

Government of Punjab
(Department of Disaster Management),
Office of Secretary Revenue
IV th floor Civil Secretariat, Chandigarh, Punjab



TENDER DOCUMENT FOR
Trainings on Disaster Management

TENDER NO – -----

PRICE: Rs.5000/- (non-refundable)

TO BE SUBMITTED BY: by 1000 HRS.

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**GOVERNMENT OF PUNJAB
DEPARTMENT OF REVENUE, REHABILITATION
AND DISASTER MANAGEMENT**

**EXPRESSION OF INTEREST FOR IMPARTING DISASTER MANAGEMENT
TRAININGS**

Expression of interest is invited from the Company/NGO/Institute having infrastructure for imparting "Emergency Response and disaster preparedness trainings". This scheme is funded by the Government of India and details can either be downloaded from the website www.punjabrevenue.nic.in or can be obtained from the office of Director Disaster Management Punjab, Room no.3, 4th floor, Punjab Civil Secretariat Building, Chandigarh. If Company/NGO/Institute downloads the tender document from the official website mentioned above, they will have to submit the cost of tender i.e Rs 5000/- along with the earnest money in the form of Demand Draft in the name of " Director, Disaster Management" payable at Chandigarh. The earnest money will be Rs 20000/ for each of the mode of training. The last date of receipt of "Expression of Interest" will be two weeks from the date of its publication in newspapers. For any query, please contact 0172- 2749901 and 2748469.

**Sd/-
Secretary Revenue,
Punjab, Chandigarh.**

Background

FC-XIII has observed that effective disaster response requires trained manpower to deal with complex situations where effective and speedy handling reduces the impact of a disaster on human life and property. Therefore it is necessary to continuously undertake measures to build capacity amongst those responsible for disaster response and augmenting public awareness. Accordingly, FC-XIII has recommended a grant of Rs. 525 crore for building capacity within the administrative machinery for better handling of disaster response and for preparation of district and state level disaster management plans as envisaged under the Disaster Management Act of 2005 (DM Act). This grant will be released in five equal annual installments. This grant will help the States to provide essential trainings and support capacity building of stakeholders and functionaries, preparation of Disaster Management Plans based on hazard, risk and vulnerability analysis, and setting up/strengthening of Emergency Operation Centres (EOCs).

For capacity building the state has to:

- 1) Advance the analytical skills and professional knowledge of development practitioners in the area of disaster risk reduction.
- 2) Integrate learning curriculum into existing development projects or education and training programs, using the organization's own and other resources and partnerships
- 3) Increase access to education, training and knowledge sharing across the Punjab State.
- 4) Produce blended learning activities that address learners' needs
- 5) Create a pool of instructors and facilitators with adequate capacity to teach in the area of disaster risk management

Aims

The *Capacity building is a Learning Program* .It is proposed to be a sustainable program that would be regionally tailored, adopting the use of blended learning activities and delivery modes to educate about disaster risk reduction and recovery from disasters. However the training is one of the methodologies for capacity building.

The objective of emergency response and disaster preparedness is to develop a common understanding among different stakeholders for an organised and coordinated response, to facilitate preparedness and improved coordination protocols during emergencies. The training modules shall aim to assist the organization to make the communities safer and aware before any disaster strikes.

Scope of Work

The Department of Revenue, Rehabilitation and Disaster Management invites sealed proposals (Technical & Financial) for Emergency Response and disaster preparedness trainings in the State of Punjab.

1. The company/NGO/institute have to prepare the training material and undertake trainings on preparedness and effective recovery in the disaster situation.
2. A complete set of RFP Document may be purchased by any interested eligible bidder on the payment of a non-refundable tender fee of Rs. 5000/- (Five Thousand only) in the form of cash. The RFP Document may be obtained during office hours on working days.
3. Interested eligible Bidders may obtain further information from office of the Director Disaster Management Punjab, Room no.3, 4th floor, Punjab Civil Secretariat Building, Chandigarh.

Particulars of the Tender

The short-listed company/NGO/institute has to prepare a training modules and conduct trainings for preparation and recovery from the following type of disasters:

Natural Disasters

- a) Floods
 - i) Rains
 - ii) Dam
- b) Earthquake
- c) Pest Attack
- d) Diseases like Plague, H1NI, Swine flue, Bird flue etc.

