

OFFICE OF THE GENERAL MANAGER(HRD)

SOUTH EASTERN COALFIELDS LIMITED

INDIRA VIHAR COLONY, SEEPAT ROAD

BILASPUR(C.G.) : 495 006

TENDER DOCUMENT

**Sub:- : Computer training on Data communication and
Networking (CCNA and CCNP) at MDI,
At Indira Vihar Colony, SECL, Bilaspur.**

Name and address of Tenderer:-

Date of sale of document:-

Cash Receipt no.....Date.....

Date of submission :- : 07.06.07 at 3.30 PM

Opening of Tender :- Part I- 08.06.2007 at 4.00 PM

Part II- 15.06.2007 at 4.00 PM

(Signature of issuing Officer with name designation and date)

OFFICE OF THE GENERAL MANAGER(HRD)
SOUTH EASTERN COALFIELDS LIMITED
INDIRA VIHAR COLONY, SEEPAT ROAD,
BILASPUR(C.G.) : 495 006

SECL:BSP:HRD:27:2007: 980

Dt. 08.05.07

TENDER NOTICE

Sealed (with seal of shellac) and prescribed tenders are invited in two parts from the Computer Training Institute of repute and having experience in similar nature of following jobs:-

- 1) Description of work : Computer training on Data communication and Networking (CCNA & CCNP)
- 2) Estimated Value : Rs 11,00,000=00
- 3) E.M.D. : Rs. 11,000=00
- 4) Cost of Tender Document : Rs. 500.00 (Non-refundable)
- 5) Tender Document Sale Period: 01.06.2007 to 06.06.2007
- 6) Date of receipt of Tender : 07.06.07 Up to 03.30 PM
- 7) Date of opening of Tender : Part –I – 08.06.07 at 4.30 PM
Part-II– 15.06.07 at 4.00 PM

The cost of tender should be paid in cash (Non-refundable) to the Chief Cashier, Cash Section, SECL, Bilaspur, from 11 A.M. to 2 P.M. from Monday to Friday and 11 A.M. to 12 Noon on Saturday and Cash receipt so obtained should be submitted for obtaining Tender Document from the Office of the General Manager (HRD), Indira Vihar Colony, SECL, Seepat Road, Bilaspur (tender will also to be submitted at the same address). The out station tenderer can deposit the Tender cost through Bank D.D. of any Nationalised Bank drawn in favour of S.E.C.L. Bilaspur, Chhattisgarh. No other mode of payment will be accepted. If Tender document has been downloaded from SECL website then cost of Tender document should be submitted along with part-1 tender, in a separate envelope in form of D.D. The envelope should be super scribe with “Cost of Tender Document”.

Request for Tender Document by hand/ in person should be entertained only by the Company on production of proper authorization given by the Tenderer concerned in duplicate. If tender is sent by post, it should be sent by registered post through postal department and photocopy of the registration slip may be retained with the Tenderer so that the same can be produced on demand for verification, if necessary. Envelope containing Tender should super scribed of NIT No. and date. However, SECL will not take any responsibility for the document not reaching in time due to any postal delay. The earnest money deposit should be submitted in form of DD/ Bankers Pay Order/ Bankers Cheque in favour of SECL of any Nationalised Bank payable at Bilaspur, Chhattisgarh only. No other form of E.M.D. is accepted.

The name of the Tenderer should not appear on the Bankers Cheque/ Bankers Pay Order/ D.D. If it appears then the Tender will liable to rejection.

Experience Criteria

Tenderer have work experience of training of Cisco certified course's in data communication and networking in any Government Dept or Public Sector Unit only and should have a minimum Average annual financial turnover during the last three years ending 31st March of the previous Financial year, should be at least Rs. 5,50,000=00

AND

Experience of having successfully completed the corporate training programme in Government Dept or Public Sector Unit of at least 16 persons on CCNA and 10 persons on CCNP in last three years ending last day of month previous to the one in which application are invited.

*Annual financial year means April to March

Mode of Submission :-

PART – 1

Envelope – I should consist of Earnest Money Deposit , past experience, Technical requirement with necessary documentary evidence, and terms & conditions as per NIT. (If tender document has been downloaded from SECL website then cost of tender document inform of DD should be submitted in a separate envelope no III)

PART – II

Envelope – II should consist of Price Bid only.

Part-II of the offer shall be opened only of those Tenderers who qualify in the Part – I to the satisfaction of the management. Only issuance of the Tender document does not means the opening Part-II of the tender.

Part – I and Part – II should be submitted in separate sealed envelope. Both part of Tender (i.e. Part I & II) given in one sealed cover envelope, will liable to be rejected. Tender Document of Part-II, should be submitted in cloth covered envelope.

S.E.C.L. management reserve the right to accept or to reject any or all the tenders or distribution of the work to more than one tenderer without assigning any reason whatsoever.

Tenderer should assess the scope of work including inspection of the work site before offering the rates and moreover go through all the terms and conditions before Tendering. Incomplete Tenders will be rejected.

For detail visit our web site <http://secl.nic.in>

Sd/-
GENERAL MANAGER (HRD)

Copy to:

- 1) The CGM/GMs All Areas.
- 2) The CVO Hqrs, Bilaspur
- 3) The G.M.(F) Hqrs, Bilaspur
- 4) All HODs Hqrs, Bilaspu
- 5) Public Relations Manager / GM (System) : Hqrs, Bilaspur : With extra copies for arranging paper and Web Site publication of the NIT as per norms.
- 6) The G.M. (S&M), 13, R.N. Mukherjee Road, Kolkata.
- 7) Sr.E.S. to D(P) /D(T)O/ D(T)P&P/ D(F)/ CMD, Hqrs, Bilaspur.

OFFICE OF THE GENERAL MANAGER(HRD)
SOUTH EASTERN COALFIELDS LIMITED
INDIRA VIHAR COLONY, SEEPAT ROAD,
BILASPUR(C.G.) : 495 006

Sealed offers in two part's are hereby invited from for conducting corporate training Programme on CISCO CCNA 2.0 or latest version and CCNP Official Curriculum latest version at our HRD Centre, Bilaspur, Chhattisgarh.

S.No	Title of Programme	No. of Persons to be trained	Offer for Training to be conducted at
1	CCNA 2.0 or latest Official Curriculum	20 Persons (in single batch of 20 persons)	Our HRD Center, Bilaspur
2	CCNP Official Curriculum	12 Persons (in one batch)	Our HRD Center, Bilaspur

The details regarding the course, course materials, setting up of Internetworking Lab with Router & switches & other terms and conditions will be as follows:-

DURATION :-

1. CCNA- At least Six Hours Per day for Six Day's at our M.D.I. training institute.
2. CCNP- At least Six Hours Per day for Twelve Day's at our M.D.I. training institute i.e. Excluding Sunday and holiday's.

LABORATORY SET-UP :-

For the training on CCNA 2.0 or higher Version and CCNP or higher Version at our training Institute, you have to bring at least (depending upon no of participants) 05 no routers, 5 no Switches and 5 no PCI slot Network cards and other related hardware's and software's as detailed in TD to setup the Internetworking Environment at our HRD center utilizing the existing desktop PCs available with us. However, we will provide Cat-5 cables for interconnecting PCs with the switches. For this purpose the instructor / assistant has to reach one day before and he will setup the lab completely so that from next day classes can start smoothly. We will also provide dial-up modems/ broadband and telephone lines to create real life scenario, but you have to bring required hardware and software. The materials brought by you will be taken back by your faculty members after completion of the course.

Expertisation of Faculty :-

CCNA:- For conducting CCNA training at our HRD, you will be required to depute two instructors, one of them must have valid CCNA certificate with some advances module certifications of CCNP and at least one year corporate teaching experience. The other

instructor should be conversant with internetworking & lab knowledge and should be able to setup & reconfigure the hardware & software whenever required during the training period.

CCNP:- For conducting CCNP training at our HRD, you will be required to depute two instructors, one of them must have Valid CCNP certificate with some advance module certifications of CISCO and at least one year corporate teaching experience. The other instructor should be conversant with internetworking & lab knowledge and should be able to setup & reconfigure the hardware & software whenever required during the training period. You have to submit the Bio-data and proof of the certification of the instructor to be deputed for the above training.

Course Material :-

You have to provide relevant training course materials (Hardcopy) & student kits to the participant of CCNA and CCNP.

Training Schedule :-

Tentative Training schedule will be in the month of June'07 or in the month of July'07. The exact dates will be decided while issuing formal work order with mutual understanding

Facility to be provided :-

For the training Programme at our Institute, suitable class room, lab room along with Pentium IV PCs, network with Cat-5 cable and projectors will be provided.

The faculty will be treated as Company's guest and local transport, Boarding & Lodging will be provided.

Other Terms and Conditions :-

Your offer in a sealed envelope for conducting the above training clearly accepting the terms and conditions mentioned above should reach in this office latest by date mentioned in NIT. The envelope should super-scribe the words "Offer for CCNA 2.0 or latest, CCNP Training course" at SECL.

The offer should clearly indicate the consolidated cost to be borne by SECL for the total package for CCNA and CCNP separately as per enclosed list (deputing the faculty, course materials, setting up Lab. Temporary installation of necessary hardware and Software, T.A. of faculty, and all taxes INCLUSIVE OF SERVICE TAX etc.)

PART – I

(To be submitted in separate envelope)

REQUIREMENT OF DOCUMENTS UNDER PART-I OF Computer training on Data communication and Networking (CCNA, CCNP and CCIE)

1. OWNERSHIP STATUS

- A) If Proprietorship – Documentary evidence to be enclosed.
- B) If Partnership – Furnish copy of deed.
- C) If Company – Furnish copies of Memorandum and Article of Association and Registration details.

2. INCOME TAX CLEARANCE

Furnish Income Tax Clearance certification for the latest year and \ or any other evidence of being a bona fide tax payer.

3. PAST EXPERIENCE

(The documentary evidence's are to be submitted)

Tenderer must have work experience of training of Cisco certified course's in data communication and networking in any Government Organisation or PSU or in Pvt Ltd company of repute only and should have a minimum Average annual financial turnover during the last three years ending 31st March of the previous Financial year, should be at least Rs. 5,50,000=00

AND

Experience of having successfully completed the corporate training programme of at least 16 persons on CCNA and 10 persons on CCNP in last three years ending last day of month previous to the one in which application are invited.

*Annual financial year means April to March

4. BLACK LIST

Have you ever been blacklisted in any of the CIL subsidiaries or Government Organisations ? If so, furnish details with documents and if not, attach such declaration in writing with the tender papers.

5. EARNEST MONEY DEPOSIT

Earnest Money of Rs. 11,000=00 (Rs. Eleven thousand only), should be deposited by the tenderer in one of the following ways.

- a) By DD / Banker's pay order/ Banker cheque in favour of "SECL" of any Nationalised Bank, payable at Bilaspur, Chhattisgarh.

- b) The tenderer name should not appear on the Banker's Cheque or Banker's Pay Order. The Banker's Cheque or Banker's Pay Order should be en-cashable by S.E.C.L. without reference to the party submitting tender.

NO CASH FOR EARNEST MONEY WILL BE ACCEPTED

- c) Tenderer may inspect the site of work before offering their rate.
- d) No tender will be considered unless accompanied by the Earnest Money Deposit as stated above.
- e) The earnest money will be refunded to the unsuccessful bidder within a reasonable time i.e. at least after award of work and without any interest.
- f) Earnest money of successful tenderer will be retained by SECL, Bilaspur During the operation of the Contract and will be treated as security deposit.
- g) If Tender document has been downloaded from website then cost of Tender document should be submitted along with part-1 tender in a separate envelope in form of D.D. The envelope should be super scribe with “Cost of Tender Document”.**

6. MODE OF SUBMISSION

The tender papers are to be submitted in TWO separate envelopes properly sealed (with Seal on shellac) clothbound covers/envelopes, containing the documents as given in detailed below:-

ENVELOPE – I

This should contain Earnest Money Deposit, Cost of tender document if required, past experience details – as per the NIT (copy enclosed), status of the firm, proof of Ownership status of the equipment (equipment list enclosed), resume / bio-data's of Faculty's, partnership deed / proprietorship papers, recent valid income tax clearance certificate issued by Income Tax Officer, proof of service tax registration, Balance sheet / proof of financial soundness, declaration regarding black listing status of the firm, equipment resources (Owner-ship-wise) – as per the enclosed annexure, Certificate for acceptance of Tender Document including all terms & condition, and technical requirement as per NIT and TD.

ENVELOPE – II

This should contain only price bid duly signed on all the pages. **(Signature on all pages is necessary)** The rates should be quoted neatly typed / printed both in words and figures without any correction or over writing.

NOTE:-

- i) The tenderer must submit all the required documents mentioned above at the time of submitting tenders (all at a time) on the date of receiving the tender as per NIT, failing which their participation in the tender including their offer may be rejected.
- ii) Price bid may be opened on the date of opening. As such the tenderers or their authorized representatives must come prepared for the negotiations. Representative should bring with him valid/proper authorization letter for carrying out such negotiations. The authorization letter shall have the signature of the authorized representative duly attested by the Proprietor/Partner/Director of the Firm/Company.
- iii. Failure to comply with any of the aforesaid instruction/requirements will constitute submission of “incomplete bid” and may entail disqualification of the tenderer (for further participation in the tender) without making any further reference and without assigning any reason whatsoever.
- iv. No other terms and condition’s apart from the terms and condition of this NIT and tender document will be accepted.

7. PERIOD OF COMPLETION :- 1 (One) Month from the date of starting OF training.

Sd/-
GENERAL MANAGER (HRD)
SECL : BILASPUR

DECLARATION

All the information furnished is true and in case any information is found to be false\ wrong our application\ tender papers are liable for rejection, at any stage\ time.

(SIGNATURE OF TENDERER & SEAL)
DATE:

GENERAL TERMS & CONDITIONS GOVERNING THE CONTRACT

PERIOD OF VALIDITY OF TENDER

The tender shall be valid for a period of 120 days from the date of opening of the tender, for the purpose of its acceptance or otherwise. The management however reserves the right to accept or reject any offer at any stage or time.

GENERAL

Tenderers not giving full particulars as mentioned in this document are liable to summary rejection.

The Company reserves the right to issue addenda to the tender documents to clarify, amend, modify, supplement or deletion of the conditions, clauses or items stated in the tender documents. Each addendum issued will be distributed to each tenderer or his authorised representative and the addendum so issued shall be deemed to be an integral part of the original tender document.

Past experience of corporate training on CCNA and CCNP, Well set-up lab with CISCO equipments. (List of CISCO equipments owned by the institute) should be submitted.

The tender document shall be duly filled in and signed by the tenderer on each page. Tender must be submitted in a sealed envelop in the Office of the General Manager(HRD), SECL, HQRS, Bilaspur (Chhatisgarh), Pin ; 495006.

Tenders, duly sealed are to be submitted by hand at the above mentioned address latest by 3.30 P.M. on the date fixed for submission of tenders. The tenders shall be opened by the Tender Committee at 4.00 P.M. on the same day or it will be notified in case of any change of date and time.

If a Tenderer seek to clarify the quotation or rates, this should only be done in a separate covering letter. No material modifications to the scope of work, descriptions, contract clauses etc. will however, be entertained.

Tenderer should quote the amount for the work as fully described and contained therein. No modifications to the work content in the items will be allowed.

Any request from the tenderer in respect of additions, alterations, modifications, corrections etc. of terms and conditions on rates of his tender, after opening of the tenders may lead to rejection of his tender.

The successful Tenderer shall make his own arrangements for all materials as specified in the scope of work under his obligations.

By submitting a Tender for the work, a Tenderer will be deemed to have satisfied himself by actual inspection of the site and locality of the work, and the amount quoted by him in the Tender will be adequate to complete the work according to the specified scope of work, terms and conditions specified in the tender document. The rates\lump-sum fees quoted for rendering the services as per the scope of work specified hereinafter shall be inclusive of all these duties, levies and other charges and no revision of the price shall be allowed during the tenure of the contract.

NOTE:- On the top of envelope (I) “Document etc” Part – I should be specifically & clearly written.

On the top of envelope (II) “Tender Form” Part – II, Price Bid should be specifically & clearly written.

OPENING OF TENDERS

The tender shall be opened in the office of the G.M.(HRD), SECL, Bilaspur, immediately after the close of due date and time for submission of Tenders. Firstly envelope (I) shall be opened and if found suitable then envelope (II) shall be Opened on the date of opening. If the contents of envelope (I) are not found suiting to requirement by the Tender committee, envelope (II) shall not be opened. The decision of the management shall be final & binding on all parties.

If the earnest money deposit and cost of tender, if any, is not found as prescribed, then the tender may be rejected.

The tenderer is at liberty to be present or authorise a representative to be present at the time of tender opening.

ACCEPTANCE OF TENDER\SIGNING OF AGREEMENT

Acceptance of tender will be intimated to the successful Tenderer through a letter of Intent.

GENERAL

If the Tenderer has a relative employed in any capacity with Coal India Limited or its subsidiaries, he shall inform the authority calling for tenders of the fact when submitting his tender, failing which his contract may be rescinded if the fact subsequently comes to light. He shall be liable to make good to the Company any loss or damage resulting from such cancellation.

No additional work outside the contract however petty, may be carried out except on a special written authority from a duly authorised officer of the Company.

No agreement is valid unless signed by the contractor or his duly authorised agent and by a competent person on behalf of the Company.

Canvassing in any form is strictly prohibited and the tenders submitted by the Tenderers, who resort to canvassing, will be liable to rejection.

The agreement, the Tender, invitation to Tender, instructions to Tenderers, General & Special Conditions of Contract, Scope of work and the amount quoted together with the letter of intent awarding the work shall form the contract.

In case of non-performance or deficient performance of any obligations under Contractor's scope of work, the Company shall be free to appoint another agency to get the job done at the Contractor's risk and cost.

It is expected that the tenderer would thoroughly acquaint himself with the entire area and complexity of total involvement expected, before tendering for the contract

The Earnest Money deposited at the time of bidding shall be retained by the Company as Security Deposit until completion of the contract. This deposit shall not carry any interest.

It shall be the onus of the tenderer to get all the items under his custody (routers, switches cable etc.) insured against any damage, fire and theft. The insurance policy prima shall be paid by the contractor. The insurance shall be done before commencement of training.

In case of non recovery of losses and damages from the Insurance for any reasons, the Company shall not take any responsibility for recovery. The cost of losses and damages in that condition has to be born by the tenderer.

The tenderer shall indemnify the Company against all claims which may be made against MDI, SECL, Bilaspur by any member of the public, contractor's workmen, or any third party in respect of anything which may arise on account of this contract.

Payment shall be made by the Company regularly after completion of each programme and satisfactory feed back report of the participants against claims bills to be submitted by the tenderer. The Company shall be free to make any deduction from the bills. The quantum of deduction shall be solely the prerogative and discretion of the Company.

All works are integrated and the award of work shall be guided by total amount of the tender which shall be built up from rates and indicated approximate and are meant only for the purpose of arriving at a comparative picture of amounts tendered by the bidders. No compensation in any form shall be payable to the successful bidder during currency of the contract on account of variations from these quantities.

The rates quoted by the contractor and accepted by the Company are complete and inclusive of cost of all the conditions incorporated in this document, All taxes that are payable or may become payable shall be the liability of the contractor and shall be deemed to be included in the rates quoted by the contractor.

The contractor shall make his own arrangements for faculty, equipments, there transportation up to Bilaspur, insurance towards theft, damage or lost of materials. For execution of the contract and the rates quoted are deemed to be inclusive of all such costs. The contractor will quote his rates in the enclosed, Schedule – I.

SOUTH EASTERN COALFIELDS LIMITED
(A Subsidiary of Coal India Limited)
Seepat Road, P.O. & Dist : Bilaspur
Chhatisgarh, Pin : 495 006.

PART II, PRICE BID
(Schedule –I)

Sl.No.	Title of Programme	Number's of participant's are to be trained	Quoted Rate per Participant's (in Rs)	Amount (in Rs)
1	CCNA 2.0 or latest Official Curriculum at Our HRD Center, Bilaspur	20 Persons (One batche of 20 persons)		
2	CCNP Official Curriculum or latest at Our HRD Center, Bilaspur	12 Persons (in one batch)		

NOTE:

1. Nothing should be written by the tenderer on Schedule – I except quoting the Rate's. The rates should be quoted neatly typed / printed both in words and figures without any correction or over writing.
2. The rate(s) should be quoted both in figures and words.
3. Any correction done in the quoted rate(s) before submission, must be countersigned by the tenderer. No corrections and overwriting in the price bid is allowed.

For details about SECL and Tender document may visit our web site <http://secl.nic.in>

(Signature of Tenderer with seal)

Date:

LIST OF EQUIPMENTS Requirement on Cisco Training

Module Name : Cisco Certified Networking Associate (CCNA)

No of Participants :- Total 20 persons in one batch

List of Equipments to be brought for training as mentioned below or higher / latest models :

Sl.no.	Equipment	Quantity (minimum)
1	Cisco 2501 Series WAN Router	2 (two) nos or more
2	Cisco 2503 Series ISDN Router	2 (two) nos
3	Cisco 2610 Series Modular Router	1 (one)
4	Cisco 3640 Series Fast Ethernet Router (Inter VLAN Routing and Frame Relay)	1 (one)
5	Cisco 1900 Series Catalyst Switch	1 (one)
6	Cisco 2900 Series Catalyst Switch	1 (one)
7	Cisco Back to Back Serial Cable (DCE-DTE)	Quantity : As per requirement for lab set-up
8	ISDN Simulator	1 (one)
9	Cisco TFTP Server	1 (one)
10	Cisco Training Presentations	1 (one)

Note : The IOS Version is as per Cisco Standards (ver 12.2T)

The number of routers will increase with the number of participants

The number of routers may vary with the no of participants. You have to provide higher or latest module of routers / switches required for the above training as per CISCO official curriculum. The required quantity may be more than the quantity as mentioned above for setting laboratory then you have to bring the required quantity, as per no of participants mentioned in TD, of routers, switches cable, connectors etc.

The Proof of ownership of the above equipment's are to be enclosed in Part-1 of the tender. This is to certify that all the above equipments are the property of the institute / ours and are in working condition.

(Signature of Tenderer with seal)

Date:

Module Name : Cisco Certified Networking Professional (CCNP)

No of Participants :- Maximum 12 number's in one batch

List of Equipments to be brought for training as mentioned below or higher / latest models :

Sl.no.	Equipment	Quantity (mimimum)
1	Cisco 2501 Series WAN Router	2 (two)
2	Cisco 2503 Series ISDN Router	2 (two)
3	Cisco 2511 Series Terminal Server Router	1 (one)
4	Cisco 2513 Series Token Ring Router	2 (two)
5	Cisco 2514 Series Ethernet Router	1 (one)
6	Cisco 2610 Series Modular Router	1 (one)
7	Cisco 3640 Series Fast Ethernet Router (Inter VLAN Routing)	1 (one)
8	Cisco 4700 Series Frame Relay Router	1 (one)
9	Cisco 1900 Series Catalyst Switch	1 (one)
10	Cisco 2900 Series Catalyst Switch	1 (one)
11	Cisco 3550 Series Catalyst Switch	2 (two)
12	Cisco Back to Back Serial Cable (DCE-DTE)	12 (tweleve)
13	ISDN Simulator	1 (one)
14	Cisco TFTP Server	1 (one)
15	Cisco Training Presentations	4 (four)
16	Kiwi Syslog Server	1 (one)
17	Cisco ACS Server	1 (one)

Note : The IOS Version is as per Cisco Standards (ver 12.2T or higher)

The number of routers will increase with the number of participants

The number of routers may vary with the no of participants. You have to provide higher or latest module of routers / switches required for the above training as per CISCO official curriculum. The required quantity may be more than the quantity as mentioned above for setting laboratory then you have to bring the required quantity, as per no of participants mentioned in TD, of routers, switches cable, connectors etc

The Proof of ownership of the above equipment's are to be enclosed in Part-1 of the tender. This is to certify that all the above equipments are the property of the institute / ours and are in working condition.

(Signature of Tenderer with seal)

Date: