lieu of Audited Statements certified by Chartered Accountant.

viii) Documentary Evidence (signed by the Authorized Signatory) proving that Bidder fulfills the Pre-qualification Criteria as stated in Section IV, Article 4.1. Documentary Evidence should be provided as per **Performa III.**

ix) Documentary Evidence (signed by the Authorized Signatory) proving that Bidder has provided all the applicable data and documents required for carrying out the evaluation of their Bid as per the parameters given in Section-IV, Article 4.2. Documentary Evidence should be provided as per Performa III.

x) Undertaking from the bidder for not having been blacklisted by any State/Central Govt. institution.

(b) Commercial Bid - consisting of the following: -

i) The Bidder shall indicate the firm rate as per Commercial Offer Format in Section VI COMMERCIAL OFFER", for indicated Tasks in the scope of work.

SECTION -IV
TERMS AND CONDITIONS OF THE TENDER

4.1 Bidder's Qualification:

The Bidder should be incorporated as a Private/ Public Limited company or a Registered Firm or NGO engaged in Education in India and fulfilling the following preconditions and must also submit documentary evidence in support of fulfilling these conditions while submitting the pre-qualification cum technical bid:

i. The Bidder must be a reputed Education firm/Company engaged in providing IT/Education or for at least 7 (Seven) years in India.

ii. In the preceding 3 (Three) financial years, the annual turnover of the Bidder/consortium pattern / together on account of IT/Education shall not be less than Rs.10 (Ten) Crores in each year.

iii. The bidder/any consortium partner in case of the consortium partner should have in house ICT content development capability and should have provided ICT subject based content in the Govt. Schools/ Govt. Organizations. This shall be verified by the department by mean of supporting documents and if required by formal inspection.

iv. The Bidder should have successfully executed Computer Education/ ICT training project in India, for at least 500 (Five Hundred) different locations or provided Computer Education/ ICT training to 25000 persons to any Govt. Schools/ Govt. Institutions/ Govt. Organisation in any state in India during the last three years.

v. The Bidder will submit a letter from a financial institution that he is willing to fund this project or should have sufficient reserves to implement the project or shall fund this project through internal accruals.

vi. The firm/organisation or the company should be ISO 9001 certified either for IT Education Processes/Support Services/Curriculum Design content at the time of notice inviting tender.

vii. The bidder should be registered under Company Registration Act 1956, Trust/Society/NGO registered under Center/State Government in India. In case, bidder is NGO or Trust of non profit company, the same should be registered under Society Registration Act 1860 /State Society Act and 1882 Act./State Trust Act respectively.

viii. An Earnest Money Deposit of Rs. 15,00,000/- (Rs. Fifteen lacs) will be paid along with the tender/Bids.

ix. Consortium with maximum of two partners (one as Prime bidder and other consortium partner) shall be allowed. MoU between consortium patterns (Roles, responsibilities, term & conditions etc.) should be

submitted alongwith the bid. Any consortium partner including the Prime Bidder of one consortium cannot be a partner in another consortium formed for the purpose of this bidding in the State. Nor can a bidder bidding individually can be a partner of another consortium for bidding in the State.

x.   Bidder/consortium partner should not have been blacklisted by any Central/State Government in India.

4.2   Other Terms and Conditions:

4.2.1   The Bidder should have valid registration number under the relevant Act, EPF Number, PAN Number and Sales Tax Number (if necessary) (Attach relevant documents)

4.2.2   Bidder should either have an office in Haryana or will have to open office inHaryana in case he is awarded the contract.

4.2.3   The Bidder shall not assign, in whole or in part, its rights and obligations to perform under this Contract to a third party, directly or indirectly.

4.2.4   The Bidder will submit a Project implementation plan. The plan will be considered at the time of technical evaluation to access the capability of Bidder.

4.2.5   The client reserves the right to carry out the capability assessment (technical or financial) of the Bidder. The client's decision shall be final in this regard.

4.2.6   The appointed Project Manager / District Co-ordinator shall be on a full-time, dedicated basis and the appointment should be made in consultation with the client and have the minimum educational qualifications from recognized university or their equivalent in computer education from recognized institutions and experience as specified below: -

Project Manager

Master degree in any discipline (preferably MBA)– 60% marks or above and have not less than 5 (five) years project management experience of which the candidate should have managed at least one large service delivery project during this period. Experience in the Education sector would be highly desirable.

District Co-ordinator

Degree in any discipline (preferably MBA) – 60% marks or above and minimum 3 years experience of project management. Experience in the Education sector would be highly desirable.

4.2.7 The appointed faculties should have the following minimum educational qualifications from recognized university or their equivalent in computer education from recognized institutions: -

B.Tech. (Computer Science) with 55% marks or above.

OR

Master in Computer Application (MCA) with 55% marks or above.

OR

M.Sc(Computer Science/IT) with 55% marks or above.

OR

B.Sc. (Computer Science) with 60% or above and at least one year Computer teaching experience.

OR

'A' Level DOEACC accredited course with 60% or above and at least one year Computer teaching experience.

OR

M.Sc. (Physics / Mathematics/ Economics/ Statistics) with APGDCA/ PGDCA with 55% marks or above

4.2.8 Any additional relevant experience and industry recognized certifications (such as those issued by Sun, EDU-BOSS, Oracle, CISCO, Microsoft, Redhat, etc.) can also be considered in lieu of the education and experience requirements.

4.2.9 The Service Provider will give preference for **deploying local manpower in the schools as faculty.** Advertisement for recruitment will be released in at least two local newspapers and requisitions will also be sent to the local employment exchanges to give adequate opportunity to the locals to apply for these jobs. Persons from outside will be employed only if such manpower is not locally available. The advertisement should not in any way indicate or appear to indicate that the positions advertised are for Government job.

4.2.10 All statutory obligations / liabilities like Salary, ESI, and PF as per labour laws for manpower employed will be the sole responsibility of the Bidder. The Department/Government will not be in any way responsible for any statutory obligation in respect of the staff deployed for the purpose. The bidder shall provide the proof as part of MIS for the compliance. The manpower deployed will be the sole responsibility of the Bidder and will never become the liability of the State Government under any circumstances.

4.2.11 The list of the persons being hired shall be submitted to the client within 15 days of recruitment. The client can verify the qualifications and experience of any faculty deployed by the Service Provider.

4.2.12   The client reserves the right to seek clarification/justification from the Bidder on the bid price in case the client deems it necessary. Based on the justification provided by the Bidder, if the client feels that the price is unrealistic / infeasible in order to execute a project of this nature, the client reserves the right to reject the said bid. The Bidders shall be governed by the decision of the client.

4.2.13   The normal institutional hours will be as per the school norms and/or notified from time to time.

4.2.14   The preferential mode of communication with the students in rural institutions will be Hindi and the faculty should have adequate knowledge of both Hindi and English.

4.2.15   The individual signing the tender or other document, in connection with the tender, must certify as to whether he or she has signed as:-

4.2.16

1) A partner of the firm, if it be partnership, in which case he must have authority to refer to arbitration disputes concerning the business partnership either by virtue of the partnership agreement or a power of attorney. In the alternative all the partners should sign the tender

2) Director/Directors of the company in pursuance to the companies board resolution in this regard to execute and sign for and on behalf of the company under its common seal, which is to be affixed in the presence of aforesaid Directors/person, authorized by name in this behalf as per company's memorandum or articles of association in case of company. **The proof regarding legality of signatory authority must also be attached in respect of all above mentioned cases, as applicable.**

4.2.17   The prices and total bid value quoted by the Bidder for all the goods & services shall be firm for the contract period and shall be inclusive of all the taxes, duties, levies and all other charges applicable. All payments will be subjected to tax deduction at source as applicable at the prevailing tax rates. The decision of the client in this regard will be final and binding and no disputes in this regard will be entertained.

4.2.18   The implementation schedule specified in the tender should be strictly adhered to.

4.2.19   Tenders with incomplete information OR not in accordance with instructions or without EMD are liable to be rejected.

4.2.20   The client reserves the right to negotiate for further reduction of rates.

4.2.21 The Bidder shall abide by any direction prescribed by the client in due course with regards to evaluation of students in respect of Computer Education imparted by the Bidder.

4.2.22 Evaluation/Examination for the Certification of computer education courses has to be adhered as per direction by the client from time to time.

4.2.23 Government reserves the right to issue additional/supplemental orders, instructions, guidelines, memos etc. and modifications/ amendments to the project towards successful implementation and/or in the best interest of this project.

4.2.24 The client reserves the right of rejecting all or any of the Bid/Quotations without assigning any reason. No Tender will be considered unless and until all the documents are properly signed. Conditional tenders would be liable to be rejected.

4.2.25 The firm/company who have been blacklisted by any State Govt./Central Govt. in the past or whose services have come to adverse notice and/or criminal case have been registered against it/any Director/Proprietor will be disqualified.

4.3 Penalty Clause:

4.3.1 If the Service Provider is not able to implement the contract within the stipulated period as prescribed in the implementation schedule (Performa IV), a penalty at the rate of 1% (one percent) of rate quoted by the service provider per school per month will be levied on the Contractor(s) for a maximum period of 08-weeks. If the implementation is not completed even within this 08-weeks period also, the contract can be terminated and the Performance Bank Guarantee amount will be forfeited.

The penalty will be calculated on monthly basis and deducted from monthly payment to be made to the Service Provider. The District Coordinator will give a complaint number in turn to the Principal/Head Teacher to ensure the proper maintenance of record.

4.3.2 If at any time, the Service Provider defaults in pending any of the providing services as per scope more than 15% of the total Schools allotted to it, then, the whole amount of Bank guarantee of the Bidder will be forfeited. The matter related to cancellation of tender will be referred for arbitration.

4.3.3 In case the penalty amount exceeds the due amount to be paid in respect of a particular school, then the Service Provider will have to pay the balance amount within 15 days of being informed and in case of any delay, interest © 12% pa. shall be charged.

4.4 The Bidder or a person/persons duly authorized by the Bidder shall sign the Pre-qualification cum Technical bid and the Commercial bid with his seal.

4.5 Standards:

The services provided under this contract shall conform to the standards mentioned in the tender document, and when no applicable standards are mentioned, to the authoritative standards. Such standards shall be the latest issued by the concerned institution governing that standard.

4.6 Execution of the Contract Awarded:

The completion period of the said tasks should be adhered to as will be mentioned in the Award of Contract. The I.T. Education services shall actually be deemed to have been done on the actual date/delivery of such services in respective institutions.

4.7 Time Limit for Completion of Task:

The client's requirement for the completion schedule of different tasks under the contract is given below.

4.7.1 The task of the scope of work indicated in Section II shall be completed within stipulated period as will be mentioned in award of contract.

4.7.2 The above time limit shall be decided in consultation with the qualified Bidder at the time of award of contract depending upon the nature/scope of the contract.

4.8 Standard of Performance:

The qualified Bidder shall carry out the services and its obligations under the contract with due diligence, efficiency and economy in accordance with generally accepted norms, techniques and practices used in the industry. The Bidder/ Bidders shall also adhere to professional engineering and consulting standards recognized by international professional bodies and shall observe sound management, technical and engineering practices. It shall employ appropriate advanced technology and safe and effective equipment, machinery, material and methods. The Bidder/ Bidders shall always act in respect of any matter relating to this contract, as faithful advisors to the client and shall, at all times, support and safeguard the client's legitimate interests in any dealings with the third party.

4.9 Use OF Contract Documents and Information:

4.9.1 The qualified Bidder shall not, without the client's prior written consent, disclose the contract or any provision thereof, or any specification, plan, drawing, pattern, sample or information furnished by or on behalf of the client in connection therewith to any person other than a person employed by the Bidder in the performance of

the contract. Disclosure to any such employed person shall be made in confidence and shall extend only so far as may be necessary for purposes of such performance.

4.9.2   The qualified Bidder shall not, without the client's prior written consent, make use of any document or information.

4.9.3   Any document other than the contract itself shallremain the propertyof the client and shall be returned (in allcopies) to the client on completionofthe qualified Bidder performance under the contract if so required by the client.

4.10 Earnest Money:

The Bidder must deposit Earnest money of Rs. **15,00,000/- (Fifteen Lacs)** along with tender document only in the form of Bank Draft from National/Scheduled Bank in favour of **Director, School Education Haryana Payable at Panchkula/Chandigarh.**

4.11. Termination for Default:

The client may, without prejudice, to any other remedy for breach of contract, by written notice of 30 days of default sent to the Bidder, terminate the contract in whole or in part & vice-versa if:-

a.   The qualified Bidder fails to deliver any or all of the obligations as per scope within the time period(s) specified in the contract, or any extension thereof granted by the client.

b.   The qualified Bidder fails to perform any of the obligation(s) under the contract.

c.   The client may at any time terminate the contract/ agreement by giving written notice to the Bidder without compensation to the Bidder, if the qualified Bidder becomes, bankrupt or otherwise insolvent, provided that such termination will not prejudice or affect any right of action or remedy which has accrued thereafter to the client.

4.12 Performance Guarantee/Security:

The Service Provider shall be required to deposit a security for due performance of the contract in the form of irrevocable Bank Guarantee on any scheduled/nationalized Bank **at** Chandigarh/Panchkula amounting to 5% of the total contract value, pledged **in favour of Department of School Education, Haryana, Panchkula**valid for a period of six months from the date of expiry of the stipulated period of providing Computer Education Services. The Performance Guarantee can be revoked at the Chandigarh/Panchkula bank branch in case of violation/non performance of contract. The Service Provider shall be required to deposit requisite amount of

performance guarantee within ten days from the date of issue of acceptance letter sent under registered cover or telegram, failing which, the order shall be withdrawn at the discretion of the client and the EMD of the bidder shall be forfeited

4.13 "NO CLAIM" Certificate:

The qualified Bidder shall not, be entitled to make any claim, whatsoever, against the client under or by virtue of or arising out of this contract/ agreement nor shall the client entertain or consider any such claim, if made by the Bidder after he shall have signed a "No claim" certificate in favour of the client in such forms as shall be required by the client after the works are finally accepted.

4.14 Suspension

4.14.1 The client may by a written notice of suspension to the Bidder, suspend all payments to the Bidder under the contract, if the Bidder failed to perform any of its obligations under this contract, (including the carrying out of the services) provided that such notice of the suspension:-

4.14.1.1 Shall specify the nature of the failure.

4.14.1.2 Shall request the Bidder to remedy such failure within a specified period from the date of receipt of such notice of suspension by the qualified Bidder.

4.15 Document Prepared by Bidder to be the property of the Client:

All plans, drawings, specifications, designs, data tables, presentations, reports and other documents prepared by the Bidder in the execution of the contract shall become and remain the property of the client, and before termination or expiration of this contract, the qualified Bidder shall deliver all such documents to the client along with the detailed inventory thereof.

4.16 Confidentiality:

The Bidder(s) and their personnel shall not, either during the term or after expiration of this contract, disclose any proprietary or confidential information relating to the services, contract or the client's business or operations without the prior written consent of the client.

4.17 Force Majeure:

4.17.1 Notwithstanding the provisions of the tender, the Bidder shall not be liable for forfeiture of its performance security, liquidated damages or termination for default, if and to the extent that, its delay in performance or other failure to perform its obligations under the contract is the result of an event of Force Majeure.

4.17.2 For purposes of this Clause, "Force Majeure" means an event beyond the control of the Bidder and not involving the Bidder and not involving the Bidders fault or negligence and not foreseeable. Such events may include, but are not restricted to, acts of the client either in its sovereign or contractual capacity, wars or revolutions, fires, floods, epidemics, quarantine restrictions and freight embargoes.

4.17.3 If a Force Majeure situation arises, the qualified Bidder shall promptly notify the client in writing of such conditions and the cause thereof. Unless otherwise directed by the client in writing, the Bidder shall continue to perform its obligations under the contract as far as reasonably practical, and shall seek all reasonable alternative means for performance not prevented by the Force Majeure event. Even the client may terminate this contract, by giving a written notice of minimum 30 days to the Bidder, if as a result of Force Majeure, the Bidder being unable to perform a material portion of the services for a period of more than 60 days.

4.18 Governing Language:

The contract shall be written in the language of the bid, as specified by Client, in the Instructions to Bidder/ Bidders subject to clause-3.6 of Section-III, that language version of the contract shall govern its interpretation. All correspondence and other documents pertaining to the contract, which are exchanged by the parties, shall be written in that same language.

4.19 Arbitration:

If any question, differences, Interpretation or objection whatsoever shall arise, in any way connected with or arising out of this instrument or the meaning or operation of any part there of or the rights, duties or liabilities of either party than save in so for as the decision of any such matter is here in before provided for and has been so decided every such matter including whether its decision has been otherwise provide for and/or whether it has been finally decided accordingly in whether the contract should be terminated or has been rightly terminated in whole or part and as regards the rights and obligations of the parties as the result of such termination, shall be referred for arbitration to Financial Commissioner and Principal Secretary School Education, Haryana and his decision shall be final and binding and where the matter involves a claim the amount if any awarded in such arbitrations shall be recoverable in respect of the matters so referred. Such arbitration shall be held at Chandigarh/Panchkula.

SECTION-V

EVALUATION CRITERIA

Department will form an evaluation Committee which will evaluate the proposals submitted by the bidders for a detailed scrutiny. During evaluation of proposals, department may ask the bidders for clarification of their Technical Proposals.

Only those proposals meeting the eligibility criteria will be evaluated as per the parameters mentioned below for a project:

Sr. No.	Particulars	Maximum Marks
1.	**Experience of Education Project:** Experience of having executed computer education/ ICT Training project in India for any Govt. Schools/ Govt. Institutions/ Govt. Organization in any state during the last three years : >2000 schools : 20 marks <2000 and >1000 : 15 marks <1000 and >500: 10 marks	20
2.	**Printed Course ware** Five printed Samples of already created course ware in computer education needs to be submitted along with the bid response. The Printed course ware will be evaluated in terms of content design, development of concepts, illustrations, worksheets, and print quality.	15
3.	**Experience of Training:** Experience of executed training of Govt./PSU Teachers/Employees in last three years? >5000 : 20 marks <5000 and >3000 : 15 marks <3000 and >1000: 10 marks	20

4.	**Approach & Methodology** Project Implementation Approach like constitution of project management team, selection procedure of manpower/ faculties, monitoring mechanism, support mechanism and reporting & documentation formats etc.		15
5.	CV of key members of Project Manager & Project Coordinator like educational & professional qualification, specific certification related to project management/ educational management, working experience of handling similar nature/ scale of project etc.		15
6.	**Technical Presentation**		15
	Total		**100**

Technical Bid Evaluation:

Technical Bid will be assigned a technical score (Tb) out of a maximum of 100 points. Bidders with technical score of 70 and above will qualify for the evaluation in the commercial process.

Note: - Minimum absolute technical score to qualify for commercial evaluation is 70.

SECTION-VI

PRE-QUALIFICATION CUM TECHNICAL BID PROFORMAE
Performa-I
BID PROPOSAL SHEET
GENERAL INFORMATION

Profile of the Bidder
The Bidder should furnish the following details: -
1.   Name of the Organisation:
2.   Nature of the Organisation:
        (Govt./Public/Private/Partnership)
3.   Address with phone no, fax and email:
4.   Number of Years of Operation:
        1.   In Computer Education & Training
                In India/Year of Establishment
                (Proof should be furnished in the form
                of Incorporation Certificate or equivalent document)
        2.   Indicate the financing plan for this contract:
                (Furnish supporting
                Documents like Bankers letter or letter of financial
                Institution or letter from finance company/lease
                Finance Institution or audited financial statement
                For Proof of sufficient reserves.)
5.   Reserves and Surplus as per the latest: Audited
        financial statement (Rs.)
6.   Any other details in support of your offer:

As of this date the information furnished in all parts of this form is accurate and true
to the best of my knowledge
Witnesses (2 Nos.):
Signature   _____   Signature   _____
Name   _____   Name   _____
Designation _____   Designation _____
Address   _____   Address   _____
Company   _____   Company   _____
Date   _____   Date   _____

Company Seal
(With name & designation of the person signing the tender)

Performa-III

CHECKLIST FOR FULFILMENT OF PRE-QUALIFICATION/ ELIGIBILITY CRITERIA

Sr. No.	Precondition	Details of Documentary Proof to be attached	Page No (From… to…) in the response with proper Flag Number & Index	Documentary Proof Attached (Y/N) (Give Annexure No.)
1	The Bidder should be a reputed Education Firm/Organization or Company directly providing IT/Education in India at least for the last 7 (Seven) Years in India	Documentary evidence to be submitted.		
2	In the preceding 3 (Three) financial years, the annual turnover of the Bidder/ consortium partern / together on account of IT/Education shall not be less than Rs. 10 (Ten) Crores. (Copy of Audited Financial Statements should be submitted as proof)	For the last 3 years, Audited Financial Statements certified by Chartered Accountant, or Audited Annual Report.		
3	The bidder/any consortium partner should have in house content development capability and should have provided subject based content in the Govt. schools.	Respective Organisation letter indicating assignment of work and satisfactory performance		
4	The Bidder should have successfully executed computer education / ICT training project in India, for at least 500 (Five Hundred) different location or provided Computer Education/ ICT training to 25000 persons to any Govt. Schools/ Govt. Institutions/ Govt. Organisation in any state in India during the last three years.	Documentary evidence to be submitted		
5.	The Bidder will submit a letter from a financial institution that is willing to fund this project or should have sufficient reserves to implement the project or shall fund this project through internal accruals.	Documentary evidence to be submitted		

6	The firm/organisation or the company should be ISO 9001 certified either for IT Education Processes/Support Services/Curriculum Design content at the time of notice inviting tender.	Documentary evidence to be submitted		
7	The bidder should registered under Company Registration Act 1956, Trust/ Society/ NGO registered under Center/ State government in India. In case, bidder is NGO or Trust of non profit company, the same should be registered under Society Registration Act 1860 /State Society Act and 1882 Act./State Trust Act respectively.	Documentary evidence to be submitted		
8	An Earnest Money Deposit of Rs. 15,00,000/- (Rs. Fifteen lacs) will be paid along with the tender/Bids.			

Note: *Bid response should be page numbered, indexed, flagged (stapled) and binded properly.*

Signature of the Bidder with seal

IMPLEMENTATION SCHEDULE

1.	Signing of Contract	:	T (Day 1)
2. a)	Selection and deployment of 50% of computer faculties at school level	:	T + 45 days
b)	Selection and deployment of rest of 50% of computer faculties at school level	:	T + 90 days
3.	Development of Course Material, development of educational portal, setting up of training centre	:	T + 90 days

The above schedule of implementation is acceptable to us.

Signature of the Bidder with seal

DECLARATION

(To be typed on Company Letter Head)

To

The Director
Secondary Education Haryana,
Plot No – 01 B, ShikshaSadan,
Sector – 5, Panchkula, Haryana 134190

Subject   **<u>Proposal for providing Information Technology Education Services in Govt. Sr. Sec. Schools in the state of Haryana.</u>**

Dear Sir,

1.   We, the undersigned Bidder, having read and examined in detail the specifications and all bidding documents in respect of providing Computer Education do hereby propose to provide Computer Education as specified in the bidding document.

2.   PRICE AND VALIDITY

2.1   All the rates mentioned in our proposal are in accordance with the terms as specified in bidding documents. All the prices and other terms and conditions of this proposal are valid for a period of 180 calendar days from the last date of submission of bids.

2.2   We have studied the Clauses relating to Indian Income Tax and hereby declare that if any Income Tax, Surcharge on Income Tax and any other Corporate Tax is altered under the law, we shall pay the same, however the service tax if applicable will be extra.

3   EARNEST MONEY

We have enclosed the earnest money in the form of Bank Draft amounting to Rs. 1500,000/- (Fifteen Lacs).

4.   BID PRICING

We further declare that the RATES stated in our proposal are in accordance withyour terms & conditions in the bidding document.

5.   QUALIFYING DATA

We confirm having submitted in qualifying data as required by you in your tender document. In case you require any further information/documentary proof in this regard before evaluation of our bid, we agree to furnish the same in time to your satisfaction. We hereby declare that our proposal is made in good faith. withoutcollusion or fraud and the information contained in the proposal is true and correct tothe best of our knowledge & belief.

6.   We further understand and declare that all obligations/liabilities in respect of the staffdeployed by us will be our sole responsibility.

Bid submitted by us is properly sealed and prepared so as to prevent any subsequent alteration and replacement.

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

Thanking you,

<div align="right">

Yours faithfully,

(Signature)

</div>

Date: Name:
Place: Designation:
Business Address: Seal

Section-VI
COMMERCIAL OFFER

To

    The Director
    Secondary Education Haryana,
    Plot No – 01 B, ShikshaSadan,
    Sector – 5, Panchkula, Haryana 134190

Sir,

I/We hereby tender for the computer education services as per the specifications given in this tender document of the client within the time specified and in accordance with the Terms and Conditions. The rates are quoted in the prescribed format given below:

Rate per school per month for the total Contract period

SNO	Details	Rate In Figures (inclusive of all taxes)	In Capital Words (inclusive of all taxes)
		1	2	3
1	Service Fee for Provision of one computer facultyin 2617 schools and 2 computer faculties in 5 smart schoolsfor contract period as stated at Section II (Rate per School per month) in Rupees	per School per month	
2	Service Fee for additional faculty members	per faculty member per month	

Note:-

1.   For purposes of commercial evaluation, rate quoted (i.e. serial No.-1) shall be reckoned.

2.   The department intends to provide one computer faculty in each 2617 normal schools and two computer faculties each in 5 smart schools. However, the department reserves the right to provide more/less faculty if the enrolment increases/decreases in any school at any point of time for which the service provider have been asked two indicate the service fee for additional computer faculty separately in the prescribed column of section-VII.

3.   For the additional faculty the minimum rate quoted in serial no.- 2 shall be reckoned as serial no.- 2.

Signature of the Bidder with seal

ANNEXURE 'A'
Syllabus Class VI

UNIT-I: <u>Introduction to Computer Fundamentals.</u>   **(5 Hours)**

IT Concepts: -Definition of Computers, Characteristics of computer - Speed, Diligence, Accuracy, Versatility, Storage, Basic Applications of Computers, Concept of Hardware and Software, Components of computer, Computer Memory.

UNIT-2: <u>EduBOSS, Text Editor, TuxPaint/Kolorpaint, Calculator</u>

(30 Hours)

<u>Introduction to EduBOSS</u>:-What is EduBOSS, Starting & Exiting EduBOSS, Parts of EduBOSS screen, Icons , Types of icons, Taskbar, Activating Windows, Moving & Scrolling Windows, title bar, Minimize, Maximize & close Buttons

<u>Running applications:</u>- How to run Application, Running a Application from the Applications Button, Running a Application from Computer.

<u>Text Editor/Gedit</u>- Simple word processing, Creating & Saving a document, Entering Text & Editing Document, Formatting Characters, Searching & Replacing Text, printing your document.

<u>Painting Pictures with TuxPaint/Kolorpaint:—</u>

<u>Introduction to TuxPaint/Kolorpaint:-</u>Opening an existing picture, starting a new picture, basic painting techniques, setting the foreground background colors.

<u>Using Painting Tools:-</u>Toolbox, color palette, Curve tool, Rectangle tool, Brush Tool.

<u>Manipulating areas of pictures..</u> Selecting an area, moving an area, flipping & rotating Selections, Inverting-Colours, Stretching & Shrinking area zooming a picture.

<u>Using Calculator:-</u> Performing functions of Calculator.

UNIT-3: <u>OpenOffice Writer, OpenOffice Impress</u>   **(40 Hours)**

<u>OpenOffice Writer</u>:   Introduction to Writer, What is Writer Starting Writer, Getting to know the Writer screen, Creating Documents, Saving Documents, Using help Exiting Writer

<u>Creating & Editing Text</u>- Opening a document, Selecting & Moving Text, Editing with Cut, Copy & Paste, Undo & Redo, Spell check, Using Find, Replace & Go, To.

Formatting Text: - Font Level Formatting.

OpenOffice Impress: - Introduction to Impress**,** What is Impress, starting Impress, creating and opening a presentation, Impress views, moving between slides, saving/ closing a presentation, exiting Impress, Creating a new presentation using the auto content wizard and slide layout.

Formatting Presentation:- changing the text formats, adding bullets, aligning text.

UNIT-4: Introduction to Internet **(5 Hours)**

What is Internet, History of Internet, Advantages of Internet.

UNIT-5: Typing Practice **(10 Hours)**

Hands on Experience for Typing practice.

Syllabus Class VII

Unit-1: Introduction to Computer Fundamentals.   **(10 Hours)**

IT Concepts: -Definition of Computers, Characteristics of computer - Speed, Diligence, Accuracy, Versatility, Storage, Basic Applications of Computers, Concept of Hardware and Software, Components of computer.

Hardware and software, Computer Memory - Primary, secondary, RAM & ROM, units of memory, Input/output devices.

Unit-2: Introduction to EduBOSS and its Accessories   **(15 Hours)**

Basic components of EduBOSS, Icons, types of icons, Taskbar, Moving & Scrolling Windows, Using your desktop, title bar, Minimize, Maximize & close Buttons, Running Applications.

Exploring your Computer:- Managing files & folders, creating folders, finding files & folders, opening & renaming files & folders, copying, deleting and moving files & folders.

Painting Pictures With TuxPaint/Kolorpaint:-

Introduction to TuxPaint/Kolorpaint :- Opening an existing picture, starting a new picture, basic painting techniques, Setting the foreground & background colors.

Using Painting Tools:-Tool box, color palette, Curve tool, Rectangle tool, Brush Tool. Manipulating areas of pictures:-Selecting an area, Moving an area, flipping & rotating Selections, Inverting Colors, Stretching & Shrinking area, Zooming a picture.

UNIT-3: Open Office Writer, Impress, Calc   **(50 Hours)**

OpenOffice Writer:

Creating & Editing Text:- Opening a document, Selecting & Moving Text, Editing with Cut, Copy & Paste, Undo & Redo, Spell Check

Formatting Text: - Font Level Formatting, Aligning Text, Working with Tabs, Indents, Change Case, Bullets and Numbering, line spacing.

Working with tables: Creating a table, adding text to tables, adding/ deleting rows and columns, resizing rows and columns, deleting a table. Inserting Fontwork Gallary, Page Setting and Printing.

OpenOffice Impress: -

Creating a Presentation: - creating a new presentation using different layouts, changing the text formats, adding bullets, aligning text.

Customizing Presentation: - Formatting Slides Using Color Schemes, Background Color and Special Effects, Background Styles, Adding Pictures/Graphics on Slide, Adding Header and Footer, Slide show.

OpenOffice Calc: -

Introduction to Calc, What is Calc, Starting Calc, Opening a Spreadsheet, Getting to know the Calc Screen, moving around the Calc Screen, saving/closing of a Spreadsheet, opening a recently used Spreadsheet, Getting help with the office assistant, Exiting Calc.

Creating & Editing Spreadsheet:- Creating New Spreadsheets, Entering Data, Selecting, Moving & Deleting Cells, Cut ,Copy, Paste, using undo, redo, Find & Replace.

UNIT 4: Introduction to Internet. **(5 Hours)**

What is Internet, History of Internet, Advantages of Internet, World Wide Web, Email, web browser, types of Internet Access, basics of net-safety, search information.

UNIT 5:- Typing Practice **(10 Hours)**

Hands on Experience for Typing practice.

Syllabus Class VIII

Unit — 1: <u>Introduction to Computer Fundamentals</u>.   **(12 Hours)**

IT Concepts: -Definition of Computers, Characteristics of computer - Speed, Diligence, Accuracy, Versatility, Storage. Basic Applications of Computers, Concept of Hardware and Software, Components of computer.

Hardware and software, Computer Memory - Primary, secondary, RAM & ROM, units of memory, Input/output devices.

Classification of Software, Operating System and its functions, history of computers and its generations.

UNIT 2 <u>Introduction to EduBOSS and its Accessories</u>   **(15 Hours)**

<u>Exploring your Computer:</u> - Managing files & folders, creating folders, finding files & folders, opening & renaming files & folders, copying & moving files & folders. Setting date and time, control centre, display properties:- background, Themes, Fonts. Revision tour of TuxPaint/KolorPaint & Gedit.

UNIT 3: <u>Open Office Writer, Impress, Calc</u>   **(50 Hours)**

Open Office Writer: Creating & Editing Text:-Opening a document, Selecting & Moving Text, Editing with Cut, Copy & Paste, Undo & Redo, Spell Check

<u>Formatting Text: -</u> Font Level Formatting, Aligning Text, bullets and numbering, border and shading, change case, Working with Tabs, Indents & Spacing, Formatting paragraphs, Format Painter.

<u>Working with tables:</u> Creating a table, adding text to tables, adding/deleting rows and columns, resizing rows and columns, deleting a table, splitting and merging cells.

<u>Inserting elements:-</u> page numbers, headers and footers, date and time, pictures and hyperlinks. Font Gallary, Spell check, using help, Page Setting and Printing.

<u>OpenOffice Impress:</u> -

<u>Creating a Presentation: -</u> creating a new presentation, using the auto content wizard, changing the text formats, adding bullets, aligning text.

Customizing Presentation: -Using templates, selecting a slide layout, using undo, redo, changing slide layouts, adding clip art to your presentation, adding charts of different types to slide, organization chart, Background colour/ designs to slides. Using slide transition:-giving timing, sound and adding animations to slides and using preset animations.

OpenOffice Calc: -

Creating & Editing Spreadsheet:- Creating New Spreadsheet, Saving, Closing and Opening Spreadsheets, Entering Data, Selecting, Moving & Deleting Cells, Cut ,Copy, Paste, using undo, redo, Find & Replace, Entering Formulas.

Formatting Spreadsheet:-Adjusting column and row sizes, changing cell alignments, using number formatting

Viewing, Drawing & Printing:- Viewing the Spreadsheet, Adding headers & footers, working with page setup, setting a print area, using print preview & printing.

Unit 4: Internet   (8 Hours)

Internet, History of Internet, Advantages of Internet, Requirements of Internet, World Wide Web, web browser, types of Internet Access, basics of net-safety, search information, Services on the web- E-mail, Newsgroups, FTP, Search Engines.

Unit 5:- Typing Practice   (5 Hours)

Hands on Experience for Typing practice.

Syllabus Class IX

Unit — 1: Introduction to Computer Fundamentals.   (12 Hours)

IT Concepts: -Definition of Computers, Characteristics of computer - Speed, Diligence, Accuracy, Versatility, Storage, Basic Applications of Computers, Concept of Hardware and Software, Components of computer.

Hardware and software, Computer Memory - Primary, secondary, RAM & ROM, units of memory, Input/output devices.

Classification of Software, Operating System and its functions, history of computers and its generations

Classification of computers, Computer Languages- Machine Language, Assembly Language and High Level Language, Role of Assembler and Compiler.

UNIT 2 :-OpenOffice Writer,Impress,Calc, Base   (60 Hours)

OpenOffice Writer:

Formatting Text: - Font Level Formatting, Aligning Text, bullet and numbering, border and shading, change case, Working with Tabs, Indents & Spacing, Formatting paragraphs.
Working with tables: Creating a table, adding text to tables, adding/deleting rows and columns, resizing rows and columns, deleting a table, splitting and merging cells.
Inserting elements:- page numbers, headers and footers, date and time, pictures and hyperlinks. Mail merge, Envelopes and Labels.

OpenOffice Impress: -

Creating a Presentation: - creating a new presentation, using the auto content wizard, changing the text formats, adding bullets, aligning text, Using different Layouts, Using Drawing Toolbar, Inserting Graphs and Organization Charts.

Customizing Presentation: -Using templates, selecting a slide layout, using undo, redo, changing slide layouts, adding clip art to your presentation, Background color/designs to slides, Slide Master View.

Using slide transition: -giving timing, sound and adding animations to slides and using preset animations.

Custom Animation- Animating pictures and Text with Sound effects.

OpenOffice Calc: -

<u>Creating & Editing Spreadsheets:-</u> Creating New Spreadsheet, Entering Data, Selecting, Moving & Deleting Cells, Cut ,Copy, Paste, using undo, redo, Find & Replace, Using Formulas, Inserting and Deleting rows and columns, Cell referencing, Sorting of Data.

<u>F</u>ormatting Spreadsheet:-Formatting Rows and Columns, changing cell alignments, using number formatting

<u>Viewing, Drawing & Printing:-</u> Viewing the Spreadsheet, Adding headers & footers, working with page setup, setting a print area, using print preview & printing. Working with graphs.

<u>Openoffice Base:-</u>

<u>I</u>ntroduction to Base, What is data, Starting Base, opening a database file, Introduction to the database Window, getting to know the Base screen, Saving & Closing a database file, Using the help menu, Exiting Access.

Unit 3: Networking and Internet   (8 Hours)

What is a network, Advantages of network, Differentiate between LAN, WAN and MAN, Internet and its History, Advantages of Internet, Requirements of Internet, World Wide Web, web browser, types of Internet Access, basics of net-safety, search information, Services on the web- E-mail, Newsgroups, FTP, Search Engines, Chat, E- Commerce.

Unit 4:- Project Work   (10 Hours)

Syllabus Class X

Unit — 1: Introduction to Computer Fundamentals. **(8 Hours)**

IT Concepts: -Definition of Computers, Characteristics of computer - Speed, Diligence, Accuracy, Versatility, Storage. Basic Applications of Computers, Concept of Hardware and Software, Components of computer. Hardware and software, Computer Memory - Primary, secondary, RAM & ROM, units of memory, Input/output devices.

Classification of Software, Operating System and its functions, history of computers and its generations

Classification of computers, Computer Languages- Machine Language, Assembly Language and High Level Language, Role of Assembler and Compiler.

Unit 2 :-OpenOffice Writer,Impress, Calc, Base   (55 Hours)

OpenOffice Writer:-

Formatting Text: -   Font Level Formatting, Aligning Text, bullet and numbering, border and shading, change case, Working with Tabs, Indents & Spacing, Formatting paragraphs.

Working with tables: Creating a table, adding text to tables, adding/deleting rows and columns, resizing rows and columns, deleting a table, splitting and merging cells.

Inserting elements:- page numbers, headers and footers, date and time, pictures and hyperlinks.

Mail merge, printing labels and envelopes

OpenOffice Impress:-

customizing Presentation:- Using templates, selecting a slide layout, using undo, redo, changing slide layouts, adding clip art to your presentation, Background colour/designs to slides.

Using slide transition:- giving timing, sound and adding animations in slides and using preset animations, custom animations.

OpenOffice Calc: -

Creating & Editing spreadsheet:- Working with spreadsheet, Entering numbers, text, Date/Time, Series Using Autofill, Editing the worksheet, Inserting/Deleting rows, columns and cells.

Formatting Workbooks:- Formatting spreadsheet including change color, size, font, Formatting of rows, columns and cells.

Viewing, Drawing & Printing:- Viewing the spreadsheet, Adding headers & footers, working with page setup, setting a print area, using print preview & printing. Using Formulas and Functions such as Sum(), Averaged(), Max(), Min(), If(). Embedded charts of various types-Line, Pie, Scatter, Bar and Area in spreadsheet.

OpenOffice Base:- Starting Base, opening a database file, Introduction to the database Window, getting to know the Base screen, Saving & Closing a database file, Using the help menu, Exiting Access.

Working with databases :-Using the Database Wizard, working with datasheets, moving between record & files, using go to, updating records, Selecting Rows & Columns, changing Column Width, Saving a data sheet, Exiting datasheet.

Working with tables: - Creating a new database, Adding tables to database, adding fields to tables, inserting a field, setting a primary key, saving a table, adding & sorting Records, Setting Relationships.

Unit 3: - Introduction to HTML and Internet   (17 Hours)

HTML:- Terms and Concepts, web browser, document tags, formatting tags, lists, Linking web pages, working with images.

Internet: - What is Internet, Advantages of internet, Network Architecture, History of Internet, E-Mail, Word wide web, File transfer Protocol, Utilities.

Unit 4: Project Work   (10 Hours)

Syllabus Class XI

Unit-1: **Overview of Fundamentals, OpenOffice Writer, Impress, Calc.**
                                                            (26 Hours)

Unit — 2: Introduction to programming logic and techniques.

                                                            (10 Hours)

Constants, variables, data types, keywords, identifiers, relational and logical operators, arithmetic operators, do case and endcase, IF and NESTED IF, Introduction to loop - FOR Loop, while loop, do while loop, until loop, Flowcharts, pseudocodes, algorithms

Unit -3: Number System & Boolean Algebra   **(6 Hours)**

Introduction to binary, octal, decimal & hexadecimal no. system, Conversions of one no. system to another no. System, binary addition, subtraction, multiplication & division. l's complement & 2's complement.

UNIT 4 :-Fundamentals of C   **(30 Hours)**

History of C language, keywords, identifiers, variables and data types in C Simple C Program, compiling C Program. Decision making in C.

Loops- Do-While 0, While 0 and For 0

UNIT 5: Networking Concepts and Internet   **(8 Hours)**

Types of networks, need of networks, Internet and its use, LAN, WAN and MAN, Internet, History of Internet, Advantages of Internet, E-mail, Terms used in Internet www, URL, Web Page and browser, Addressing Systems, Hyperlinks, Hypertext, Home Page, Using Search Engine.

Unit 6: Project Work   **(10 Hours)**

Syllabus Class XII

Unit -1: Overview of Fundamentals, OpenOffice Writer, Impress, Calc.

(20 Hours)

Unit -2: Overview of networking concepts and Internet.

(10 Hours)

Unit-3: Programming in C   **(40 Hours)**

History of C language, keywords, identifiers, variables and data types in C
Simple C Program, compiling C Program. Decision making in C

Loops- Do-While (), While () and For ()

If... Else

Arrays and Functions

Introduction to pointers

Structures and unions.

File management in C

Unit 4: Introduction to Software Engineering   **(10 Hours)**

System development life cycle
Phases of system development
Initiation, analysis, development, testing, maintenance

Unit 5: Project in C Language   **(10 Hours)**

ANNEXURE 'B'

Specifications

Item	Specifications	Quantity
Printed Courseware (for class 6th to 12th)	Size: 8.5″x 11″ Cover: 220 GSM, 4 Color Print & Laminated Internal Sheets: 60 GSM Map litho, two color Center Staple(if no of pages below 64) Perfect bound ((if no of pages above 64) Design: to finalized by service provider in consultation with the department. Language: Printed courseware should be in: • Hindi for class 6th to 9th • English for class 10th to 12th.	1 per student 1 per computer teacher 1 per Principal 100 units of each class shall be provided to Directorate. (Approx 500 books per school) Printed Courseware will be finalized by the service provider in consultation with the department evaluation committee.

Division	District	Sr. Sec.	High	Total	%age
Ambala	Ambala	43	79	122	4.66%
	Kaithal	45	68	113	4.32%
	Kurukshetra	25	63	88	3.36%
	Panchkula	22	27	49	1.87%
	Yamuna Nagar	25	59	84	3.21%
	Total	**160**	**296**	**456**	**17.42%**
Gurgaon	Faridabad	31	41	72	2.75%
	Gurgaon	28	54	82	3.13%
	Mahendergarh	41	70	111	4.24%
	Mewat	18	44	62	2.37%
	Palwal	37	54	91	3.48%
	Rewari	39	73	112	4.28%
	Total	**194**	**336**	**530**	**20.25%**
Hisar	Bhiwani	117	155	272	10.39%
	Fatehabad	38	88	126	4.81%
	Hisar	75	157	232	8.87%
	Jind	61	118	179	6.84%
	Sirsa	33	106	139	5.31%
	Total	**324**	**624**	**948**	**36.22%**
Rohtak	Jhajjar	90	54	144	5.50%
	Karnal	40	89	129	4.93%
	Panipat	50	46	96	3.67%
	Rohtak	84	55	139	5.31%
	Sonipat	81	94	175	6.69%
	Total	**345**	**338**	**683**	**26.10%**
	Grand Total	**1023**	**1594**	**2617**	

ENROLMENT OF 2617 SCHOOLS COVERED UNDER ICT 2011-12 and DIETs/GETTIs

District	6th	7th	8th	9th	10th	11th	12th	DIETs	GETTIs	Grand Total
Ambala	5221	5477	5893	8064	6618	4514	4310	300	0	**40397**
Bhiwani	11547	11962	11405	13197	12039	10332	10892	400	0	**81774**
Faridabad	5535	5310	4895	5726	4658	4999	4717	400	0	**36240**
Fatehabad	8094	7790	6598	8385	6796	5276	5073	0	0	**48012**
Gurgaon	4823	4790	4698	5824	5266	4868	4886	300	0	**35455**
Hisar	12143	12133	11608	12572	10092	8853	8615	400	0	**76416**
Jhajjar	4115	4569	4896	6134	5216	5438	5596	0	0	**35964**
Jind	9769	9820	9334	10173	9172	7216	7380	400	0	**63264**
Kaithal	7271	7568	7072	8024	6895	5893	5367	100	0	**48190**
Karnal	8036	8023	8615	8802	7399	4502	4052	200	0	**49629**
Kurukshetra	4458	5002	5033	6502	5676	4107	3895	300	0	**34973**
Mahendergarh	4172	4398	4557	6286	5578	5405	5454	400	0	**36250**
Mewat	4196	3436	2971	4125	2662	2013	1822	0	400	**21625**
Palwal	5949	5652	4904	5716	4194	3418	2678	0	0	**32511**
Panchkula	2475	2531	2331	3328	2672	2432	1812	100	200	**17881**
Panipat	6399	6146	5823	6785	6263	5032	4487	200	0	**41135**
Rewari	4288	4556	4753	5929	5265	5373	5435	100	0	**35699**
Rohtak	5806	6018	5827	5868	5819	5735	5531	400	0	**41004**
Sirsa	8493	8294	7641	9072	7821	6132	5204	400	0	**53057**
Sonepat	8450	8530	8227	9730	9019	6179	6163	300	0	**56598**
Yamuna Nagar	5081	5244	5398	8322	6885	4550	4251	100	0	**39831**
Grand Total	**136321**	**137249**	**132479**	**158564**	**136005**	**112267**	**107620**	**4800**	**600**	**925905**