Manmade Disaster

- a) Industrial Disaster
 - i) Nuclear
 - ii) Chemical
- b) Train accident, road accident/mishaps
- c) Fire Hazards
- d) Terrorism
 - i) Blasts
 - ii) Bio- terrorism
- e) Stampede
- f) Management of Mass Casualities
- g) Communal Riots.

The trainings have to be carried out in all the twenty-two districts of State in two tier system: i.e.

- A. Trainings in educational Institutes
- B. Trainings in Villages/Block Level

The details of scope of work shall be:

A. Trainings in educational Institutes

- a) To conduct 100 numbers of School level training workshops in educational institutes in each district. **A minimum of 50 such training workshops must be conducted in government schools.**
- b) This training shall be for 5-6 hours to sensitize school children, school teachers/staff, etc. **which should compulsorily include CPR of medical response to disaster.**

B. Trainings in Villages

- a) To conduct 100 village level Capacity Building Trainings on Disaster Management and preparedness in each district. In districts Roopnagar, Nawashahar, Mansa, Muktsar, Patiala, Sangrur, Gurdaspur, Jalandhar, Kapurthala, Taran Taran, Hoshiarpur, Ferozpur, Amritsar, Fazilka at least **80 such trainings must be in villages that had earlier experienced loss of human lives/animal heads/loss to property in flood season 2011.**
- b) The village level trainings must be conducted for 3-4 hours.
- c) The village level trainings shall include three hours of learning followed by three hours of practical sessions/Mock Drills for the participant villagers. **Medical training including CPR must be compulsorily demonstrated with working model to the villagers.**
- d) In both the above trainings, all the participants shall be served with refreshments snacks and tea in the break times etc.

GUIDELINES FOR PREPARATION OF TENDER

The suggested modus operandi that may be followed for such trainings is as follows:

The training company/NGO/institute shall identify 100 school locations as recommended by the concerned D.C. and 100 locations in villages in each district with the consultation and support from District Administration, where they can impart

training in a high school/other educational institute in the morning hours along with the training of villagers as a whole.

Once the training organization has completed the process of such theoretical knowledge, upgradation trainings for school children a refreshment and lunch break has to be given and after training in the villages, a refreshment break has to be given. During these refreshment breaks, villagers shall be served with lunch and school level participants shall be distributed snacks like a pastry, samosa, bread pakora, sandwich and milkbadam/juice etc. or equivalent/ locally available food items. The school management and the village Panchayats/ Village Volunteers/others may be involved in preparation/support/procurement of such refreshments for better, fresh and timely delivery.

The short listed company/NGO/institute are required to prepare a complete plan for the above training modules keeping in mind the list of disasters as given above. company/NGO/institute are also required to prepare training aids. A proper time table and broad syllabus as per the scope of work is to be prepared. The Commercial bid shall be opened only for those vendors who have been technically qualified as per the qualification criteria.

Eligibility for participation in tender

Qualification Criteria:

The training company/NGO/institute working in the field of disaster management having experience of at least 3 years will be eligible for imparting high quality training/education on Disaster Preparedness, Emergency Response, Trauma Management and Care, First Aid, Cardio pulmonary Resuscitation (CPR) and Life Saving Techniques. The company/NGO/institute should have qualified and experienced faculty who could provide training at District and Sub-Division level to the various sections of the society for preparing them not only to defend themselves but also to train others to

mitigate the effects of various disasters [natural and man made] such as Earthquakes, Floods, Fire and for management of aftermath of Chemical Disasters, Bomb Blasts, Nuclear Attack, Air-Rail-Motor Accidents etc.

Contents of Training:

The company/NGO/institute shall use audio-visual aids like films, videos, power point presentations, pamphlets to demonstrate and illustrate disaster preparedness for various disasters, improvisation, rescue & relief healthcare, moving and recovering victims; emergent response care & management(bleeding/wounds, shock, burns, injuries in head, spine, ribs, bones, muscles etc, poisoning, animal bites).

The one day village level workshop should include practical trainings/Mock Drills in the mentioned areas above.

Terms & Conditions:

(a) **Essential Requirements:**

Any tender (Technical Bid) not accompanied by the following documents will be summarily rejected: -

- (i) Registration No. of the firm with validity
- (ii) Income Tax Return for the last three years with income tax certificate issued by the Competent Authority.
- (iii) Registration No. of the firm, CST No., Sales/ Service Tax/ VAT
- (iv) Amount of EMD : Rs. 20,000/-
- (i) Receipt for purchase of tender document or Demand Draft for Rs.5000/- in case the tender document is down loaded from the website.

(b) **RATES:**

The rates for complete training as per scope of work **per district** inclusive of all taxes, if any, should be quoted. The prices must be firm and no escalation in prices during the period of validity of the offer will be accepted. The bid will be valid for 180 days from the date of opening.

(c) **TERMS OF PAYMENTS**

Payments shall be released to the training company/NGO/institute only when:

- a. Company/NGO/institute submits a utilization certificate on prescribed proforma duly signed by concerned Deputy Commissioner that the training programme has been carried out satisfactorily and successfully.
- b. The training company/NGO/institute shall submit the entire list of participants for each training programme which shall include name of the participants, father's name, age, gender. etc.
- c. Photographs (in hard copy) and video of training programme (in soft copy) must be provided.
- d. Cuttings from the press coverage must be included.
- e. TDS shall be deducted from the final payment.

Payments shall be released district wise only when all the four conditions mentioned above are fulfilled.

- In case the work allotted to a particular tenderer (s) is not completed within stipulated time he shall be given an extension of one month provided it is asked in writing by the tenderer. He may be given an additional time of one month but it will be at the discretion of the Secretary Revenue-cum-Director Disaster Management. If the work is not completed within the stipulated time, the Secretary Revenue, reserves the right to deduct any amount from the bill as may be considered reasonable for not adhering to the time frame.

- At any time if work is not progressing as per schedule or the contractor through their employees, agents or subcontractors commits any breach of their obligations under this tender, the contract may be terminated by giving notice in writing to the contractor.

(d) **ARBITRATION AND JURISDICTION**

If any dispute or difference arises between the parties hereto as to the construction, interpretation, effect and implication of any provision of this contract, including the rights or liabilities or any claim or demand of any party (or its extent) against the other party or its subcontractor or in regard to any matter under these presents but excluding any matters, decisions or determination of which is expressly provided in this contract, such disputes or differences shall be referred to an arbitrator to be appointed by mutual consent of both parties. If the parties cannot agree on the appointment of the arbitrator within a period of one month from the notification by one party to the other of existence of such dispute, then the arbitrator shall be nominated by the Financial Commissioner Revenue, Govt. of Punjab State. A reference to the arbitration under this clause shall be deemed to be submission with the meaning of the Arbitration and Conciliation Act 1996 and any modification or re-enactment thereof and the rules framed there under for the time being in force.

Any dispute arising out of the contract should be within the jurisdiction of Chandigarh only. Minor cases of redressal, if any, can be referred to the Secretary Revenue, Govt of Punjab.

(e) **SIGNING OF TENDER**

The individual signing the tender or other documents in connection with the tender must specify whether he signs as :-

- (i) A 'sole proprietor' of the firm or constituted attorney of such sole proprietor;
- (ii) A 'partner' of the firm if it be a partnership, in which case he must have the authority to refer to arbitration in case of disputes concerning the contract.
- (iii) 'Appropriate authority with delegated powers', if it is a company.

In case of (ii) above, a copy of the partnership agreement or general power of attorney in either case, attested by a Notary Public, should be furnished, or affidavit of the partnership agreement or the general power of attorney of all the partners admitting execution should be furnished.

In the case of partnership firms, where no authority to refer disputes concerning the business of the partnership has been conferred on any partner, the tender and all other related documents must be signed by every partner of the firm.

A person signing the Tender or any documents forming part of the contract and on behalf of another shall be deemed to warrant that he has authority to bind the other. In such case he should supplement legal document with the tender.

Each page of schedule to tender and Annexure thereof, or additional pages if any, should be signed by the Tenderer(s).

(f) **FORCE MAJEURE**

If, at any time, during the continuance of this agreement, the performance in whole or in part by either party of an obligation under this agreement shall be prevented or delayed by reason of *force majeure*, which shall mean war, hostility, acts of the public enemy, commotion, sabotage, fires, floods, explosions, epidemics, terrorisms, government orders or restriction, strikes, lockouts and acts of God (herein-after referred to as an "event"), then the contractor shall promptly notify Director Disaster Management in writing specifying the nature of the event and of the anticipated delay in the performance of the activity and consequent milestone of the contract. Based on the application, Director Disaster Management may at his discretion grant extension of time for completion of the task without any change in the schedule of the price. His decision in this matter shall be final.

If at the expiry of such period of extension, any of the reasons for the delay still remain, The Director Disaster Management may either agree for a further period of extension or suspend the contract or treat the contract as terminated.

In the event of the contract being terminated by reason of *force majeure*, the contractor shall take such steps as are necessary to bring the services to an end, (including terminating any subcontracts placed by the contractor) in a cost effective, timely and orderly manner.

(g) **DELIVERY OF TENDERS**

- i) Tenders should be sent by Registered Post or Courier/Speed Post so as to reach **Director Disaster Management, Room No. 3, 4th floor, Financial Commissioners Secretariat, Punjab Civil Secretariat Building, Chandigarh,** complete in all respects on or before the specified date and time. The office shall not be responsible for any postal delay. Incomplete bids will not be accepted and will be rejected without assigning any reason.
- ii) Bid related document can be either downloaded from the website www.punjabrevenue.nic.in or can be had from O/o Director Disaster Management Punjab, Financial Commissioner's Secretariat, Room no. 3, 4th Floor, Punjab Civil Secretariat building, Chandigarh.
- iii) Interested and eligible bidders are required to submit the Technical and Financial Bids **for each district** in two separate sealed envelopes. The Technical and Financial Bids should be accompanied by earnest Money of Rs 20000/ for each district. The Bid Security should be included in the same envelope containing the Technical Bid. The Technical and Financial Bid along with Earnest Money must be delivered to the Office of Director Disaster Management Punjab on or before two weeks from date of publication of the advertisement in the newspaper.

(h) **BID SECURITY/EARNEST MONEY:**

Each tenderer must furnish the Earnest Money of Rs.20000/- for each mode of training, in the form of Demand Draft / Bankers Cheque /"Deposit at Call" Receipt from any Nationalized Bank in the name of "**Director, Disaster Management** " **Payable at Chandigarh.** Any bid submitted without earnest money will be rejected.

(i) **FINANCIAL BID:**

The financial bid shall be opened only for those companies/NGO/institutes that have obtained satisfactory (75% and above) rating in the technical bid. After short listings the institutes/firms during Technical Bid, their financial bids will be opened. The Financial Bids shall be submitted district wise to the above said office.

(j) **LAST HOUR FOR RECEIPT OF TENDER**

- iv) The tender must reach O/o Director Disaster Management Punjab, Room no. 3,4th Floor, Punjab Civil Secretariat building, Chandigarh not later than two weeks from date of publication of the advertisement in the newspaper. Tender(s) received after this time will not be considered.

(k) **RIGHTS OF ACCEPTANCE OF TENDERS**

The Governor of Punjab or his nominee does not bind himself to accept any tender and reserves the right of accepting the whole or any part of the tender or portion of the quantity offered.

The Governor of Punjab or his nominee reserves the right to reject any or all offers received in response to this tender or cancel/withdraw the tender notice without assigning any reason prior to the award of contract.

(l) **PRESENTATION**

A pre-bid conference shall be held on the date decided by the department, which shall be intimated later on. During a pre bid conference doubts if any can be clarified. Vendors will have to present their concept for training. Modification if any to tender clauses, after the pre-bid conference shall be carried out by the Director Disaster Management and shall be uploaded on the official website of department. It will be binding on the vendors to adhere to the modified clauses.

(m) **SECURITY DEPOSIT**

A Security Deposit @ of 10% (ten percent) of the value of total job-order in the form of Bank Guarantee, valid for 6 months from the date of job-order, with a provision of further extension/revalidation till the quality control job is completed in all respects in terms of Indian

Rupees, shall be submitted by the successful tenderer(s) on the proforma attached at Annexure - III. EMD also will only be returned after receipt of security deposit.

(n) **AVAILABILITY OF EQUIPMENT / ENVIRONMENT AND SECURITY MAINTENANCE**

The job has to be carried out at the mutually agreed sites. The tenderer(s) are requested to quote their rates inclusive with hiring charges of HW/SW, which will be removed by the tenderer after completion of the job. The training shall be at mutually agreed location which can be made available by the District Administration. Systems installation at these sites and expenditure on other related jobs such as AMC of Equipment, Telephone, Computer Stationary, Computer Furniture, Storage Media, UPS etc. are to be borne by tenderer(s) himself/themselves.

(o) **INDEMNITY**

The Tenderer who is awarded the contract will be deemed to have indemnified The District Administration and its employees for any or all damages and claims arising out of damage, destruction and death caused to personnel, equipment & stores employed by the contractor.

(p) **ASSIGNING TO OTHERS**

The firm shall not, without the prior written permission of The Director Disaster Management, assign or transfer or cause to be assigned or transferred, whether actually or as the result of takeover, merger or other change of identity or character of the firm, any of its rights or obligations under the contract or any part, share or interest therein. Upon any such assignment or transfer, this engagement may forthwith be terminated by The Secretary Revenue.

(q) **RIGHTS TO REVISE THE JOB SPECIFICATIONS**

The Director Disaster Management, reserves the right to revise and / or alter job specifications before the acceptance of any tender. After acceptance of tender, job

specifications can be altered/revised with mutual agreement between Director Disaster Management and the tenderer(s).

(r) **TIME FRAME**

The complete training task shall be completed by 31st March 2012.

(s) **OTHER NOTES:**

- i) The bid will be valid for 180 days from the date of opening.
- ii) The bid should not contain erasures and overwriting.
- iii) Institute/ firm have not been declared blacklisted by any State/Central Government.
- iv) Institute/firm should be approved by the National Disaster Management Authority or by Safety Council of US.
- v) The institution should have sufficient past experience of training on similar topics in Punjab.
- vi) All the training programs will be monitored by the concerned Deputy Commissioners or an officer nominated by him not below the rank of SDM.
- vii) All the travel cost shall be included in the financial bid.
- viii) Necessary equipments required for training will be arranged by the vendee.
- ix) The on venue boarding and lodging arrangements shall in general be done by tying with district administration. In some exceptional circumstances, they may have to be done/ borne by the vender.

**Secretary Revenue-cum-
Director Disaster Management
Room No 7, IIIrd floor,
Chandigarh Punjab**

GENERAL TERMS AND QUALIFICATION CRITERIA FOR TECHNICAL BID

Interested company/NGO/institute must submit the following information with documentary proof wherever applicable to demonstrate their qualifications:

1) Name of the company/NGO/institute:

2) Complete address of the company/NGO/institute with telephone number, fax number and E-mail Id:

3) Institute status (Company/Pvt.Ltd.Co./Proprietor), whether registered or approved under any Act or Regulation, (to be specified) and the date thereof (please enclose a copy of the Registration Certificate).

(i) Particulars of the present members of Executive Body/Board of Management, date on which it was constituted and tenure.

(ii) Name of the person and his/her designation nominated/authorized to act on behalf of the organisation.

(iii) Name of the Director of company/NGO/institute, his Telephone Number, Fax Number, Mobile Number and E-mail ID.

4) Date of Incorporation/Formation of the institute:

5) Years in business (Trainings):

6) Experience in emergency response, disaster preparedness trainings. (Attach documentary Proof):

10) Language of instruction (English/Hindi/Punjabi):

11) Information relating to the grants received/or likely to be received from this office for any other activity. (If any grant had been received in the past, details thereof with file/letter No. of the Commission – Copy).

12) Materials provided during trainings:

(course books/pamphlets/ready reckoners/questionnaires etc.)

13) Language of course material:

14) Course certification agency:

15) The Training company/NGO/institute may submit their Company Profile and the Brief summary of their performance for the last 3 years as given below:

a) Name of the company/NGO/institute

b) Type of company/NGO/institute and year of establishment

c) Present Status

d) Registration/ Affiliation

e) Collaboration/Joint Venture (if any)

f) Experience in similar projects and Level of Involvement.

g) Illustrative Profile/CVs of personnel.

16) Other Information

- i) Potential impact of current work load on the proposed project. Cite specifically all major projects undertaken involving significant commitments of equipment and staff in last three years
- ii) Number of employees proposed to be employed for the job (Technical & Supervisory/Team leader)
- iii) Hardware configuration with number of workstations (include plotter with their resolution /accuracy) proposed to be used for the job .
- iv) Complete Software proposed to be used for the job (giving version, release etc.)
- v) In case specified Hardware & Software are not available, how the job is proposed to be done?
- vi) Time required in taking up the job after firm order.
- vii) Whether willing to work in two shifts, if yes, give timings preferred.

17. Time assessment

Based on your technical plan of operations, and previous project experience, explain when and where you will require support from DDM or District Administration. Provide an indication of the number and duration of consultation and you will require support from District Administration. Provide an indication of the number and duration of consultation.

1. Prepare a detailed time schedule that describes the tasks included within the technical plan of operations.
2. The financial turnover of the firm.(Please enclose IT returns of last three years)

18. Qualifications of the team of Company/NGO/Institute entitled for imparting trainings

The following teaching faculty, consisting of three members with prescribed qualification should be present at the time of imparting training in each batch:

1. **Master Trainer** : He/She should be minimum at the rank of Captain onwards and should have P.G Diploma in Disaster Management.
2. **Doctor** : He/She should have a degree in MBBS/BDS/DHMS.
3. **Demonstrator** : He/She should have cleared 10+2 with two years experience as a demonstrator.

TECHNICAL BID FOR A COMPANY/INSTITUTE

Technical specifications for the Company/Institute:

- 1) Mention the turnover of the company/institute per year for last
Three years from trainings in disaster management and emergency
response. (enclose documents)
- 2) Is your company/institute registered with balance sheet for Yes/No
last 3 years.(enclose documents)
- 3) Has your company/institute taken up projects with NDMA/NIDM Yes/No
related to disaster management and emergency response
(attach documentary evidence)
- 4) In how many states has your company/institute completed
the disaster management trainings
(attach documentary evidence)
- 5) What has been the maximum worth of single work order
executed by your company/institute of state government
and NDMA/NIDM on disaster management and emergency
response trainings in last financial year. (enclose documents)
- 6) How many work orders of trainings on disaster management
and emergency response have been undertaken by your
company/institute in last financial year.(attach documentary evidence)
- 7) Does your company/institute have printed course material in Gurmukhi Yes/No
- 8) Does your company/institute have the educatory video/films with narration Yes/No

in Punjabi on disaster management and emergency response.

(attach soft copy)

9) Does your company/institute have medical doctors empanelled in your faculty/ team of experts. (Attach documentary Proof) Yes/No

10) Does your company have its office in Punjab state for last 3 years. (Unrated) Yes/No

11) How many dedicated training faculty does your company have for this training program. Mention the number of training faculty in field of disaster and emergency response working on the rolls of company/institute for last 2 years. (Give details in following proforma).

Name of Employee	Specialization of Employee	Qualifications	Employed since (number of months/years)

Name of Employee	Specialization of Employee	Qualifications	Employed since (number of months/years)

12) Mention the equipments available for teaching with the organization to be used for this training (attach sheet if required)

Name of Equipment	Number	Photographic Evidence of Equipment

13) Additional information if any.

Interested individual company/institute must submit the above information with documentary proof wherever applicable to demonstrate their qualifications.

Signature & Designation

Seal

Rating system for Evaluating Technical Bid of Company/Institute:

S.No.	Criteria		Points
1.	Mention the turnover of NGO per year for last three years from trainings in disaster management and emergency response trainings	50 lakhs	10
		40 lakhs	8
		30 lakhs	5
2.	Company/institute registered with balance sheet for 3 years	Yes	5
		No	0
3.	Company/institute executed projects on disaster management and response with NDMA/ NIDM	Yes	5
		No	0
4.	Number of states where disaster management and emergency response trainings have been executed	>=10 states	10
		>= 8 states	8
		>=5 states	5
6.	Executed single work order for trainings on disaster management and emergency response in last financial year of worth	30 lakhs	10
		25 lakhs	8
		20 lakhs	5
5.	Completed work order for trainings of state government and NDMA/NIDM on disaster management and emergency response in last financial year	10 work orders	10
		8 work orders	8
		5 work orders	5
7.	Mention printed disaster and emergency response course material available in Gurumukhi	Yes	5
		No	0
8.	Educatory video/films with Punjabi narration on disaster management and emergency response available with company/institute	Yes	5
		No	0
9.	Medical doctors enrolled in faculty of the company/institute.	Yes	5
		No	0
10.	Number of training faculty in the company/institute for current training	More than 10	10
		10	8

	programmes	Less than 10	5
11.	Training equipments available with company/institute to be used for this training programmes	Yes	5
		No	0

Technical Specifications for the NGO:

Interested NGO must submit the following information with documentary proof wherever applicable to demonstrate their qualifications:

- 1) Is your NGO 5 years old with working experience in disaster management and emergency response trainings (attach documentary evidence) Yes/No
- 2) What has been the maximum worth of single work order executed by your NGO for disaster management and emergency response trainings training programmes.
- 3) Is your NGO registered with balance sheet for last 3 years (enclose documents) Yes/No
- 4) Does your NGO have its office in Punjab state for last 3 years. (unrated) Yes/No
- 5) Has your NGO taken up projects with NDMA/NIDM related to disaster management and emergency response (attach documentary evidence) Yes/No
- 6) How many work orders of disaster management and emergency response trainings been undertaken by your NGO in last financial year.(attach documentary evidence)
- 7) What has been the maximum worth of single work order executed by your NGO for disaster management and emergency response training programme in last final year. (enclose documents)
- 8) Does your NGO have printed training course material in the Gurmukhi on disaster and emergency response. Yes/No

(attach documentary evidence)

- 9) Does your company/institute have the educatory video/films with narration in Punjabi on disaster management and emergency response. Yes/No

(attach soft copy)

- 10) Does your NGO have medical doctors and disaster experts enrolled in your faculty/ team of experts. (Attach documentary Proof) Yes/No

- 11) Specify the number of training faculty in field of disaster and emergency response working on rolls of NGO for last 2 years.

(Give details in following proforma)

Name of Employee	Specialization of Employee	Qualifications	Employed since (number of months/years)

12.) Equipments available for teaching with the organization to be used for this training
(attach sheet if required)

Name of Equipment	Number	Photographic Evidence of Equipment

13) Additional information if any.

Interested individual NGO must submit the above information with documentary proof wherever applicable to demonstrate their qualifications.

Signature & Designation

Seal

Rating system for Evaluating Technical Bid of NGO:

S.No.	Criteria		Points
1.	Years of working of NGO in the field of disaster management and emergency response trainings	5 years or more	5
		Less than 5 years	0
2.	Turnover of per year for last three years from trainings in disaster management and emergency response.	25 lakhs	10
		15 lakhs	8
		10 lakhs	5
3.	Registered NGO with balance sheet for 3 years	Yes	5
		No	0
4.	Company/institute executed projects on disaster management and response with NDMA/ NIDM	Yes	5
		No	0
5.	Work order completed for disaster and emergency response trainings in last financial year	10 work orders	10
		8 work orders	8
		5 work orders	5
6.	Executed single work order for disaster management and emergency response training programme in last financial year of worth	25 lakhs	10
		12 lakhs	8
		8 lakhs	5
7.	Printed training course material in Gurumukhi on disaster and emergency response	Yes	5
		No	0
8.	Educatory video/films with Punjabi narration on disaster management and emergency response available with company/institute	Yes	5
		No	0
9.	Medical doctors enrolled in NGO faculty team.	Yes	5
		No	0
10.	Number of training faculty in disaster and emergency response working on rolls of NGO for last 2 years.	More than 10	10
		10	8
		Less than 10	5
11.	Training equipments available with company/institute to be used for this training.	Yes	5
		No	0

FINANACIAL BID

[IN A SEPARATE SEALED ENVELOPE]

- a. Earnest money : Rs. 20000/- per district .
- b. Name of the district for which bid is being given:
- d. What is your organization's training budget and staff involved in training activities?
- e. Trainings Details :
- i) "Emergency Response and Disaster Preparedness Trainings" in schools.

No. of Participants per Trainings	100
No. of Trainings	100
Duration	5-6 hrs per school

- ii) Emergency Response and Disaster preparedness awareness program for capacity building in villages.

No. of Participants per Trainings	50
No. of Trainings	100
Duration	3-4 hrs per programme

- f. Budget & item-wise cost break-up of training cost per batch per district (Name of District) with justification.

The organization/institute/NGO shall submit the complete financial proposal for trainings.

The Tenderer shall have to submit a training syllabus and lecture plan along with one copy of lecture material to the Director Disaster Management at his cost, a committee constituted for this purpose will examine each lecture and approve the material, the modification if any pointed out by the committee, has to be carried out by the tenderer and shall resubmit the material till the material is approved. The tenderer will ensure to impart training as per the approved plan and material. Violation on any aspect of training will be a sufficient reason to cancel the task and EMD shall be forfeited in this case.

Note:

- (i) No cost, full or part, will be borne by DDM in case of rejection leading to repetition of any module of training.
- (ii) Tenderers must quote the cost in Indian Rupees.
- (iii) Rate should be inclusive of all Sales Tax, Central Sales Tax, Service Tax etc.
- (iv) Any other charges, if applicable, should be clearly specified.

Signature of Tenderer(s)

With Office Seal

Dated:-----

Annexures

Annexure 1

PARTICULARS OF BIDDER

- 1. Name of the Tenderer :
- 2. Address of the Tenderer :
- 3. Tenderer's proposal number and date :
- 4. Name & postal address of the Person:
to whom all reference shall be made
regarding this tender enquiry including
Fax/Telex/Telephone/E-mail.

Witness:

Signature

Name

Signature of the Tenderer(s)

Address

Name _____

Designation _____

Company _____

Date:

Date: _____

Annexure 2

PROFORMA FOR
BANK GUARANTEE

In consideration of the Governor of Punjab represented by Government of Punjab, Department of Revenue, through Director Disaster Management (hereinafter called DDM which expression shall include his successors and assigns), having agreed to exempt M/S with its offices at (hereinafter referred as the contractor which expression shall include his successors and assigns), from the demand, under the terms and conditions of an Agreement dated made between the DDM and M/S hereinafter called the said agreement for trainings in disaster management in district..... , of security deposit for the due fulfillment by the said contractor of the terms and conditions maintained in the said Agreement, on production of a Bank Guarantee for Rs..... (in words only) , (Name of the Bank) (herein after referred to as the bank) at the request of the contractor do hereby undertake to pay to DDM an amount not exceeding Rs..... (.....only), against any loss or damage caused to or suffered or would be caused to suffer by DDM by reason of any breach by the said contractor of any of the terms or conditions contained in the said agreement.

We (Name of the bank)..... do hereby undertake to pay the amounts due and payable under this guarantee without any demur, merely on a demand from DDM stating that the amount claimed is due by way of loss or damage caused to or would be caused to or suffered by DDM by reason of breach by the said contractor of any of the terms or conditions contained in the said Agreement or by the reason of the contractor's failure to perform the said Agreement. Any such demand made on the Bank shall be conclusive as regards the amount due and payable by the Bank under this guarantee where the decision of DDM in these counts shall be final and bindings on the Bank. However, our liability under this

guarantee shall be restricted to an amount not exceeding Rs.....
(.....).

We (Name of the Bank) undertake to pay to Director Disaster Management any money so demanded notwithstanding any dispute or disputes raised by the contractor if any suit or proceeding pending before any court or tribunal relating thereto, liability under this guarantee being absolute and unequivocal. The payment so made by us under this guarantee shall be valid discharge of our liability for payment hereunder and the contractor shall have no claim against us for making such payment.

We (Name of the Bank) further agree that guarantee herein contained shall remain in full force and effect during the period that should be taken for theof the said agreement and that it shall continue to be forcible till all the dues of DDM under or by virtue of the said Agreement have been fully paid and its claims satisfied or discharged or till DDM certifies that the terms and conditions of the said Agreement have been fully and properly carried out by the contractor and accordingly discharges this guarantee. Unless a demand or claim under this guarantee is made on us in writing on or beforehe (tenderer(s)) shall be discharged from all liability under this guarantee thereafter.

We (Name of the Bank) further agree with DDM that DDM shall have the fullest liberty without our consent and without affecting in any manner our obligations hereunder to vary any of the terms and conditions of the said Agreement or to extend time of performance by the said contractor from time to time or to postpone for any time or from time to time any of the powers exercisable by DDM against the said contractor and to forbear or enforce any of the terms and conditions relating to the said Agreement and we shall not be relieved from our liability by reason of any such variation or extension being granted to the said contractor for any forbearance, act or omission on the part of DDM or any indulgence by DDM to the said contractor or by any such matter or thing whatsoever which under the law relating to sureties would, but for this provision, have effect of so relieving us.

This guarantee will not be discharged due to the change in the constitution of the Bank or the contractor.

We (Name of the Bank) lastly undertake not to revoke this guarantee during its currency except with the previous consent of DDM in writing.

Dated the Day of

For

(Indicate the Name of the Bank).

NO DEMAND CERTIFICATE BY THE TENDERER

I, (Full Name and Address of the Contractor)
..... do hereby acknowledge to have
received payment in full from
..... for all the services rendered by me in connection
with..... (The number and date of contract
agreement)

This is to certify that I have no further claim whatsoever against the Government in
connection with or arising out of the said contract which remains unadjusted.

Signature of the Contractor with date

(Defacing a revenue stamp)

SALE COPY NO.-----

(DEPARTMENT OF DISASTER MANAGEMENT)

SCHEDULE OF TENDER DOCUMENT

FOR

Conduct of Trainings in Disaster Management.

(To be detached by the Tenderer and Submitted duly completed)

TENDER NO ---

Name of the Tenderer (s) :-----

Firm's Reference No. :-----

Date of submission :-----

Additional No. of pages (if any):-----