

F. No. AUD/CECED/14-103(F)/2018-19/ECE
Trainers Package/UNICEF (SDGS)
29th August, 2018

To,

M/s

Sub: Inviting Tenders/Quotations for illustration and designing of trainer's package booklets under UNICEF SDGs Strengthening Quality in Early Childhood Care and Education (ECCE)Project

Sealed Tenders are invited from registered Illustrating and Designing agencies to design and illustrate trainer's package booklets.

S/No	Particulars	Specifications/pages	Designing required	Illustration required	No. of Illustrations
1	Creating enabling environment for young children	8x8 inches / 12-15 pages	Yes	Yes	5
2	Free play	8x8 inches/12-15 pages	Yes	Yes	5
3	Strategies for Involving Parents/Communities	8x8 inches/12-15 pages	Yes	No	NA
4	Activities for Physical and Motor Development	8x8 inches/12-15 pages	Yes	Yes	5
5	Activities for Creative Development	8x8 inches/12-15 pages	Yes	Yes	5
6	Emergent literacy and numeracy	8x8 inches/12-15 pages	Yes	Yes	5
7	Role Play	8x8 inches/12-15	Yes	Yes	5
8	Developing teaching learning material using available resources	8x8 inches/12-15 pages	Yes	Yes	5

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9	Guidelines for developing Model AWC	8x8 inches/12-15 pages	Yes	Yes	5
10	Supportive supervision and mentoring	8x8 inches/12-15 pages	Yes	No	NA
11	Role of AWW as a facilitator	8x8 inches/12-15 pages	Yes	No	NA
12	Free and Guided Conversations	8x8 inches/12-15 pages	Yes	Yes	5
13	Story Telling	8x8 inches/12-15 pages	Yes	Yes	5
14	Activities for Concept Development	8x8 inches/12-15 pages	Yes	Yes	5
15	Activities for Socio-emotional Development	8x8 inches/12-15 pages	Yes	Yes	5
16	Introduction	8x8 inches/12-15 pages	Yes	No	NA

You are requested to submit the quotation for the above items in the form of two sealed bids (Technical and Financial separately) describing the detailed technical specifications and budgetary specifications, within 14 days from the date of advertisement to the undersigned. The tender is to be submitted on the following address:

Room No 307,
Admin Block
Ambedkar University Delhi
Lothian Road, Kashmere Gate Campus
Delhi-110006

-Sd-

Prof. Vrinda Datta
Director,
CECED, Ambedkar University, Delhi - 110006

Vrinda Datta

TERMS of REFERENCE (ToR) OF CONTRACT FOR SUBMISSION OF TENDER/QUOTATION

1. Sealed Tenders should be clearly super scribed as “**Quotation for Designing and illustrating trainer’s package under UNICEF SDGs Project**”.
2. Late receipt of bids (i.e. after due date and time) will not be considered.
3. Rates must be quoted in figures & words in INR with all levies and taxes.
4. Each page of the tender document should be signed by the tenderer and duly stamped.
5. Special discount/rebate admissible to Education Institution/ University may be specifically indicated in the quotation, if applicable.
6. The bidder shall submit the tender document with seal and signature on each page within the stipulated period as token of acceptance of terms & conditions. Tender documents in any other form and not completed in all respect shall be summarily rejected.
7. CECED, AUD reserves the right to reject any or all tender (s) without assigning any reason thereof. The decision of CECED, AUD in this regard shall be final. No enquiries in this regard shall be entertained in any form. Correspondence during tendering process may lead to disqualification.
8. **Payment Terms:**
 - a) 100% of contract value will be paid through cheque on successful completion of work.
 - b) The full and final settlement will be done only after the satisfactory submission of the work
9. **Earnest Money Deposit (EMD):**A fixed amount of Rs. 10,000/- (Rupees Ten Thousand only) in the form of crossed demand draft drawn in favour of “**Registrar, Ambedkar University Delhi**” will have to be deposited by the agency as EMD with the tender application. Tenders received without prescribed Earnest Money shall not be considered.
10. All the content, photos and other material shared must remain confidential and must not be distributed further without seeking CECED’s prior written permission.
11. No content or any other material should be used without the consent of the CECED concerned officer.
12. The Company/Agency must take into account any feedback/suggestions/comments provided by CECED, AUD during the process of assignment

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- 13. **Penalty Clause:** In case of incomplete /unsatisfactory/partial work submission, the agency will have to bear a penalty of **Rs. 10,000** (Ten thousand only submitted in the form of EMD) unless the work settlement is mutually agreed upon.
- 14. The Company/Agency should be a registered company and should have a bank account in the name of the Company/Agency.
- 15. The Company/Agency will have to fill a format with required details (Annexure 1) and submit along with technical proposal.
- 16. The company/ agency will be required to submit the sealed financial bid separately in the prescribed format given in Annexure 2.

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Annexure 1

Details of Company

(To be filled and printed on Company's Letter Head and to be submitted along with Technical Bid)

Company Name	
Registered Company Name	
Office Address	
Registered Company Address	
Name of Director	
Contact Number	
Fax	
Email ID	
TIN Number	
PAN Number	
Cheque to be made in the Name of (Company Name)	
Account Number	
Bank Name	
Bank Branch/Address	
Bank IFSC	

DECLARATION

I hereby declare that the details furnished above are true and correct to the best of my knowledge and belief and I undertake to inform you of any changes therein, immediately. In case any of the above information is found to be false or untrue or misleading or misrepresenting, I am aware that I may be held liable for it.

Place:

Date:

Signature of
Director/Proprietor

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Annexure 2

FINANCIAL PROPOSAL FORMAT

(To be filled and printed on Company's Letter Head

- 1. **Company Name:**
- 2. **Address:**
- 3. **Contact person:**
- 4. **Designation:**
- 5. **Contact No/ Email Id:**
- 6. **Total cost of the work mentioned in the tender document is in table below:**

Activity	No. of units	Cost per unit in Rs.	Tax (if any) in Rs.	Total in Rs.
Illustration	60 illustrations			
Designing	16 booklets			
Total Cost				

*Discount on total cost (If any): Rs. _____

Final Cost for CECED, AUD :Rs. _____

(Illustrations + Designing cost inclusive of taxes - Discount)

DECLARATION

I hereby declare that the details furnished above are true and correct to the best of my knowledge and belief and I undertake to inform you of any changes therein, immediately. In case any of the above information is found to be false or untrue or misleading or misrepresenting, I am aware that I may be held liable for it.

Place:

Date:

**Signature of Director/
Proprietor**

