

**Request for Proposal for
Third Party Mid-Term Assessment
of
Connected Learning Initiative**



**Centre of Excellence in Teacher Education (CETE),
Tata Institute of Social Sciences (TISS),**
CLIX Office, Health Centre Building, 1st floor, Tata Institute of Social Sciences, V. N. Purav Marg,
Deonar, Mumbai 400-088

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Schedule of Events

Tender Notice No. _____ Date: _____

WEBSITE <https://www.tenderwizard.com/TISS>

www.tiss.edu/tenders

Event	Date	Time
Published Date & Time	26.11.2021	11.00 hrs
Last date for submission of queries	01.12.2021	13.30 hrs
Pre-bid meeting	02.12.2021	16.30 hrs
Last date for submission of bid	06.12.2021	16.00 hrs
Date of opening (Technical Bid)	07.12.2021	11.00 hrs
Date of declaration of successful bidder	13.12.2021	16.00 hrs

1. Background

The Centre of Excellence for Teacher Education (CETE), TISS, formerly known as CEIAR (Centre of Education, Innovation and Action Research), seeded by the Tata Trusts, is envisaged as a National Nodal Centre, with a focus on revitalizing teacher education through research, relevant academic programs, policy advocacy, long term partnerships and collaborations to create a sustainable impact on the learning outcomes for students.

Professional Development of Teachers and Teacher Educators is a key objective of CETE to create a transformative impact in the Education Sector. Based on research, each teacher in her lifecycle of about 30 years, impacts the lives of at least 3000 students. While it is an acknowledged fact that teachers are an important pillar of the education system, they are also possibly the least focused upon. CETE would like to put in all efforts to be the catalyst to bring about the transformative impact that only enabled, encouraged and competent teachers can.

The work of centres like the CETE can never be achieved in isolation and the spirit of collaboration is built into the very DNA of its existence.

The Connected Learning Initiative (CLIX) is an innovative field action program launched by the Centre, to improve the professional and academic prospects of high school students from underserved communities in India. CLIX incorporates thoughtful pedagogical design and leverages contemporary technology, including online capabilities, to provide quality educational content and experiences at scale in the areas of Mathematics, English and Science. Teacher education is an integral part of the initiative.

Phase 2 of CLIX focuses on promoting sustainable good practices for interactive ICT OER adoption within state systems, and by teachers and teacher educators. The focus is on technology in education in general and use of CLIX resources as context for implementing ICT in education in collaboration with state and other entities. CLIX works closely with 3 States (Chhattisgarh, Mizoram, Telangana) in the government school space at scale with teacher professional development and curricular integration and thereby enhancing the quality of STEM learning in high school with use of interactive open educational resources (OERs) that include, but are not limited to, CLIX Modules. A brief note about the project is given at **Annexure 1**.

In the interest of understanding the progress made so far on one hand and informing the project's way forward with the experience of the last few years and the learnings thereof, it is now intended that a 3rd party mid-term assessment of CLIX (Phase II) be conducted. Through this RfP, bids are invited from eligible individuals/agencies for the same.

2. Objectives of Evaluation

The objective of this exercise is to undertake a 3rd party assessment of the activities carried out under Phase II of Connected Learning Initiative (CLIX) to understand the progress made so far, identify good practices in implementation and recognize the areas requiring re-design/course-correction. In carrying out the assessment, the sudden disruption in teaching-learning processes brought about by Covid-19 shall be factored in. A key consideration in the assessment would be the strategies devised and deployed by the field teams to support teachers and teacher educators in collaboration with the state and independently to ensure that teaching-learning processes continued and the efforts made to adopt and adapt technology in education to suit contexts such as device limitations and use of mobile phones as teaching-learning devices.

3. Scope of work:

3.1. Key tasks

The key task is to understand the context of disruptions in teaching-learning brought about by Covid-19, assess the strategies adopted by CLIX to maintain continuity in T-L processes and provide recommendations. In this context the agency shall also execute the following scope of work:

1. Undertake a comprehensive evaluation of CLIX phase II- to sharpen the project activities.
2. Assess the model of engagement with SCERT and Samagra Shiksha/Directorate of School Education - assess whether the partnership with the State is synergistic and identify further areas of engagement.
3. Assess the effectiveness of creating a cadre of resource persons and the potential contribution of such a capacity building strategy to scaling up CLIX.
4. Assess the activities undertaken for enhancing capacities of teachers and district-level stakeholders like CRPs, officials etc. Assess whether the teachers whose capacities were built over time through CLIX have been able to respond better to the challenges brought about by Covid-19.
5. With reference to capacity building of various stakeholders, identify the good practices as also the ones having room for improvement.
6. Assess the enabling factors and disabling factors, if any, associated with implementation.
7. Identify areas of the project requiring re-design and or course correction and recommend the steps necessary to give effect the same.

Along with a comprehensive evaluation – the key focus will be to present a comprehensive overview of the situation that emerged due to the lockdown of schools and related disruptions in the project and suggest future-readiness measures.

3.2. Geographical scope

The assessment shall be carried out for the project activities implemented in the States of Chhattisgarh and Telangana.

3.3. Project Timeline

The project activities carried out between April 2020 to November 2021 shall be assessed.

3.4. Period of study

The assessment shall be carried out between December 2021 and March 2022.

3.5. Commencement of work

The successful bidder is required to start the work within 1 week of award of contract. In case it is found that the work has not been taken up from the above date, TISS at its sole discretion may cancel the work order.

3.6. Assessment Mode

The assessment shall be carried out in a blended mode viz. a combination of online and face-to-face interactions /key informant interviews/ surveys etc. The face-to-face interactions /key informant interviews/ surveys etc. shall be carried out in Chhattisgarh and Telangana.

Necessary insights shall also be gained from a variety of sources, including project documents, online platforms used for training etc.

3.7. Deliverables & their timeline:

The key deliverables along with their corresponding timelines are listed below:

- Inception report, on the preliminary understanding of the project and proposed approach. The proposed approach in the inception report shall be a refined version of that submitted as part of the technical proposal, duly incorporating the insights gained further to the commencement of assessment. The inception report shall be submitted within the first 2 weeks of award of contract.
- Draft assessment tools, to be submitted prior to the commencement of data collection, in the 4th week from the date of award of contract.
- Presentation on insights gained from secondary data analysis and face-to-face interactions/KIIs etc. carried out, to be submitted in the 8th week from the date of award of contract. .
- Draft report and a presentation of the draft comprehensive report covering all items listed in the objective and scope of work, to be given by the 12th week from the date of award of contract.
- A final comprehensive report duly incorporating the feedback of CLIX officials, to be submitted by 14th week from the date of award of contract.
- All data collected as part of the assessment.

4. Eligibility

Individual consultants as well as agencies fulfilling the following criteria are eligible to submit a proposal under this RfP. The requisite documents to be submitted as proof of fulfillment of eligibility criteria have also been listed:

S.No	Eligibility Criteria	Evidentiary document to be submitted
For individual consultants:		
1	The bidder must have: • Masters degree or its equivalent + at least 20 years of overall work experience (or) • a Ph.D + at least 12 years of overall work experience	Educational certificates & experience certificates/other relevant documents
2	Bidder should have been working on projects/assignments in the Indian government school education system in each of the last 5 years viz. 2016-17 to 2020-21	Work orders/Work Completion Certificates/Proof of receipt of project fee pertaining to the prescribed work experience (at least one project/assignment in each of the last 5 years.
3	In the last 5 years (2016-17 to 2020-21), bidder shall have successfully completed at least 2 projects in the school education sector for Central/State Governments/Public Universities in the area of assessment/monitoring & evaluation.	Work orders/Work Completion Certificates/Proof of receipt of the project fee.
4	The bidder shall not have been blacklisted by any Central/State Government/Public University	Self-declaration
For agencies:		
1	The bidder has all the documents necessary for the vendor registration process of TISS (as indicated in the vendor registration form, provided for reference at Annexure 4)	Self-declaration as part of the bid cover letter (Annexure 2)
2	The agency shall be a University/Company/Society, registered under the relevant Acts	Registration/Incorporation Certificate/Relevant documents

3	The agency must have been in existence for at least 7 years as of the date of submitting the proposal under this RfP. Agency must have expertise in the domain of Technology enable learning	• Registration/Incorporation Certificate/Relevant documents • Latest GST returns
4	The agency should have been working on projects/assignments in the Indian government school education system in each of the the last 5 years viz. 2016-17 to 2020-21	Work orders/Work Completion Certificates/Proof of receipt of project fee pertaining to the prescribed work experience (at least one project/assignment in each of the last 5 years. In the case of Public Universities, the above-mentioned documents or other relevant documentary proof of relevant research work in the areas prescribed (including Books published, research dissertations etc.) may be furnished.
5	In the last 5 years (2016-17 to 2020-21), the agency shall have successfully completed at least 2 projects in the school education sector for Central/State Governments/Public Universities in the area of assessment/monitoring & evaluation.	Work orders/Work Completion Certificates/Proof of receipt of the project fee. In the case of Public Universities, the above-mentioned documents or other relevant documentary proof of relevant research work in the areas prescribed (including Books published, research dissertations etc.) may be furnished.
6	The agency shall not have been blacklisted by any Central/State Government/Public University	Self-declaration

4.1. Technical Bid

As part of the technical bid, the following documents shall be uploaded online. In addition, the hard copies shall also be submitted to TISS:

- A. Cover letter
- B. Bidder's Declaration as per the format given at Annexure 3.
- C. A **Demand Draft** of Rs.1000 (Rupees One Thousand only) in favor of "Tata Institute of Social Sciences" payable at Mumbai towards tender application fees (non-refundable).
- D. Technical Bid Proforma as per the format given at Annexure 4 along with the documents prescribed therein
- E. Key statutory compliances like proof of IT returns, GST returns of last 3 years
- F. List of statutory documents prescribed to ascertain the fulfillment of eligibility criteria (for agencies/individual consultants, as applicable) viz.
- G. Incorporation documents,
- H. GST returns certificates,
- I. Audited financial statements for 2018-19 to 2020-21,
- J. Self-declaration regarding not having ever been black listed by any state/central government department/agency/public university
- K. Organizational brochure, covering key focus areas, key personnel, key assignments executed, key clientele etc. (for agencies)/Curriculum Vitae (for individual consultants)
- L. List and description of projects/assignments in the nature of those prescribed under the eligibility criteria, along with relevant evidentiary documents indicated
- M. CVs of key personnel proposed for this project and their roles in the project
- N. Proposed approach and methodology to execute the project
- O. Gantt chart of activities

The Technical Bid shall **NOT** contain any mention of the price.

5. Financial Bid

The financial bid shall be submitted online, only in the prescribed format, given at Annexure 3. Prices indicated shall be inclusive of all applicable taxes. TISS will not entertain any separate claim whatsoever in respect of the same.

The hard copy of the financial bid shall be submitted in a separate seal envelope that will only be opened in case of a qualified technical proposal.

At any stage of the bid or even subsequent to the award of bid, CETE, TISS reserves the right to call for a further break-up of the prices furnished in the financial bid.

In the hard copy of the financial bid shall be signed by the authorized signatory of the organization and shall contain the organizational seal (for bidding agencies).

TISS reserves the right to negotiate budget and design of evaluation in the process of awarding the evaluation study.

5.1. Financial Bid Ceiling

The ceiling for the financial bid is Rs. 15 Lakhs, inclusive of all applicable taxes. Bids submitted with a financial bid higher than this ceiling will be summarily rejected.

6. Bid Evaluation

Bidders may please note that strong emphasis will be placed on the strength of the technical proposal. In terms of the financial proposal, the bid with the lowest financial quote (Grand Total) will be given the highest score. The overall evaluation will be based on a weighted average of the technical and financial scores. The proposal would be evaluated on the basis of quality and Cost (70:30).

7. Instructions to bidders

7.1. Bid application fee

The bid application fee is Rs. 1,000/- (Rupees One Thousand Only) and is non-refundable. For the same, the bidders shall submit a Demand Draft of Rs.1000 (Rupees One Thousand only) in favor of “Tata Institute of Social Sciences” payable at Mumbai.

7.2 Submission of bid

1. Online submission: Technical and financial bids shall be submitted online at www.tenderwizard.com/TISS
2. Hard Copy Submission:
Subsequent to the online submission of the bid, the bidder shall submit the hard copy of the bid as per the following details:
 - a. All documents specified under the section ‘Technical Bid’ shall form part of the technical bid, preferably in the same sequence as indicated in the said section of this RfP.
 - b. **Separate envelopes** should be used for Technical and Price Bids and indications to that effect may please be superscribed on the envelopes. The envelopes containing technical bid and financial bid shall be placed within a third, outer envelope on which shall be superscribed: ***‘Bid for 3rd Party Mid-Term Assessment of CLIX’***.
 - c. Bids in hard copy shall be submitted latest by 06 December, 2021 to the Finance Manager, CLIX Office, Health Centre Building, 1st floor, Tata Institute of Social Sciences, V. N. Purav Marg, Deonar, Mumbai 400-088 on any of the working days in the bid submission window, between 10.30 a.m. and 4.00 p.m.

7.3 Bid validity

Bids shall be valid for a period not less than 90 days from the date of opening of tender.

7.4 Amendments

At any time prior to the deadline for submission of bids, TISS, for any reason, whether at its own initiative or in response to a clarification requested by a prospective bidder, may modify the bid document by amendment (addenda/corrigenda). Any such communication shall be posted on URL: <https://tiss.edu/tenders/> Bidders are requested to visit the website for updates.

7.5 Last date & email id for submission of queries

Bidders' queries in connection with this RfP may be emailed to: garima.sg@tiss.edu, no later than 13.30 hours on 1st December, 2021

8. Pre-bid meeting

A pre-bid meeting would be held at 16.30 hours on 2nd December 2021 in virtual mode. Bidders interested in attending the pre-bid meeting may write-in to garima.sg@tiss.edu, expressing interest in participating in the meeting. The zoom credentials for the meeting shall be emailed to the interested bidders.

9. Technical Bid Opening

The technical bids shall be opened at 11 am on 7th December 2021 at CLIX Office, Health Centre Building, 1st floor, Tata Institute of Social Sciences, V. N. Purav Marg, Deonar, Mumbai 400-088.

9. Terms and conditions:

The following terms and conditions govern this RfP:

- a) TISS reserves the right to accept or reject any bid and to annul the tendering process and reject all bids at any time prior to award of contract, without thereby incurring any liability to the affected bidder(s) or any obligation to inform the affected bidder(s) of the grounds for such action. TISS makes no commitments, explicit or implicit, that this process will result in a business transaction with anyone. Further, this RFP does not constitute an offer by TISS.
- b) Any bidder submitting a bid under this RfP agrees to comply with all provisions and terms and conditions of this RfP.
- c) The Bidder shall bear all costs associated with or relating to the preparation and submission of its Bid including but not limited to preparation, copying, postage, delivery fees, expenses associated with any demonstrations or presentation which may be required by TISS or any other costs incurred in connection with or relating to its Bid.
- d) The bidder shall consult with the authorized representatives of CLIX/TISS at various stages of performing the contract and seek their buy-in on the proposed steps.
- e) Applicable taxes shall be deducted from the payments being released by TISS.
- f) The contract value shall be released in installments, as follows:
 - i) 25% of contract value after submission of inception report
 - ii) 40% of contract value after submission of draft report
 - iii) 35% of contract value after acceptance of final report

- g) The ownership of all data the bidder is given access to or is collected by the bidder as part of performing the contract rests with TISS.
- h) The bidder shall not, without prior written consent TISS, make use of any project-related document or information made available for/accessed in connection with the project, except for purposes of performing the Contract.
- i) In respect of project data accessed/collected as part of contract performance, the bidder shall comply with all relevant Acts, rules and regulations of the Government of India, Governments of Maharashtra, Telangana, Chhattisgarh and of TISS, as the case may be, in respect of data privacy and protection, both, during the tenure of the contract and after its expiry, as applicable.
- j) The Successful bidder represents and acknowledges to TISS that it/s/he possesses the necessary experience, expertise and ability to undertake and fulfill its obligations, involved in the performance of the provisions of this contract.
- k) In case of any ambiguity in the interpretation of any of the clauses in the RfP document, TISS' interpretation of the clauses shall be final and binding on the bidder. The decision taken by TISS in the process of Tender evaluation will be full and final.
- l) Legal disputes, if any, between TISS and the bidder, are subject to the jurisdiction of Courts at Mumbai only

Annexure 1:

Brief Note about CLIX

The Connected Learning Initiative (CLIX), is a collaborative project working to strengthen the ecosystem for quality in education in India. CLIX is a multi-state, multi-partner initiative seeded by the **Tata Trusts**, and led in phase 1(2015-2020) by the Tata Institute of Social Sciences, Mumbai, INDIA (TISS) and Massachusetts Institute of Technology, Cambridge, USA (MIT). CLIX aims to improve teaching, teacher professional development and student learning through the use of ICT-enabled Open Education Resources (OER), and thoughtful use of interactive technologies. Driven by the Tata Trusts' commitment to serving disadvantaged communities in India, CLIX draws on **MIT's** leadership in platform-based, blended-learning and interactive technologies in education, and **TISS'** experience of impactful field action programs for underserved and marginalized communities in school and teacher education to ensure equitable access to educational technology and opportunities to improve learning outcomes. CLIX won the prestigious **UNESCO-King Hamad Bin Isa Al-Khalifa Prize for the Use of Information and Communication Technologies in Education** in March 2018, for its outstanding contribution to the theme "Use of ICT to Increase Access to Quality Education". In 2019, CLIX was awarded the **Open Education Consortium's OER Collaboration award for Excellence 2019**, under the category resources, tools and practices.

Between 2015 and 2020, the initiative partnered with the governments of **Rajasthan, Mizoram, Chhattisgarh** and **Telangana** to work in government high schools with students and teachers. It has also collaborated with a number of organizations for curriculum development and implementation, including **Eklavya** (Madhya Pradesh), the **Centre for Education Research and Practice** (Jaipur), the **Homi Bhabha Centre for Science Education**, the **Tata Institute of Fundamental Research** (Mumbai), **Mizoram University** (Aizawl), , the **National Institute of Advanced Studies** (Bengaluru), **State Council of Educational Research and Training, Raipur**, Chhattisgarh the **State Council of Educational Research and Training, Hyderabad** (Telangana), **Tata ClassEdge** (Mumbai), and the **Inter-University Centre for Astronomy and Astrophysics** (Pune).

CLIX offers **13 modules** in **Digital Literacy, English, Mathematics, Science, and Values Education** in English, Hindi and Telugu and over **10 courses** of teacher professional development. These were offered to **478** schools to which **70** more were added in Mizoram. In these 548 schools ICT labs which were created as a part of the ICT@Schools Scheme of the Ministry of Human Resource Development, Government of India, have been activated and are maintained, and used. **76,226 students** in Grades 8 and 9 have used interactive digital resources integrated into subject teaching in these labs. **244 teacher educators** have participated in blended post-graduate certificate courses and **3509 teachers** have participated in Teacher Professional Development workshops and are on mobile-phone enabled Communities of Practice.

CLIX is now in phase 2 of its journey and the Tata Trusts continue to be our anchor partner in this new phase. CLIX 2.0 aims to scale quality teaching-learning using ICT with teacher professional development and curricular integration and enhance the quality of STEM, digital literacy and Communicative English. Phase 2 builds on the ground prepared in phase 1, with respect to states' readiness and acceptance for educational technology, readiness of school computer labs, preparation of teachers and states' interest and willingness to integrate technology at large scale.

- Phase 2 proposes to support state governments to take CLIX and Open Educational Resources integrated curriculum to more students and integrate technology meaningfully into professional development for teachers.
- It aims to develop educational technology expert groups through design labs and professional development courses to support states in the curation of OERs and in-service teacher professional development in technology enabled learning.
- It aims to converge with state and national initiatives, activities and develop scale models.

This phase promises opportunities to make more meaningful and original contributions to addressing the pressing problem of access to quality education for all.

Annexure 2:
Format of Cover Letter
(On Letterhead)

To
Project Lead,
Connected Learning Initiative,
Centre of Excellence in Teacher Education,
TISS, Mumbai

Date:

Sir/Ma'am,

Sub: Submission of my (for individual bidder)/our(for agencies) bid for 3rd party mid term assessment of CLIX - Cover Letter - reg.

I/We are pleased to submit our bid for 3rd party mid term assessment of CLIX, in accordance with the request for proposal invited vide reference cited. We would like to inform you that:

1. I/We, the undersigned _____ [insert name of the “Bidder”] having read, examined and understood in detail the RfP document cited, hereby submit our bid in response to RfP.
2. I/We hereby convey our agreement to comply with all the provisions and terms and conditions of the cited RfP.
3. In accordance with the requirements of the cited RfP, I/we have enclosed a Demand Draft of Rs.1,000/- towards the bid application fee.
4. I/We have never been black listed by a State/Central Government Department/Agency or a Public University.
5. I/We hereby agree and accept that the decision made by TISS in respect of the cited RfP in respect of any matter regarding or arising out of the RfP shall be binding on us. I/We hereby expressly waive any and all claims in respect of this process.
6. The information submitted in our response to the RfP is correct to the best of my/our knowledge and understanding. I/We shall be solely responsible for any errors or omissions if any, in our response to the RfP.
7. In the event that I/we am/are selected as the successful bidder, I/we shall execute the project in accordance with the objectives, scope of work, deliverables, timelines etc. prescribed in the cited RfP.

Yours faithfully,

Name, Designation, Signature of the Authorized Signatory & Organization's Seal (in case of agency)

Name & Signature (in case of individual bidder)

Annexure 3: Bidder's Declaration

To,
Project Lead,
Connected Learning Initiative,
Centre of Excellence in Teacher Education,
TISS, Mumbai.

Date:

Dear Madam/Sir,

I, the undersigned _____ Son/Daughter of _____
Shri _____, am a/an/the Individual Consultant/ Proprietor /
Partner/Director/ Authorized Signatory of M/s _____. I hereby confirm
that I am competent to sign this declaration and execute this tender document.

I have carefully read and understood all terms and conditions of the tender and here by convey
my acceptance of the same.

I /We _____ (Bidder) hereby also declare that I (for individual
bidders)/the Firm / agency namely M/s. _____ do not/does not
have any pending criminal case against me (for individual bidders)/Partners / Proprietor / Others
and that I(for individual bidders) / we have not been blacklisted by any Government Agency for
any fraudulent practices so far.

The information/documents furnished along with the above application are true and authentic to
the best of my knowledge and belief.

I am/We are well aware of the fact that furnishing of any false information/fabricated documents
would lead to rejection of my tender at any stage besides warranting liabilities towards prosecution
under appropriate law.

Date:

Signature of Authorised Person (with Seal/Stamp)

Place:

Name of the person

UID No.

Mobile No.

Note: This declaration must be submitted along with technical bid in the above mentioned
format - Vendors need to fill up the form with stamp and signed on letter head and same
should be uploaded online also}

Annexure 4:
Technical bid Proforma

1.	Name of the Individual Bidder/ Name of Bidder/Firm/Company/Agency (Attach a copy of registration)	
2.	Name of the Director/Proprietor/Head etc. (only for bidding agencies)	
3.	Address of the Registered office, Local office/s	
4.	Whether ISO certified. If so, enclose the copy of the relevant certificate.	
5.	Contact Details: a. Phone/Fax/Mobile Nos. b. Email c. Web Campus if any	
6.	PAN No./TIN (Attach a copy) (only for bidding agencies)	
7.	GST Registration No. (Attach a copy) (only for bidding agencies)	
11.	Financial Turnover in last Three FYs (in lakhs) Attach a copy of Audited statement of each) (only for bidding agencies)	

(a) FY: 2018-2019	
(b) FY: 2019-2020	
(c) FY:2020-2021	
Audited financial statements or financial statement showing turnover duly signed by a chartered Accountant are to be enclosed	

Note: This proforma after filling up details has to be submitted with a technical bid along with all supporting attachments. Please use more than one sheets to furnish the above information if required. Copies of supporting documents attached must be serially.

Signature & Seal of the Bidder

Annexure 5:
Format for Financial Bid

Note: Please add rows as may be necessary

S.No	Item	Description of unit (where applicable)	No. of Units (where applicable)	Unit Price (Rs.)	Total Price (Rs.)
Professional Cost					
Travel & related costs					
Any other costs					
Overheads					
Applicable Taxes					
Grand Total Price (in figures):					
Grand Total Price (in words):					

Signature of authorised person & Seal (For agencies)

Annexure 6:
Vendor Registration Form

(This needs to be submitted by the successful bidder, upon being awarded the bid.)

TATA INSTITUTE OF SOCIAL SCIENCES

(A Deemed to be University under Section 3 of the UGC Act, 1956)

DEONAR, V.N. PURAV MARG, MUMBAI 400 088

VENDOR REGISTRATION FORM

SECTION 1

ORGANISATIONAL PROFILE

To register as a new supplier, enter your user and organization information.

Please provide information on the company's Letter Head

Name of the Organization/Company: _____

Date of Incorporation / Establishment: - (Please attach Certificate of Incorporation): _____

Product Description: _____

Registered Office Address: _____

Landline No: _____

Mobile No: _____

Email ID: _____

Fax No: _____

Type of Organization: Sole Proprietorship/Partnership/ Ownership or any other

Name of the Proprietor: _____

Name of the Bank: _____

Name of the Account Holder: _____

Bank Branch: _____

Bank A/c. Number: _____

NEFT Code: _____

GST Registration No.:

Income Tax PAN Card No:

Product Details: _____

Total Turn Over (as on the date of application): _____

Strength of the Man-power: _____

Address of Workshop or Shop Floors: _____

Any other branches:

(a) -----

(b) -----

(c) -----

Please state whether Vendor Code already exist with TISS with same Vendor Name or with same PAN.
(Tick applicable)

Yes

No

If yes, please state Vendor Code(s). Please state reasons for having more than One Vendor.

Reason: _____

Enclosures:

1. Company founding year – Shop & Establishment Certificate
2. Company size/branches,
3. Clients' List
5. Products Profile/List
6. Target - SALES/TURN OVER : (from Audited Accounts of last three FINANCIAL YEARS)
7. Copy of Purchase Order pertaining to the Government Organization (at least three exceeding Rs. One Lakhs, if not please ignore)

I hereby declare that the information submitted by me/us is true, correct and complete to the best of my knowledge & belief. If the transaction is delayed or not effected at all for reasons of incomplete or incorrect information, I would not hold TISS responsible for the same. I will indemnify the Institute in all matters in case, information furnished by me/us is found incorrect in future.

This is also certified that this agency is not blacklisted by any Government/Private/Public Sector nor any criminal case is registered/pending against the agency/firm or its owner/partner anywhere in India. It is certified that I/We have read and understood the terms and conditions of this Tender and will abide by them till the completion of the contract period.

Name & Signature of the Bidder along with Seal

Date:

Place: