



# **Tamil Nadu Textbook and Educational Services Corporation**

## **Selection of Firms for Providing Manpower for Publication Wing on Service Charge Basis**

**Department of School Education  
Government of Tamil Nadu**

**Request for Proposal**

**March 2022**

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## **Letter of Invitation**

### **Managing Director**

Tamil Nadu Textbook and Educational Services Corporation,  
DPI Campus, College Road,  
Chennai, Tamil Nadu - 600 006.

Date: 30/04/2022

RfP Reference No.:4482/Pub/2022

**Assignment Title:** Selection of Firms for Providing Manpower for Publication Wing on Service Charge Basis

The Office of Managing Director, Tamil Nadu Textbook And Educational Services Corporation (hereinafter referred to as “Authority”) invites reputed and experienced firms, (hereinafter referred as “Bidders”) to submit their Proposals as bids titled Selection of Human Resource Consultancies for Providing Manpower for Publication Wing.

The RfP comprises the following 4 parts:

1. General Information
2. Background
3. Proposal Evaluation
4. Standard Forms (Technical and Financial)

# 1. GENERAL INFORMATION

## 1.1. RfP Data Sheet

No.	Particulars	Remarks
1	RfP No.	4482/Pub/2022
2	Name of the Assignment	<b>Selection of Firms for Providing Manpower for Publication Wing on Service Charge Basis</b>
3	Duration	5 years - The tenure with the Selected Firm will be five years with renewal executed annually based on the performance of the Selected Firm from Year 2 onwards.
4	RfP Publication Date	30/04/2022 to 30/05/2022, 10.00 AM to 5.00 PM
5	Pre-bid Meeting (online)	13/05/2022, 03.00 PM. An online Pre-bid Meeting link can be obtained from the official websites a) <a href="http://www.tnschools.gov.in">http://www.tnschools.gov.in</a> b) <a href="http://www.tenders.tn.gov.in">http://www.tenders.tn.gov.in</a> one day before the date of the pre-bid meeting.
6	Bid Submission: Last date and time of submission of Technical Proposal, Financial Proposal, and EMD (Original in Physical Copy)	31/05/2022, 03.00 PM Two hard copies of the technical bid and One hard copy of the financial bid are to be submitted. <b>Submission Details:</b> Tamil Nadu Textbook And Educational Services Corporation, DPI Campus, College Road, Nungambakkam, Chennai, Tamil Nadu - 600 006.
7	Time and date of opening of technical bids	31.05.2022, 03.30 PM. <b>Venue Details:</b> Same as specified in Sl.(6) above.
8	Address for Communication	Tamil Nadu Textbook And Educational Services Corporation, DPI Campus, College Road, Chennai, Tamil Nadu - 600 006. Email: <b>mdtntbc07@hotmail.com</b>
9	Point of Contact	044 - 22878068
10	Bid Evaluation	“Quality cum Cost Based Selection (QCBS)” with Technical component and Financial component in the ratio of 50:50.
11	Earnest Money Deposit (Original in Physical Copy)	Rs.2,00,000 (Rupees Two Lakhs only) in the form of DD/ Bank Guarantee/ NEFT transfer in favour of – Tamilnadu Textbook and Educational Services Corporation.

## 1.2 Instructions to Bidders

### 1.2.1 Introduction

The Bidders are invited to submit a Technical Proposal and a Financial Proposal, as specified in the Data Sheet for the services required for the Assignment named in the Data Sheet. The Proposals will be the basis for contract negotiations and the signing of a contract with the selected firms. Under this program, the State seeks to Select Firms for Providing Manpower for Publication Wing on Service Charge Basis.

Participating institutions who wish to bid must fulfill the following prerequisites:

Sl. No.	Eligibility Conditions	Documentary Proof to be submitted
1.	All Bidders should be a Registered Company in India under the Companies Act/ LLP Act and should have been in existence for a minimum of three years	Certificate of Incorporation issued by the Registrar of Companies.
2.	All Bidders should have a Registered / branch Office in India in operation for more than 3 years.	Address proof for telephone bill/ EB Bill – one bill for half a year for the past 3 years.
3.	The Bidder should have to have its primary business operations in Talent acquisition in India.	Certificate from Chartered Accountant.
4.	The Bidder should have an annual turnover of a minimum of Rs.1 Crore in the last three audited financial years (i.e. 2018-19, 2019-20, 2020-21).	Copies of the P&L statement and balance sheet; and certificate from Auditor stating that the revenues are from Talent acquisition. For FY 20-21, the provisional statement shall be acceptable.
5.	The Bidder shall submit proof of having carried out at least one project worth Rs.1 Crore of providing skilled manpower in India, in any one of the past three years (2019-20, 2020-21, 2021-22)	Copy of work order to be attached.
6.	The Bidder should have carried out at least 2 projects involving the deployment of at least 5 resources each with editorial experience in Tamil Nadu in the last 3 years (2019-20, 2020-21, 2021-22)	Copy of work orders/Letter of Intent to be attached.
7.	All members should not have been blacklisted by any of the State or Central Government Departments or Organisations during the past three years.	Self-certificate to be submitted stating that the Bidder was not blacklisted by any State / Central Govt. / Statutory Government bodies during the past three years.

### 1.2.2. Definition of Terms

1.2.2.0 Editorial - Skillsets relating to content (textual and visual) creation, curation, and translation.

- 1.2.3 The Authority will select a Bidder from among those whose proposals are accepted, in accordance with the evaluation criteria and selection methodology indicated in Section 3.
- 1.2.4 Notwithstanding anything contained in this RfP, the Authority reserves the right to accept or reject any proposal and to annul the Selection Process and reject all Proposals, at any time without any liability or any obligation for such acceptance, rejection, or annulment, and without assigning any reasons thereof. Without prejudice to the generality of the above clause, The Authority reserves the right to reject any Proposal if:
- a. At any time, a material misrepresentation is made or discovered, or;
  - b. The Bidder does not provide, within the time specified by The Authority, the supplemental information sought by The Authority for evaluation of the Proposal.
  - c. Misrepresentation by/ improper response by/ delay or non-submission of supplemental information required from the Bidder may lead to the disqualification of the Bidders.
- 1.2.5 The Bidders shall be responsible for all of the costs associated with the preparation of their Proposals and their participation in the Selection Process including subsequent negotiations, visits to The Authority office, if any, etc. The Authority will not be responsible or in any way liable for such costs, regardless of the conduct or outcome of the Selection Process.
- 1.2.6 The Authority, at its discretion, may renew the contract for a period as specified in Section 1.1 (Sl. No. 3) on mutually agreed terms and conditions. The renewal will be made considering various parameters including the performance of the Bidder, on-site needs of The Authority and other factors, and shall be at the discretion of The Authority. The annual renewal will be with a maximum annual escalation of 5% on the base price quoted.

### 1.3 **Clarification and Amendment to the RfP document**

- 1.3.1 At any time before the submission of Proposals, the Authority may, for any reason, whether at its initiative or in response to a clarification requested by any firm, modify the RfP documents by issuing an Addendum/ Corrigendum. Addenda/ Corrigenda shall be uploaded on the stated online portal only.
- 1.3.2 The Authority may at its discretion extend the deadline for the submission of Proposals by issuing an Addenda/ Corrigenda.
- 1.3.3 Bidders may request clarification on any item of the RfP document up to the date indicated in the Data Sheet before the Proposal submission date. Any request for clarification must be sent by electronic mail (email) indicated in the Data Sheet. The Authority will only upload the response on the Tamil Nadu Textbook and Educational Services Corporation website (including an explanation of the query but without identifying the source of inquiry).
- 1.3.4 All prospective Bidders are requested to browse the official website & any amendments/corrigendum/modification will be notified on our website only and such modification will be binding on them.
- 1.3.5 To allow prospective Bidders reasonable time to take the amendment into account in preparing their bids. The Authority may at its discretion, may extend the deadline for the submission of bids.

#### 1.4 **Pre-bid Meeting**

Queries raised by the prospective Bidders will be clarified during the pre-bid meeting and/or will be uploaded online. Prospective Bidders are requested to send their pre-bid queries to the email id provided in Section 1.1 [Sl.No. 8] at least two days before the pre-bid meeting.

#### 1.5 **Preparation of Proposal**

1.5.1 The Proposal shall be prepared in indelible ink. It shall contain no inter-lineation or overwriting, except as necessary to correct errors made by the Bidder itself. Any such corrections must be initiated by the person or persons who sign(s) the Proposal.

1.5.2 The Authorised Representative of the Bidder should initial all pages of Technical and Financial proposals. The Authorised Representative's authorisation should be confirmed by a written power of attorney or equivalent document by the competent authority.

##### 1.5.2.0 Technical Proposal:

- a. In preparing the Technical Proposal, Bidders are expected to examine the documents comprising this RfP in detail. Material deficiencies in providing the information requested may result in the rejection of the Proposal.
- b. The technical proposal should follow the prescribed Standard Forms provided in Section 4.
- c. The Technical Proposal shall not include any financial proposal.

##### 1.5.2.1 Financial Proposal:

- a. In preparing the Financial Proposal, Bidders are expected to consider the requirements and conditions of the RfP documents. The Financial Proposal should follow Standard Forms provided in Section 4.
- b. Bidders must express the price of their services in Indian Rupees only.

1.5.2.2 Wherever a specific form is prescribed in the bid document, the Bidder shall adhere to the form to provide relevant information. If the form does not provide space for any required information, space at the end of the form or additional sheets shall be used to convey the said information. Failing to submit the information in the prescribed format, or entering the wrong reference page number will make the bid liable for rejection. For all other cases, the Bidder shall design a form to hold the required information.

##### 1.5.2.3 Modification/ Withdrawal of the Bid:

- a. The Bidder may modify or withdraw its bid before the due date of bid submission.
- b. No Bid may be modified after the deadline for submission of bids.
- c. No Bid may be withdrawn in the interval between the deadline for submission of bids and the expiration of the period of Bid validity specified by the Bidder on the bid letter form. Withdrawal of a Bid during this interval may result in the Bidder's forfeiture of its Bid security

## 1.6 Submission, Receipt and Opening of Proposals

- 1.6.1 The proposal, its contents and all correspondence and documents shall be in English only.
- 1.6.2 The proposals shall remain valid for 180 days from the last date of bid submission.
- 1.6.3 The completed Proposal must be delivered at the submission address on or before the Proposal Due Date (PDD) given in the Instructions to Bidders. No Proposal shall be accepted after the closing time of Proposals.
- 1.6.4 The fee should be quoted in the Financial bid only, in case found in the Technical bid that will be rejected.
- 1.6.5 Before the evaluation of Proposals, the Authority will determine whether each proposal is responsive to the requirements of the RfP at each evaluation stage. The Authority may, at its sole discretion, reject any Proposal that is not responsive hereunder. The Authority reserves all rights to accept or reject any proposal without assigning any reason.
- 1.6.6 The Bidder shall **submit two (2) copies of the Technical Proposal** (one original and one copy) and **one copy of the Financial Proposal**. The Technical and Financial Proposals must necessarily be bound separately and all pages serially-numbered. In case of any discrepancy between the original and the copy of the technical proposal, the contents as per the original will only be considered.
- 1.6.7 Proposal Submission:

Envelop	Content	Forms
Outer Envelope	Request for Proposal (RfP) envelope + EMD (Separately sealed envelope)	NA
RfP Envelop	Technical Proposal (Separately sealed envelope)	Form 4A to 4E
	Financial proposal (Separately sealed envelope)	Form 4F to 4H

- 1.6.8 After the Proposal submission until the contract is awarded, if any Bidder wishes to contact the Client on any matter related to its proposal, it should do so in writing at the Proposal submission address. Any effort by the Bidder to influence the Client during the Proposal evaluation, Proposal comparison or contract award decisions may result in the rejection of the Bidder's proposal.

## 1.7 Earnest Money Deposit

- 1.7.1 An Earnest Money Deposit (EMD) shall be as per the details provided in Section 1. General Information. EMD will be required to be submitted by each Bidder along with the technical proposal. The EMD amount should be the exact amount and no excess or less amount should be paid. If excess or short, the tender status will be shown as invalid. Tamil Nadu Textbook and Educational Services Corporation is entitled to cause forfeiture of the EMD if the Bidder revokes/ withdraws the Bid during the period of its validity and or fails to comply with the conditions.
- 1.7.2 Bids received without the specified Earnest Money Deposit shall be summarily rejected.
- 1.7.3 Earnest Money Deposits of Bidders shall be returned, without any interest, within three months after signing the contract with a successful Bidder or when the selection process is cancelled by the Authority.



## **1.8 Performance Guarantee:**

- 1.8.1 The Successful Bidder shall furnish to Tamil Nadu Textbook and Educational Services Corporation a Performance Security in the form of an irrevocable Bank Guarantee from any Scheduled Bank in favour of “Tamil Nadu Textbook and Educational Services Corporation” enforceable in Chennai for an amount equivalent to five percent (5%) of the awarded fee in the format given under Section 4H of RfP. Failure of the Successful Bidder to lodge the required Bank Guarantee shall constitute sufficient grounds for the termination of the award and the Bidder with the next highest techno-financial score will be called for negotiations. The performance security shall remain in force until the satisfactory completion of the contract and will be discharged thereafter. The obtaining of such a Guarantee shall be at the expense of the successful Bidder.
- 1.8.2 Post signing the contract agreement with the successful Bidder, the submitted EMD will be returned; without any interest.

## 2. BACKGROUND

- 2.1 **The Tamilnadu Textbook Society** was established with the objective of making available quality textbooks to all who are in need of them, in time. following are some of the objects for which the Society has been established:
- a. To publish, print, sell, supply or otherwise deal in text and other books and exercise and copy books and literature on all subjects in all languages for all Educational Institutions.
  - b. To carry on business as publishers, printers, sellers and distributors in all its branches and of all kinds and types of literary, scientific, technical, artistic and other books and publications.
  - c. Textbook Corporation is continuously endeavouring to supply Quality Textbooks at affordable prices to the school students of Tamil Nadu and Puducherry Union Territory in time. Continuous efforts are being taken to upgrade the quality of Textbooks.
- 2.2 The main Functions of Textbook Corporation are:
- a. Printing of Textbooks.
  - b. Distribution of Textbooks.
  - c. Distribution of Special materials.
  - d. Publication of Higher Education & Nationalised Books.
  - e. Reprint of Rare and Old Books.
- 2.3 Over the years, recognizing the importance of the efforts made to enhance the quality of education, the Government of Tamil Nadu has placed an unprecedented focus on the expansion of education, significantly improving the quality of education imparted and ensuring that educational opportunities are available to all segments of the society. With this commitment, the State Government envisages building human capital by providing universal access, equity, and quality, at primary, upper primary, secondary and higher secondary levels.
- 2.4 The State Government sees the need to create multiple platforms that will be used during the next five to ten years to strengthen the reading and literacy level of the students across the state. Through programs like Ennum Ezhuthum, Spoken English, Library and specific content to be published for students and teachers in the state, the reading levels of the students across the state will be strengthened. As part of this plan, it is proposed to hire the services of competent firms to be able to provide manpower for the Publication Wing. The firms will work with the existing editorial teams at the Publication wing and complement its manpower to deliver the outcomes in a time bound manner.

### 3. PROPOSAL EVALUATION

#### 3.1 Evaluation Criteria

3.1.1 The technical document submitted by the Bidder would be evaluated as per the following criteria.

Sl. No.	Evaluation Criteria	Max points
1	Firm credentials	30 points
2	Team credentials	60 points
3	Presentation	10 points
	<b>Total</b>	<b>100 points</b>

#### 3.2 Selection Methodology

- 3.2.1 The selection of Bidder will be in accordance with the Quality and Cost Based Selection (QCBS) system:
- 3.2.2 The proposal for the Bidder will be evaluated against the evaluation criteria mentioned under Section 3. A Bidder will be classified as Qualified Bidder if they score a minimum of 60 points out of 100. The Tender inviting Authority reserves the right to call only the Qualified Bidder for the Financial bid opening.
- 3.2.3 Proposals for the “Qualified Bidder” during the process of evaluation will finally be ranked according to their combined score of Technical Proposal (TP) and Financial Proposal (FP) scores.
- 3.2.4. The weightage given to technical (Tw) and financial (Fw) proposals are as follows: Tw = 70% and Fw = 30%.
- 3.2.5 Combined Total Score = (TP x Tw) + (FP x Fw).
- 3.2.6 The selected Bidder shall have the highest combined total score.
- 3.2.7 In the event, if the combined total score is tied then the Bidder securing the highest technical score will be adjudicated as the Best Value Bidder for the award of the project.
- 3.2.8 The Technical Bid will be evaluated based on the compliances filled up in the Technical Bid and also all the terms and conditions of the tender. The tenders that do not conform to the tender conditions and tenders from firms without adequate capabilities for execution of the work as per tender requirements shall be liable for rejection.
- 3.2.9 The Technical Bid will be examined by an Evaluation Committee based on responsiveness to the scope of work, applying the evaluation criteria. The details and the documents provided in the Technical Bid will be taken up as a reference for evaluation.
- 3.2.10 Tenders with incomplete information are liable for rejection.
- 3.2.11 Tender Inviting Authority reserves the right to negotiate with the Successful Bidders.

- 3.2.12. As per the evaluation criteria specified above in this Tender Document, selection of the Successful Bidder will be made and such Bidder will be called for negotiations for improvement of the scope of work, further reduction in the price offered, commercial terms including the contract payment to the resources, statutory payments, payment disbursement methods, etc.
- 3.2.13. All the other Qualified Bidders may be empaneled at their quoted cost (if they are L1), or the cost quoted by the bidder who has been awarded the project (if he is L1), whichever is lower, to serve during the contract period as this is an Empanelment Cum Rate Contract tender.
- 3.2.14. The Bidders, who agree to meet the L1 price, or their own price (if lower) will be empaneled for possible engagement on modules of work, on a need basis, at the sole discretion of the Authority.
- 3.2.15. The performance of the Selected Bidder will be assessed continuously every month. If at any time it is seen that the quality of the work by the Bidder's team is not satisfactory, the Authority reserves the right to terminate the contract and award the contract to the next higher techno- commercially qualified bidder.
- 3.2.16. Tamil Nadu Textbook and Educational Services Corporation's decision is final in this regard and the poor performing firms will have no right to claim whatsoever once the decision is taken by Tamil Nadu Textbook and Educational Services Corporation.
- 3.2.17. Tamil Nadu Textbook and Educational Services Corporation reserves the right to / not to accept the lowest price, to reject any or all the tenders without assigning any reason, therefore, to divide, split and award the contract to any one or more of the Bidders to relax or waive any of the conditions stipulated in the terms and conditions of tender as deemed necessary in the best interest of Tamil Nadu Textbook and Educational Services Corporation for good and sufficient reasons.
- 3.2.18. The Authority reserves the right to split the contract and offer it to other Successful Bidders under the Rate Contract at any time during the contract period without change in rates and other terms of the contract.
- 3.2.19. The Authority can add/ delete/ modify any category of posts and also fix new rates as applicable within the duration of the contract. During such revision, (addition) the service charges finalised for the respective category will apply to the new item within the category.

### 3.3 Firm Credentials

Bidders are requested to submit the supporting documents in the sequence of evaluation parameters as mentioned below:

Sl. No	Evaluation Criteria	Max Points	Criteria for Awarding Points
1	No. of projects carried out in staffing of minimum three editorial resources each over the last 3 years (FY 2019-20, FY 2020-21, FY 2021-22)	15	a. 5 projects: 5 point b. 6 to 8 projects: 10 points c. > 8 projects: 15 points
2	No. of resources deployed in Media Houses of any format - TV/ Newspapers/ Magazines - with an editorial profile in the past 3 years in Tamil Nadu.	15	a. 10 resources: 5 points b. >10 to 20 resources: 10 points c. > 30 resources: 15 points

### 3.4 Key Personnel

3.4.1 The Bidder would be expected to deploy an appropriate team consisting of professionals as per the requirements mentioned below.

Sl. No.	Role	Skills Required	Indicative No. of Resources (No. of CVs to be provided)
1	Editor-in-Charge/ Associate Editors	<ul style="list-style-type: none"><li>• Experience in leading and managing editorial teams</li><li>• Possess exceptional writing, editing, and translation skills (in English and Tamil) with a high attention to detail</li><li>• Ability to create and curate content for Children</li><li>• Ability to guide the team to deliver high quality work while meeting tight deadlines</li><li>• Exhibit strong interpersonal and communication skills</li></ul>	3 (7)
2	Sub-Editor (Junior Grade)	<ul style="list-style-type: none"><li>• Experience in creating and curating content for children and adult readers</li><li>• Possess exceptional writing, translation, and reviewing skills (in English and Tamil) with a high attention to detail</li><li>• Ability to deliver high quality work while meeting tight deadlines</li></ul>	3 (9)
3	Sub-Editor (Senior Grade)	<ul style="list-style-type: none"><li>• Experience in creating and curating content for children and adult readers</li><li>• Possess exceptional writing, translation, and reviewing skills (in English and Tamil) with a high attention to detail</li><li>• Ability to deliver high quality work while meeting tight deadlines</li></ul>	3 (9)
4	Assistant Layout Artist	<ul style="list-style-type: none"><li>• Experience in designing and illustrating content for children and adult readers</li><li>• Ability to guide illustrators and curate content for the student facing and teacher facing content</li></ul>	3 (9)
5	Accounts Officer	<ul style="list-style-type: none"><li>• B.Com (with MBA preferred)</li><li>• Experience of working on Tally ERP 9; MS Excel, MS Word; GST filing; and Income Tax computation and filing.</li></ul>	1 (3)

6	Data Entry Assistant	<ul style="list-style-type: none"> <li>• Excellent command of English &amp; Tamil and ability to type at least 60 words a minute.</li> </ul>	1 (3)
7	Computer Assistant	<ul style="list-style-type: none"> <li>• Experience in data processing preferred</li> <li>• May be tested on appropriate computer skills as required</li> </ul>	1 (3)

3.4.2. The Bidder would be expected to provide the number of CVs mentioned in brackets in the table above (in the last column) as part of their bid for evaluation. Since the total number of CVs to be included in this proposal is 43,

Roles 1-3 as specified in Section 3.4.1 will be evaluated for each CV to be scored out of 10 points on the following criteria:

- **Alignment to the criteria specified (2.5 points)**
- **Relevant Quality of work experience (7 points)**

Roles 4-7 as specified in Section 3.4.1 will be evaluated for each CV to be scored out of 2 points on the following criteria:

- **Alignment to the criteria specified (0.5 points)**
- **Relevant Quality of work experience (1.5 points)**

The total score across all roles will be prorated to 60 points as part of Technical Proposal.

3.4.3 The Successful Bidder must be able to set up a branch office in Chennai to cater to the service required of them towards the execution of this programme.

### 3.5 Presentation

3.5.1 Bidders shall make a presentation (30 minutes) on the following areas:

- Company background, reputation, and years of existence (3 points).
- Firm's approach to the selection of manpower and ensure faster Turnaround time to reference profiles and recruitment process (4 points) .
- Mechanisms of the firm to ensure long-term deployment of manpower with minimal attrition (3 points).

### 3.6 Selection, Deployment And Management Of Resources

3.6.1 The Successful Bidder should have a resource pool/ resource bank to arrange a sufficient number of resources within 7 days to the Authority for selection and approval of candidates.

3.6.2 Bidder to select the suitable resources/ candidates from their resource bank based on the qualifications/ special skills, experience, expertise, etc., indicated by the Authority and send their list of selected suitable candidates with details of skill sets mapped with the requirement by e-mail/ letter, etc., for approval of the Authority.

- 3.6.3 If the candidates have been approved by the Authority, then deployment of resources is to be done by Bidder.
- 3.6.4 The responsibility of the selection of suitable resources rests with the Successful Bidder and the approval of candidates by the Authority only. The Bidder has to send the resume with copies of documentary proof only of the suitable candidates and not of the candidates who are not meeting the criteria. A Committee under the Chairmanship of Commissioner of Tamil Nadu School Education, (or) authorized person by Commissioner will interview the candidates offered by the Bidder before the appointment (if required). The list of candidates selected will be intimated to the Publication Wing for appointment by them and supply to Tamil Nadu Textbook and Education Service Corporation.
- 3.6.5 The resources deployed have to work for a minimum of 8 1/2 hours per day (with a lunch break) on all working days including Saturdays except Sundays, National holidays, and other State Government holidays. The resources should work and carry out the jobs assigned to them by their reporting authorities and higher-level officials on any holiday or extended hours if the situation demands. Resources will be entitled to 1 day of leave per month with no accrual of unutilised days of leave. There shall be no provision for encashment or carry forward. All leave will be subject to prior HOD approval.
- 3.6.6 Alternative resources are to be arranged in 7 days if the original/ regular resources do not report for duty for a maximum of 3 days without prior information/ permission.
- 3.6.7 Any settlement of payment to discontinuing resources can be made by the Bidder only on obtaining a "No Objection" certificate from Tamil Nadu Textbook and Educational Services Corporation.
- 3.6.8 The administrative management of resources is purely the responsibility of the Bidder and in no way Tamil Nadu Textbook and Educational Services Corporation is responsible.
- 3.6.9 Tamil Nadu Textbook and Educational Services Corporation will, from time to time inform the Bidder in writing as to the number of manpower required in each category, the period for which the manpower is required and their place of work.
- 3.6.10 The Bidder will help source candidates for selection based on agreed specifications. Tamil Nadu Textbook and Educational Services Corporation will not commit to a person or absorb anybody for work permanency as this is purely a Contract Arrangement for specific requirements.
- 3.6.11 Tamil Nadu Textbook and Educational Services Corporation will request through its designated personnel for withdrawal of manpower in case of theft, fraud, and acts that constitute moral turpitude. In such cases, the Bidder should immediately withdraw the manpower. Tamil Nadu Textbook and Educational Services Corporation reserves the right to recover or deduct the costs of such losses from the Bidder. Tamil Nadu Textbook and Educational Services Corporation may also blacklist the Bidder at its sole discretion.
- 3.6.12 The Manpower supplied shall work under the guidance, instructions of the Managing Director and other Senior Officers of Tamil Nadu Textbook and Educational Services Corporation and also the officials of School Education Departments wherever the resources have been deployed. Further, it may be noted that Tamil Nadu Textbook and Educational Services Corporation as per the requirements, may increase or decrease the no. of manpower required. It is not mandatory on the part of the Tamil Nadu Textbook and Educational Services Corporation to keep the number of manpower supplied constant throughout the contract period.

3.6.13 Without the consent of the Authority, no changes shall be made in the team deployed on the project. If for any reason beyond the reasonable control of the Bidder, it is necessary to replace any of the team members, the Bidder shall be allowed to provide as a replacement a person with equivalent or better qualifications, with approval from the identified Authority. The team members must serve a notice period of minimum 15 days or as mutually agreed between the Authority and the Successful Bidder.

3.6.14 Further, in case no acceptable **replacement is provided within 15 days of the date of departure of the named resource, a penalty of**

- 10% for 7 days delay
- 20% for 14 days delay
- 50% for greater than 14 days delay of the service charge for the said post may be effected at the sole discretion of the Bidder.

3.6.15 Performance Assessment of Resources Deployed:

3.6.15.0 All resources will be subject to review of their performance on ongoing performance.

3.6.15.1 Newly deployed resources will be first assessed at the end of two months on their technical capacity and work discipline fit, by the Authority.

3.6.15.2 Resources will continue after these two months only based on their performance, as assessed by the Authority. If the resources are not seen to be an appropriate fit, the Authority will seek a replacement of the resources within the specified lead time of 15 days.



### 3.7 Payment Terms

- 3.7.1 No advance payment will be made.
- 3.7.2 Payment to the resources will be deducted for the leave taken by the resources; and can also be recovered (both from the pay and the Service charge) in case of any damage to the property/ assets of the Authority.
- 3.7.3 Payment will be made only for the number of days worked. The service charge also will be paid on a pro-rata basis. The service charge quoted will be linked to the amount paid to a resource each year; so, as the cost of resource increases, the service charge also will increase (in Rupee terms) but at the same percentage.
- 3.7.4 Resources will be subject to review of performance on a half-yearly basis by the Authority. Annual performance pay cum increment for resources will be capped at 10% of the cost quoted for the resource. The Authority will recommend to the Bidder, an acceptable performance pay cum increment percentage based on an assessment of the resource's technical performance. The Authority may, at its discretion also choose to not approve any increment for a resource. No further bonus/ variable pay/ performance pay shall be payable.
- 3.7.5 Resources who join in Years 2, 3, and so on from the date of issue of work order will be taken in at Base Rate (As quoted in this bid in Col [1] of Financial Bid).
- 3.7.6 Payment will be released only after scrutiny of the invoice submitted along with the required documents along with the submission of the previous month's PF/ESI and other statutory remittances (if applicable) in respect of employees deployed for the department as per Government rules, procedures, guidelines, tender requirement, etc. Tamil Nadu Textbook and Educational Services Corporation will settle the payment to Bidder(s) within a reasonable time of about 30 days from the date of receipt and acceptance of claims.
- 3.7.7 The payment to the resources, by the Bidder, will need to be done on or before the 5<sup>th</sup> of every succeeding English calendar month for the previous month's work.
- 3.7.8 No reimbursements for expenses such as travelling, food, accommodation, telephone, internet, data card, etc., will be paid separately except for those items included in the Non- Bid parameters of the Financial Bid.
- 3.7.9 The TDS as applicable should be deducted and a certificate should be issued to the resources with submission details to Tamil Nadu Textbook and Educational Services Corporation.
- 3.7.10 The payment to the resources should be supported by the documents such as payslip either through online access or email indicating the breakup details of the payment.
- 3.7.11 The payment for statutory agencies such as PF and ESI to be paid will need to be included as proof to the Authority with the name, A/c no, and details of payment indicated along with the claim for payment. The Bidder will provide the details of statutory payments and also provide support as needed for online verification and validation. Failure on this part will be treated as a lapse on the part of the Outsourcing Agency and action will be taken accordingly.
- 3.7.12 If at any point it is noticed that the payments to the deployed resources are less

than the amount negotiated with the resource, the Bidder will be liable to termination and blacklisting for up to 3 years in Tamil Nadu. The Authority will write to all departments in TN notifying them of this blacklisting and de-bar the bidder from participating in any future contract for the blacklisted period. To verify this, the Authority reserves the right to seek all proof – appointment letter, bank statements of the bidder, PF/ ESI deposit slips (if applicable).

### **3.8 Arbitration**

3.8.1 In case of any dispute, the matter will be referred to a sole Arbitrator to be appointed by the Project Director of Tamil Nadu Textbook and Educational Services Corporation in accordance with the Arbitration and Conciliation Act 1996. The arbitration shall be held in Chennai, India and the Language English only. All legal matters will be subject to the courts of Chennai.

### **3.9 Form of Agreement**

3.9.1 To be executed on Rs. 100 Non-Judicial stamp papers by the successful Bidder within 15 days. All the Terms and Conditions specified in the tender document have to be incorporated.

## **4. STANDARD FORMS**

### **Technical Proposal: Standard Forms**

Form 4A: Covering Letter

Form 4B: General Information

Form 4C: Bidders' Experience

Form 4D: Key Personnel & Team Composition

Form 4E: Curriculum Vitae (CV) for Proposed Professional Staff

### **Financial Proposal: Standard Forms**

Form 4F: Financial Proposal

Submission

Form 4G: Summary of Costs

Form 4H: Bank Guarante

## Form 4A: Covering Letter

*(To be submitted on the Bidder's letterhead)*

To

**Managing Director,**

Tamil Nadu Textbook and Educational Services Corporation,  
DPI Campus, College Road, Chennai, Tamil Nadu, 600 006.

<<Insert Date and location>>

Dear Madam/Sir,

Sub: Submission of proposal in response to RfP for <rfp title> and <RfP No.>

We, the undersigned, offer to provide the consulting services for [Insert title of assignment] in accordance with your Request for Proposals (RfP) <RfP No.> dated [Insert Date] and our Proposal. [Select appropriate wording depending on the selection method stated in the RfP]: "We are hereby submitting our Proposal, which includes the Technical Proposal and a Financial Proposal (separately), as specified in RfP document". We hereby declare that:

- A. All the information and statements made in this Proposal are true and correct and we accept that any misinterpretation or misrepresentation contained in this Proposal may lead to our disqualification
- B. Our Proposal shall be valid and remain binding upon us until [insert day, month and year in accordance with Bid Validity Period].
- C. We have no conflict of interest in accordance with the RfP <No.> terms.
- D. We meet the eligibility requirements as stated in RfP <No.>
- E. Our Proposal is binding upon us and subject to any modifications resulting from the Contract negotiations.

We undertake, if our proposal is accepted and the contract is signed, to initiate the Services related to the assignment no later than the date finalised by the Authority upon award of contract.

Yours sincerely,

Signature (of Bidder's authorised representative) {In full and initials}:

Full name: {insert full name of authorised

representative} Title: {insert title/position of authorised

representative} Name of Bidder (company's name):

Address: {insert the authorised representative's address}

Phone/fax: {insert the authorised representative's phone and fax number, if applicable}

Email: {insert the authorised representative's email address}

## Form 4B: General Information

Sl. No.	Particulars	Documents to be provided
1.	<b>Details of the Bidder (Firm)</b>	
	<b>Name</b>	
	<b>Address</b>	Please provide local office registration details (if any)
	<b>Telephone</b>	
	<b>Email</b>	
	<b>Website</b>	
2.	<b>Details of Authorised person</b>	Please provide the power of attorney or board resolution.
	<b>a. Name</b>	
	<b>b. Address</b>	
	<b>c. Telephone / Email</b>	
3.	<b>Registration Details</b>	
	<b>a. Date of Incorporation of Firm</b>	Copy of Incorporation Certificate of the firm to be provided
	<b>b. PAN and GST number</b>	Copy of PAN & GST
4.	<b>Company Profile and Strength</b>	<ul style="list-style-type: none"> <li>▪ Company background and history.</li> <li>▪ No. of full-time employees (documents showing the number of employees on the payroll, as of DD-MM-YYYY).</li> </ul>
5.	<b>Annual Turnover of last three years (2018-19, 2019-20, 2020-21)</b>	Audited Balance Sheets of last three financial years indicating Annual Turnover certified by Statutory Auditor to be attached.
6.	<b>Other documents</b>	<ul style="list-style-type: none"> <li>- Certification from Chartered Accountant.</li> <li>- Proof of Authorised Signatory for the firm.</li> </ul>



- For each project listed in the table above, please fill the table below:
- *Please limit the description of each project to one A4-size sheet of paper. Descriptions exceeding this shall not be considered for evaluation.*

<b>Assignment Name:</b>	<b>Contract (in INR in Crore)</b>
<b>Country:</b> <b>Location within country:</b>	<b>Duration of assignment (months):</b>
<b>Name of Client:</b>	<b>Total No. of staff-months of the assignment:</b>
<b>Start Date (Month/Year):</b> <b>Completion Date (Month/Year):</b>	<b>Name of Partner:</b>
<b>Description of Project:</b>	
<b>Description of actual services provided by your staff within the assignment:</b>	

**Firm's Name:**

**Authorised Signature:**

## Form 4D: Key Personnel & Team Composition

*(Please use one row for each CV to be included)*

<b>Sl. No.</b>	<b>Role</b>	<b>Min. Experience (Yrs)</b>	<b>Required to be included</b>	<b>Name of Resource</b>	<b>CV Reference No.</b>
1	Editor in charge/ Associate Editor	10 years	Yes		
2	Sub-Editor (Senior grade)	10 years	Yes		
3	Sub-Editor (Junior grade)	8 years	Yes		
4	Assistant Layout Artists	4 years	Yes		
5	Accounts Officer	8 years	Yes		
6	Data Entry Assistant	5 years	Yes		
7	Computer Assistant	5 years	Yes		



## Form 4E: Curriculum Vitae (CV) of Professional Staff

(as per Form 4D)

1.	Proposed position				
2.	Name of staff	[First] [Middle] [Surname]			
3.	Date of birth				
4.	Profile Brief (in 50-75 words)				
5.	Proof of residence (Aadhaar/ Passport/ Voter Id/ Driving License)				
6.	Nationality				
7.	Educational Qualifications				
8.	Membership of Professional Organizations & Publications				
9.	Countries of Work Experience				
10	Languages	Language	Proficiency (Good/ Fair/ Poor)		
			<b>Speaking</b>	<b>Reading</b>	<b>Writing</b>
		English			
		Tamil	Mandatory		
11	Employment Record	Name of the organization	Position held	Duration	
				YYYY to present	
12	Previous Relevant work experience that best illustrates capability to handle the task assigned	<p>[Among the assignments in which the Staff has been involved, indicate the following information for those assignments that best illustrate staff capability to handle the tasks assigned]</p> <p>Name of assignment or project:                      Project start and end date: Location:                      Client:                      Designation of the project: Project                      Cost:                      Main project features:                      Role of Staff on the project:                      Technologies used on the project:                      Link to view output (if available):</p>			
	Covid-19 two vaccination	Yes / No			
13	I hereby certify that all the information provided in this CV is correct and true to the best of my knowledge. I also consent to my CV being included in this project.				
14	Signature of candidate				
	Date:				
	Place				

## Form 4F: Financial Proposal Submission Form

Location]

[Date]

To:

**Managing Director,**

Tamil Nadu Textbook and Educational Services Corporation,  
DPI Campus, College Road, Chennai,  
Tamil Nadu, 600 006.

Dear Sir/ Madam,

**Subject:** Submission of the financial proposal in response to RfP for <RfP title> and <RfP No.>

We, the undersigned, offer to provide the services for [name of assignment] in accordance with your Request for Proposal dated [date]. Our attached Financial Proposal is for the sum of [amount(s) in words and figures] for undertaking the assignment as per the Terms & Conditions enclosed.

Our Financial Proposal shall be binding upon us subject to the modifications resulting from arithmetic correction, if any, up to the expiration of the validity period of the Proposal, i.e. [date].

We undertake that, in competing for (and, if the award is made to us, in executing) the above contract, we will strictly observe the laws against fraud and corruption in force in India namely

— Prevention of Corruption Act 1988.

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

Authorised Signature [In full and initials]: Name

and Title of

Signatory : Name of Firm

and Address:

## Form 4G: Summary of Costs

*Note: The rate quoted in Col. [1] shall be for a profile with the given number of years of experience.*

Sl. No.	Role	Min. Experience (Yrs)	CV Required to be included	Minimum Remuneration per role per month (Rs.)	Service Charge (%)	Cost per role per month (incl. Service Charge)	GST %	Cost per role per month (incl. GST)
				[1]	[2]	[3] = [1] + [2]		[4]
1	Editor in charge/ Associate Editor	10 years	Yes					
2	Sub-Editor (Senior grade)	10 years	Yes					
3	Sub-Editor (Junior grade)	8 years	Yes					
4	Assistant Layout Artists	4 years	Yes					
5	Accounts Officer	8 years	Yes					
6	Data Entry Assistant	5 years	Yes					
7	Computer Assistant	5 years	Yes					
<b>8 Total Amount (in INR, number)</b>								
<b>9 Total Amount (in INR, words)</b>								

### **Non – Bid Parameters:**

1. Reimbursement of taxi charges (Uber/ Ola/ Equivalent) in case the resource is required to stay on at Office by the Authority beyond 7 PM on any day.
2. Any other charges that the Resource may incur in delivery of their work (to be explicitly specified). However, the Authority reserves the right to accept/ reject any or all of such costs at its sole discretion.

Authorised Signature:

Name & Designation of Signatory:

Note:

1. The amount entered in Row 8, 9 should equal the fee quoted under Form 4F.
2. The rates quoted in [1] above will be the rate on which the Annual Appraisal Linked Increment may be given.
3. The rates in [1] will be used in case of appointment of additional manpower at the same posts.

4. The Bidders will provide a break up (i.e. the components that will constitute the pay) of the value provided in [1] above and indicate the amount that will be deposited in the accounts of the individuals every month. This shall be attached along with the Financial Bid as an Annexure.
5. The figure in [1] should match the pay as per the Appointment Letter signed between the Bidder and the Staff. In case of any variation, the Authority reserves the right to seek clarification, and if found unacceptable in the sole discretion of the Authority, the Authority can impose penalties as mentioned in this document; including termination of the contract and blacklisting.
6. While the Bidders are free to quote the average monthly rate for the roles, the Authority reserves the right to seek clarifications in case variations in the above rate are beyond explicable limits.

