

**EXPRESSION OF INTEREST (EOI) FOR EMPANELMENT OF
AGENCIES FOR IMPARTING ENGLISH LANGUAGE TRAINING
FOR SCOPE (GOVERNMENT OF GUJARAT)**

Name of the Program	English Excellence Training Program
Start date for online submission of EOI	Dt.24/12/2024
Last date for online submission of EOI	Dt.13/01/2025
Pre-Bid Meeting Date	Dt.02/1/2025
Last date for Submission of Physical EOI document	Dt.18/01/2025
Bid Opening Date	Dt.20/01/2025
Total Fees Payable Per Candidate, Including GST	₹6,450/-
EOI Document Submission Fees	₹10,000/-



ADDRESS- SCOPE, Faculty Block, First Floor, "Prajna Puram" (K.C.G. Campus, nr. L. D. College of Engineering, opp. P.R.L, Navrangpura, Ahmedabad, Gujarat 380015.

PHONE NO- 079 2970 8067

Email: account-scope@gujgov.edu.in/ event-scope@gujgov.edu.in

WEBSITE- <https://scope.gujgov.edu.in/>



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The bidder has to sign and stamp the whole tender document.

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1. ABBREVIATIONS AND DEFINITIONS

Authorized Signatory	The bidder must be the individual vested (explicitly, implicitly, or through conduct) with the authority to commit the bidding service provider to a binding agreement. This individual must have the signing authority or Power of Attorney (PoA) from the competent authority of the respective service provider.
Bid	"Bid" refers to the response submitted to this Expression of Interest (EOI) document for empanelment, which includes all necessary documents and forms as outlined in the Annexures. It must be complete in all respects, adhering to the instructions and the intent of this document.
Bidder/Agency	"Bidder" or "Agencies" refer to service providers responding to this Expression of Interest (EOI) who meet the qualification criteria for empanelment. These bidders/agencies submit the necessary documents and fulfil the specified requirements to be considered for inclusion in the empanelled list.
Contract	"The Contract" means the agreement entered into between 'SCOPE' and the selected agency(s)/bidder(s) in terms of the clauses mentioned.
Day	"Day" means a working day as per the Government of Gujarat. (GOG)
SCOPE	Society for Creation of Opportunities Through Proficiency in English
EMD	Earnest Money Deposit
PBG	Performance Bank Guarantee (also called as SD/ Bank Guarantee)
Services	"Services" refers to tasks, duties, instructions or responsibilities to be provided by the selected agency/bidder, as outlined in the contract, to ensure the successful execution of the project. A service is an intangible offering that is the equivalent of an economic good, focusing on the delivery of expertise, assistance, or value rather than a physical product.
SoW	Scope of Work
Documents	"Documents" refers to any written materials that express the terms of a contract and may serve as evidence of the contract by the agency/bidder.
Candidates	"Candidates" means students of Higher Education, Technical Education and Medical, faculties and the General Public.



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2. NOTICE INVITING EOI

SR. NO.	DESCRIPTION	DETAILS
1.	EOI No.	
2.	Name of the Project	English Excellence Training Program
3.	Location of the Project	Five zones in Gujarat state (Zones as determined by SCOPE)
4.	Total Estimated Cost (per year)	INR 5,00,00,000 (Rupees Five Crores Only)
5.	Earnest Money Deposit	3% of the total estimated cost
6.	EPBG	5% of contract value
7.	Contract Period	The tender is for 3 years however, a work order will be issued for only 1 year which can be renewed upon satisfactory performance for 2 years.
8.	Validity	3 Years

3. BACKGROUND OF SCOPE AND PROJECT:

SCOPE (Society for Creation of Opportunities through Proficiency in English) is the brainchild of the then Chief Minister of Gujarat, Hon. Shri Narendra Modi. In 2007, SCOPE was established with the main aim of increasing English language proficiency among the youth of Gujarat to gain better employment opportunities.

The main objective of SCOPE is to increase the proficiency of the English language among the youth of Gujarat and thereby enable more bright employment opportunities. SCOPE mainly offers English language tests from Cambridge University.

I. Objective of SCOPE:

- To provide training to assist citizens of the age group of 10 to 35 years to develop English communication skills.
- To organize a need-based training program for English language learning.
- Encouraging the use of technology in English language teaching.
- To act as an independent and autonomous institution for English language teaching in the state of Gujarat.
- To act as a collaborative organization to achieve the objective of improving the proficiency of English language learning.



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II. Objective of the Project:

- The English Excellence Training Program is designed to improve the English language skills of university and college students, faculties, and the general public in Gujarat.
- Its primary goal is to enhance English proficiency in key areas such as listening, speaking, reading, writing, grammar, and vocabulary, which in turn boosts confidence and employability.
- For **students**, the program provides opportunities to acquire national and international knowledge of the English language, thereby improving communication skills and expanding career prospects.
- For **faculties**, the program offers an opportunity to enhance their own English proficiency, with the added benefit of a certificate that can strengthen their professional profile.
- The program provides opportunities for the **general public** to improve their English communication skills, enabling them to interact more confidently in both professional and social settings, as well as effectively engage with technology.
- Overall, the program aims to bridge gaps in language, knowledge, and digital literacy, while also promoting capacity building among candidates by enhancing and refining their English Skills.

4. SCOPE OF WORK:

1. SCOPE will empanel the agencies by issuing the letter of empanelment.
2. After empanelment, SCOPE will allot the work to agencies across the five zones of Gujarat to provide English language training at all Government colleges, Grant-In-Aid colleges, 474 CHE colleges, 65 Technical colleges, and 22 Medical colleges, with the program also being open to faculty members and the general public
3. The distribution of work will be assigned to the empanelled agencies, beginning with the five metro cities (Ahmedabad, Gandhinagar, Surat, Vadodara and Rajkot) in Gujarat. Following this, SCOPE will extend the scope of implementation to other areas. Work allocation will be determined by SCOPE and will be final and cannot be challenged.
4. SCOPE holds the authority to allocate work, and all agencies must adhere to the work as assigned by SCOPE.



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5. Additionally, a work order for a single zone or a college within that zone may be allocated to multiple agencies.
6. The agency will work in cooperation with the SCOPE authority to implement language teaching programs at various colleges/schools/any other location within their respective independent zone. The agency will provide training at any location as specified by SCOPE.
7. Content for training will be based on Listening, Speaking, Reading and Writing Skills (LSRW) + Vocabulary + Grammar.
8. The selected agency will conduct training based on the Cambridge Interchange book – 2, which aligns with the Common European Framework of Reference (CEFR).
9. Training will be imparted as per the hours stated below:
 - a. 80 hours of training
 - b. 6 hours of Evaluation test (one hour for 4 skills each + One hour for Vocabulary and one hour for Grammar)
 - c. 4 hours for Pre-Post-test (30 mins for each skill)
10. The Selected Agency will be required to conduct training sessions for a maximum of two hours each day.
11. Trainers from the selected agency will undergo comprehensive training (train-the-trainer) with Cambridge trainers before delivering the English Excellence Training Program, ensuring they are fully equipped with the necessary skills and knowledge to conduct the 80-hour training. Following this, the SCOPE committee will interview the trainers before appointing them as trainers for the program.
12. The appointed agency must ensure that its trainers attend the train-the-trainer session on the dates and at the venue specified by SCOPE.
13. The appointed agency will handle the travel logistics of the trainers for the train-the-trainer session.
14. The agency shall provide each enrolled candidate with a Cambridge Interchange – 2 book to initiate training on LSRW skills, grammar, and vocabulary. The book will be provided to each candidate only once. Additionally, the agency shall provide practice materials, along with any supplementary materials created by the agency, to further support the candidates' learning.
15. The Pre- and Post-Tests will be of the Cambridge Upskill Exam, which will cover the LSRW skills, along with Vocabulary and Grammar, ensuring alignment with international language proficiency standards, which will be conducted by the appointing agency.



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16. If a candidate is unable to appear for the post-exam due to a genuine reason, the agency shall coordinate with the candidate to schedule a new date for the post-exam, subject to the consent of the candidate and the college.
17. The agency will form a batch of Minimum-20 & Maximum-50 candidates (students + faculties + general public). If some colleges do not have a minimum of 20 candidates for training, the agency will coordinate with other colleges to consolidate candidates and form a single batch, with the consent of all candidates. However, if the batch size is less than 20, and if the agency wishes, it may conduct the batch.
18. Once the candidates are registered, the agency is responsible for the entire training process, including the procurement of books and tokens for the pre-and post-exams, conducting 80 hours of training, administering evaluation tests after each module, supervising Upskill Pre- & Post-exams, and distributing the Upskill Certificate to candidates, covering the full 90 hours of the English Excellence Training Program.
19. The agency shall provide access to the Cambridge mobile application for all the registered candidates and also explain its functionalities to ensure proper usage.
20. The selected agency shall be responsible for administering evaluation tests, generated by the agency, upon the completion of each skill, through the agency's online portal/application.
21. The selected agency shall conduct and supervise both pre-tests and post-tests via the Cambridge Upskill mobile application to assess the candidates' progress and learning outcomes.
22. The selected agency will conduct and supervise both pre-tests and post-tests on the Cambridge Upskill mobile application under strict surveillance to ensure fairness and integrity.
23. To maintain the quality, honesty, and effectiveness of the training, feedback should be taken in different ways at the end of each set of training:
 - Feedback of the trainers by the candidate (student + faculties + general public).
 - Feedback of the trainers by the principal/co-ordinator.
 - Feedback of each candidate of the batch by the trainers, English language skill enhancement done after the training.
 - Attendance sheet of candidate (student + faculties + general public).
 - Result and certificate generation and handover of the same to candidate/college and SCOPE.
 - Work completion of each batch.

The above



Completion of each batch
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Information should be given through online portals.

24. The selected agency must also provide a dashboard that tracks candidate attendance, lists completed training batches, indicates upcoming training batches, and includes relevant Google pics under the Scope of work.
25. The Selected Agency will be providing training guidance to the candidate through practical participation. At the same time, the agency will have to fully cooperate with the principal and the coordinator of each college in providing training, feedback, and all the necessary documents required.
26. After the Selected Agency completes the skill/ module of the training, the general responses such as written and audio and videos of the candidate should be submitted to the SCOPE office.
27. The Selected Agency will provide English Language Trainers with a minimum of 3 years of experience, the agency shall provide the list of the proposed tutors along with their resume and supporting certificates with their appointment letter/contract letter/agreement letter with SCOPE officials before the commencement of the training.
28. The Selected Agency will have to provide trainers who can train one or more than one batch consisting of 80 Hours of training.
29. The Selected Agency should have the English Language trainers having minimum qualifications as below –
 - a. Trainers should possess a master's degree in any discipline with a minimum of 55% marks, having optimum proficiency in the English language.

And

- b. Trainer should possess **ANY ONE** certificate from any state/ national/ international reputed institutions as a trainer in English language such as -
 - i. CELTA – Certificate in English Language Teaching to Adults **OR**
 - ii. TKT – Teaching Knowledge Test **OR**
 - iii. DELTA – Diploma in Teaching English to Speakers of Other Languages **OR**
 - iv. TESL – Teaching English as a Second Language **OR**
 - v. TESOL – Teaching English to Speakers of Other Languages **OR**
 - vi. TOEFL – Test Of English as a Foreign Language **OR**
 - vii. PTE – Pearson Test of English **OR**
 - viii. SCOPE – LINGUA skill examination with B2 or higher-grade **OR**
 - ix. IELTS – International English Language Testing System (6 Band)/



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- x. TOT – Training of Trainers (the TOT can be from the reputed institutions/organizations)
30. The selected agency will provide any of the qualification certificates of the trainers, as specified above, to SCOPE.
31. The agency can also appoint retired government professors to impart training.
32. During a situation like a Pandemic/ emergency, the agency will have to provide training as instructed by SCOPE authority with no extra charges.
33. Examination-related work by Selected Agency post completing the training –
- a. The agency will have to conduct and supervise Upskill Pre- and Post-tests of Cambridge to ensure that the candidate upgradation has been done in the Post-test showing one level up as per CEFR standards (e.g. a candidate with a pre-A1 grade in the pre-test must reach atleast A1 grade in the post-test). Furthermore, SCOPE reserves the right to supervise the exam process through the appointed committee.
 - b. SCOPE will provide the required equipment for the training and exam process, such as Classroom equipped with either Computers/laptops/projector having internet access, and any other infrastructural support shall be provided to the agency, and the agency has to further coordinate with the college for the conduction of training and exams, scheduling of training, preparation of reports, pre-post-test and printing and distribution of certificates.
34. SCOPE and Agencies both will be responsible for propagating the project and promotional activities among their respective zones, before the commencement of each batch of every college. The agency will have to send the report to SCOPE.
35. A minimum of one batch in each college is expected however the number of batches may increase or decrease in the same college also there may be no batch in a few colleges.
36. If SCOPE finds unsatisfactory performance of the trainers appointed by the agency then SCOPE can ask the agency to change those trainers. Furthermore, if any trainer backs off in between training or if any complaint has been received by the stakeholders then the agency has to replace the trainer in two business days and that shall be intimated to SCOPE.
37. The agency has to provide a list of employees working in their company at present and has to assign one designated staff who will be responsible for handling this project.
38. On acceptance of the work order, the agency will start the process of the roll-out of activities



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SCOPE. The start time shall be clarified and informed to SCOPE well in advance so that other coordination can be done by SCOPE.

39. After completion of each batch and before commencing any batch, the agency has to inform SCOPE.

40. 80 hours of training should be completed in one stretch no break shall be permissible except for holidays, college exam days and any natural calamities. Thus, the batch period should be set with consideration for the convenience of both the college and the candidates.

41. The training for the program is designed for 80 hours, but if SCOPE requires the agency to shorten it into a crash course for a specific target audience, the agency must be able to deliver the course at any location specified by SCOPE, regardless of the participants' field or background. The payment for the crash course will be made proportionately.

5. **BID-SUMMARY – DATA SHEET**

Earnest money deposit (Non-interest Bearing)	An EMD of Rs <u>15,00,000/-</u> in the form of a Demand Draft from a Nationalized/Scheduled bank payable at Ahmedabad in favor of “CEO, SCOPE.
Estimated Bid Value	Approx. 5 crores
Submission of technical bid: 1. Technical Proposal (Hard copy) 2. EMD (Scanned copy on nProcure and Hardcopy)	<p>1. Technical proposal should be placed in a single envelope labelled “Technical Proposal.”</p> <p>2. EMD should be placed in a single envelope duly labelled as “EMD.”</p> <p>All the above envelopes should be put in a separate big cover labelled as</p> <p style="text-align: center;">EXPRESSION OF INTEREST (EOI) FOR EMPANELMENT OF AGENCIES FOR IMPARTING ENGLISH LANGUAGE TRAINING FOR SCOPE (GOVERNMENT OF GUJARAT)</p> <p>All submissions (in hard copy)/ communications should be submitted/addressed to:</p> <p>SCOPE OFFICE,</p>



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	Faculty Block, First Floor, "Prajna Puram" (K.C.G. Campus, nr. L. D. College of Engineering) opp. P.R.L, Navrangpura, Ahmedabad, Gujarat 380015
Validity of bid	Valid for 180 days from the last day of submission.
Important dates	
Issue date of EOI	
Pre-bid queries submission	Queries, if any, in the pre-bid meeting shall be submitted by the Applicants to the SCOPE Office in writing on their official letterhead, duly stamped and signed, and the same shall be e-mailed to the SCOPE mail ID i.e. account-scope@gujgov.edu.in event-scope@gujgov.edu.in.
Pre-bid meeting	
Contract duration	The tender is for 3 years however, a work order will be issued for only 1 year which can be renewed upon satisfactory performance for 2 years.

6. TEAM DEPLOYMENT

The Agency shall provide an adequate number of personnel each responsible for a specific role within the system. The agency must provide a clear definition of the role and responsibility of each individual personnel. The Agency shall have a defined hierarchy and reporting structure for various teams that shall be part of the project. The firm/agency will deploy a capable team following the client's instructions.

7. SELECTION PROCEDURE

1. Evaluation Committee may, at its discretion, call for additional information from the Applicant(s). Such information has to be supplied within the set-out time frame, otherwise, the Evaluation Committee shall make its own reasonable assumptions at the total risk and cost of the Applicants. Seeking clarifications cannot be treated as acceptance of the proposal.
2. The Applicants shall provide all the necessary documents, samples, and reference information as the Committee desires. The Applicants shall also assist the Committee in getting relevant information and documents from the Applicant's references if so desired.



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3. The agencies will be empaneled based on the following criteria:

- The agencies must submit the required documents to meet the Bidder's Qualification Criteria (as per Table A) to be eligible for empanelment.
- The agencies must agree to the determined fee per candidate (as per Table B) by the SCOPE committee for the 90-hour English Excellence Training Program (80 hours of training + conducting and supervising both 6 hours of evaluation tests and 4 hours of Upskill Pre- and Post-exam)

Bidder Qualification Criteria – Table A

SR. NO.	DESCRIPTION	SUPPORTING DOCUMENTS SUBMITTED BY THE AGENCY
01	The Agency should be a company registered in India under the Indian Companies Act OR a Registered Proprietorship Firm OR a Registered Partnership Firm existing for the past 05 years as of 31 st March 2024.	<p>1. In case the Agency/s is a registered company in India or a Registered Partnership Firm, they should produce a copy of the certificate of incorporation issued by the Registrar of Companies OR MCA and Memorandum & Articles of Association, partnership deed.</p> <p>In case the Agency/s is a registered proprietorship firm, they should submit a copy of the proprietorship agreement.</p> <p>2. A self-attested copy of the PAN card and GST registration certificate should be submitted along with the Proposal.</p>
02	The Agency Should have a head office anywhere in India and an operating Sub Branch within Gujarat or if not in Gujarat then have to open an operative branch in Gujarat within a month and have to submit the required document.	Shop/ office establishment certificate/ rent agreement issued by the respective authority.
03	The total Average Annual Turnover of the Agency for the last 03 financial years (2021-2022, 2022-2023, and 2023-2024) should be a minimum of INR 10.00 crore.	Statutory auditor's/ CA's certificate mentioning the same turnover & copy of audited balance sheets and profit and loss accounts.



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04	The Agency/s must have working experience with Central/ State/ GOG/ GOI/ Public or Private sector /Bank/University/in the field of imparting English language training for a minimum of 1500 candidates in the last three financial years in an offline manner.	Specific document/ Work Completion Certificate which indicates candidates count in last three financial years.
06	The Agency should have a minimum of 20 trainers who have been engaged with the agency for the last 6 months.	1. Resume of 20 English trainers along with qualification documents. 2. Appointment Letter/Bank Statement/ Pass Book of trainers. 3. Last month's Salary Slip of trainers.
07	The Bidder should not be under a declaration of ineligibility for corrupt or fraudulent practices or blacklisted/debarred for any activity in India by any PSU or Any Regulatory Body or Government of India or State Government or any of its agencies for any reasons whatsoever for indulging in corrupt or fraudulent practices or for indulging in unfair trade practices.	Self-declaration letter duly signed by authorized sign-stamp on company letterhead.

Detailed Fee Breakup for a Batch of 50 Candidates – Table B

Sr. No.	Details	Amount of Fees (Rs.)
1	Trainer's hourly Cost for 80 hours of training + conducting and supervising both Evaluation tests & Upskill Pre- & Post Exams (₹2,500/hour)	₹200,000/-
2	Learning Material Fees Per Candidate ₹318	₹15,900/-
3	Pre- and Post-Exam Fees Per Candidate ₹1,017	₹50,850/-
4	Administration Charges Deducted from the Agency's Payment Per Candidate ₹131.25	₹6,563/-
TOTAL FEES EXCLUDING TAX		₹2,73,313/-
18% GST		₹ 49,196/-



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TOTAL FEES PAYABLE INCLUDING TAX	₹3,22,509/-
TOTAL FEES PAYABLE PER CANDIDATE INCLUDING TAX	₹6,450/-

The fee determined per candidate, as per the above table, is ₹6,450/- (including GST), which is classified as follows:

(A) Training Fee - ₹4720/- (including GST)

(B) Cambridge Interchange -2 Book & Upskill Exam Fee (375/- + 1200/-) - ₹1575/- (including GST)

(C) SCOPE Administration Charges - ₹155/- (including GST)

Note:

- i. The Training Fee (A) comprises of Trainer's cost and other related expenses.
- ii. SCOPE has established a fixed rate with Cambridge for each **Interchange-2 Book** and the **Upskill Exam** for Pre- and Post-tests. The agency, based on the fixed rates agreed upon between SCOPE and Cambridge, is responsible for contacting Cambridge directly for the following:
 - Procurement of Interchange 2 books calculated according to the number of candidates enrolled, and managed by the agency.
 - To purchase tokens for the Upskill Pre- and Post-exams (B), based on the number of candidates enrolled, and managed by the agency.
- iii. The agency is responsible for conducting 80 hours of training, administering evaluation tests after each skill, conducting and supervising Upskill Pre- & Post-exams, and distributing the Upskill Certificate to candidates, covering the full 90 hours of the English Excellence Training Program.

5. Agencies that meet the Bidder's Qualification Criteria, agree to the fee determined by SCOPE, and accept the responsibilities outlined for the entire program will be empanelled upon signing the Service Level Agreement (SLA).

6. SCOPE may empanel any number of agencies that meet the empanelment criteria.

7. The distribution of work will be among five zones. Work will be assigned to the empanelled agency in the following manner:



metro cities in Gujarat and
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will extend the scope of implementation to other areas. Work allocation will be determined by SCOPE and will be final and cannot be challenged.

8. GENERAL TERMS AND CONDITIONS

1. The Empanelled bidders will not assign or sublet the assignment in parts or its entirety to any other agency.
2. Direct or indirect participation on the part of the bidder or his representative will lead to disqualification.
3. SCOPE can at any time make modifications in the scope of work and so as in the service agreement.
4. SCOPE holds the authority to allocate work, and all agencies must adhere to the work as assigned by SCOPE.
5. The appointed agency must ensure that its trainers attend the train-the-trainer session on the dates and at the venue specified by SCOPE.
6. The appointed agency will handle the travel logistics of the trainers for the train-the-trainer session.
7. CUPA & Agency appointed by SCOPE will enter into a separate agreement to outline the roles and responsibilities of each party involved.
8. **Release of EMD:** The EMD of unsuccessful bidders will be released promptly after the successful bidders accept and sign the Service Level Agreement.
9. **Empanelment of bidders:**
 - Bidders that meet the Bidder's Qualification Criteria with necessary documents, agree to the fee determined by SCOPE, and accept the responsibilities outlined for the entire program will be empanelled.
 - Bidders will be empanelled by signing the service level agreement.
10. **Bank Guarantee-** The EPBG (Earnest Payment Bank Guarantee) will be submitted within 15 days, in favour of CEO SCOPE. A total of 5% of the contract value, in accordance with the work assigned to the agencies, will be considered as a security deposit for 38 months (which shall be extended on mutual agreement), which shall be given after receiving the Service Level Agreement.
11. **Termination:** The Service Level Agreement can be terminated at any time by **SCOPE** if the services provided do not meet the standards outlined in the Scope of work, in the presence of a committee appointed by SCOPE. The agency will be given an opportunity to present its



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defence in the presence of the committee, and the statement/reason for repudiation will be recorded. The notice period for termination will be 30 days.

12. In case of the occurrence of any act of God, such as rain, fire, flood, earthquake, or other natural calamity causing the cancellation of the event, clause Force Majeure shall be applicable. In such a case, the Bidder shall be paid only for the work done till that date. In case of any material and equipment cost, then SCOPE is not liable for such loss.
13. Each copy of the EOI should be a complete document with an Index, page numbering, sign, and stamp and should be bound as a volume. Different copies must be bound separately.
14. The agency should consider any corrigendum published on the SCOPE website before submitting their EOI.
15. SCOPE reserves the right to annul the EOI process, or to accept or reject any or all the Applications in whole or part at any time without assigning any reasons and without incurring any liability to the affected Applicant(s) or any obligation to inform the affected Applicant(s) of the grounds for such decision.
16. **Applicable Law:** The contract shall be interpreted in accordance with the laws of the State of Gujarat.

Governing Law and Choice of Forum: - The laws of Gujarat shall govern this project. Any suit, action, or proceeding shall be confined to the exclusive jurisdiction of Courts at Ahmedabad (Gujarat).

17. **Legal Liability** – SCOPE reserves the right to recover liability up to the value of the contract arising out of an act directly attributable to the service provider.

18. **Settlement of Disputes –**

- a. General: If any dispute arises between the Agency and SCOPE during the execution of contract that should be amicably settled by mutual discussions. However, if the dispute is not settled by mutual discussions, a written representation will be obtained from the Agency on the points of dispute. The representation so received shall be examined by the committee appointed by SCOPE which will be in force to resolve any dispute. SCOPE has the right to form a committee for redressal of disputes or for any other matter. The Service Provider will also be given an opportunity of being heard by the committee and the decision on the representation will be conveyed in writing.
- b. Legal Jurisdiction: All legal proceedings arising out of any dispute between both the parties, Agency and SCOPE, regarding the contract shall be settled by a committee constituted in Ahmedabad (Gujarat) only.



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19. Arbitration –

- a. If any dispute arises out of the contract with regard to the interpretation, meaning and breach of the terms of the contract, the matter shall be referred to a sole arbitrator as per Arbitration and Conciliation Act, 1996 of Government of India or any statutory modifications or re-enactment thereof.
- b. All legal proceedings shall have to be lodged in courts situated in Ahmedabad (Gujarat) and not elsewhere and the language of the arbitration proceedings and that of all documents and communications between the parties shall be English.

20. Payment Term-

- SCOPE will not make any advance payment to the appointed agency.
- SCOPE will make payment for training to the empanelled agency as follows:

Payment will be made when the agency fulfils the below criteria - Table 1

Sr no	Payment Term	Proportionate Payment	Necessary Documents to be submitted for release of Payment
1	Above 60 hrs of training out of 80 hrs	60% Payment	For the release of payment, the agency will submit a complete document justifying the duration of training along with a daily attendance sheet at the time of training and the conduction of exams, feedback forms, or any document required by the SCOPE office.
2	The remaining payment will be made for those candidates who reach one level up in the post-test. AND If candidates don't reach one level up in the post-test, then the remaining payment will not be made for those candidates.	40% Payment	

Payment will be made when the agency fulfils the below criteria – Table 2

Sr no	Payment Term	Proportionate Payment	Necessary Documents to be submitted for release of Payment
1	Below 60 hrs of training out of 80 hrs	50% Payment	For the release of payment, the agency will submit a complete document justifying the duration of training along with a daily attendance sheet at the time of training and the conduction of exams, feedback forms, or any document required by the SCOPE office. Contact for Tender Filling and Documentation
2	The remaining payment will be made for those candidates who reach one level up in the post-test. AND	40% Payment	



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	If candidates don't reach one level up in the post-test, then the remaining payment will not be made for those candidates.		
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- The agency will be responsible for making payments to Cambridge for the Interchange 2 books, calculated according to the number of candidates enrolled at the fixed rate established between SCOPE and Cambridge.
- The agency will also be required to make payments to Cambridge for the tokens purchased for the Upskill Pre- and Post-exams, based on the number of candidates enrolled at the fixed rate established between SCOPE and Cambridge.
- SCOPE will make payment to the agency for the Cambridge Interchange 2 books and the tokens purchased for the Upskill Pre- and Post-exams, based on the fixed rate established between SCOPE and Cambridge, upon receipt of invoices from the agency only after the completion of training for each batch.
- SCOPE will make payment to the agency for training, the Interchange 2 books, and tokens for the Upskill Pre- and Post-exams, after deducting its administration charges, upon completion of training for each batch until the certificates are distributed to all the candidates.

21. Instruction to Agency –

- The EOI submission fee of INR 10,000 must be paid in the form of a Demand Draft (DD) in favour of "CEO, SCOPE." The DD for both the EOI submission fee and EMD should be submitted in separate covers, clearly labelled.
- Submission of the tender fee is mandatory for the document to be considered.
- The agency must submit the completion report of each batch along with the electronic feedback. The agency must produce the batch completion certificate from the college authority and the result of each candidate's examination.
- The payment shall be made by way of NEFT/RTGS to any account in INR for which necessary bank details shall be provided by the agency. Statutory deductions, as applicable, will be made by the SCOPE from the bills.
- SCOPE will not release the undisputed payments for the invoices raised till disputes are resolved. However, a delay in making payment for whatsoever valid reason may be considered by the agency. The deduction if any will be deducted from the invoice.

- The agency must submit the completion report of each batch along with the electronic feedback. The agency must produce the batch completion certificate from the college authority and the result of each candidate's examination.



of the physical tender to process the payment
Documentation
Mention the batch/time/place/name of the
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institution/college and other supportive documents to be submitted electronically as well as physically.

- The agency has to submit an invoice along with a complete document justifying the duration of training with a daily attendance sheet at the time of training and conduction of exam, feedback forms, dispatch of Cambridge certificate to each candidate with a report mentioning pre-post-test comparison, and any other document required by the SCOPE office.

22. **Penalty-** Penalties will be deducted on any of the grounds defined in the scope of work and if the agency cannot fulfil them, a penalty will be deducted from their invoices raised. At the first fault, there is a 5% penalty, and if the same fault continues and no action is taken, then a penalty of 8% up to a maximum of 10% will be levied. When the agency crosses above 10% then the agency's security deposit/bank guarantee will be forfeited and will be blacklisted with no further assigning of work.

9. OPENING OF DOCUMENTS

The submitted documents based on the Bidder's Qualification Criteria as per the Summary Datasheet will be opened at the SCOPE office in the presence of bidders at the opening of documents.

10. DOCUMENT CHECKLIST

Bidders are required to submit their documents in the formats given under along with other required supporting documents as mentioned in this tender:

Sr no	Form No	Description
1	Form 1	Bidder Detail Form
2	Form 2	Declaration – Non-Blacklisting
3	Form 3	Power of Attorney
4	Form 4	Bidder's Experience
5	Form 5	List of Trainers
6	Form 6	Average Turnover of last three years
7	Form 7	Bank Guarantee format



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**FORM – 1 – BIDDER DETAIL FORM
(DETAILS TO BE FILLED BY BIDDER)**

1.	Name of the Bidder				
2.	Name and Designation of Authorized Signatory				
3.	Registered/ Head Office Address				
4	Operating Branch Office				
5.	Name of the person handling the project				
6.	Contact Number				
7.	Email id				
8.	Year of Establishment				
9.	Type of Firm (Put Tick Mark)	Public Limited	Private Limited	Partnership	Proprietorship
10.	Telephone Number (s)				
9.	Website URL				
10.	Any Clarification/ information etc. that the Bidder may like to make				

1. We agree to abide by all the conditions mentioned in this EOI Document issued by the Authority and also the further conditions of the said EOI Notice given in the attached sheets (all the pages of which have been signed by us in token of acceptance of the terms mentioned therein).
2. The price bid shall be submitted only on nProcure.
3. Reproduced / re-word-processed formats or the Bidder's formats for the price bids will disqualify the EOI. However, the Bidder can reproduce the same format for clarity in filling due to a shortage of space.
4. The rates stated in the bid shall be valid for a period of contract from the date of opening of the bid. The valid period shall be in mutual agreement.



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5. No Advance payment shall be made. Payments shall be made as per payment terms.
6. The bid duly filled and signed is enclosed with this EOI form with Terms & Conditions in token of acceptance along with a duly filled letter of undertaking/declaration.

Signature:

Name:

Designation:

Name of the Bidder:

Authorized Signatory:

Seal of the Organization: -

Date:

Place:



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Form 2

NON-BLACKLISTING DECLARATION

(On notarize stamp paper of INR 300)

To

Chief Executive Officer

SCOPE (Society for Creation of Opportunities through Proficiency in English)

Faculty Block, First Floor,

"Prajna Puram" (K.C.G. Campus, nr. L. D. College of Engineering),

opp. P.R.L, Navrangpura,

Ahmedabad, Gujarat 380015

Subject: Declaration of non-blacklisting for proposal selection for the selection of Agencies for SCOPE for the Colleges in Gujarat state.

Dear Sir,

This is to notify you that our Firm/Company/Organization <provide Name of the Firm/Company/Organization> intends to submit a proposal in response to invitation for EOI No: Dated.....In accordance with the above we declare that:

- a) We are not involved in any major litigation that may have an impact of affecting or compromising the delivery of services as required under this assignment
- b) We are not blacklisted by any Central/ State Government/ agency of Central/ State Government of Gujarat/ India or Public Sector Undertaking/ any Regulatory Authorities in Gujarat/ India for any kind of fraudulent activities.

Sincerely, [BIDDERS NAME]

Name:

Title:

Signature:

Date:

Location:



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Form 3
POWER OF ATTORNEY

Know all men by these presents, we..... (name of service provider and address of the registered office) do hereby constitute, nominate appoint and authorize Mr./Ms..... son/daughter/wife of and presently residing at....., who is presently employed with /retained by us and holding position of.....as our true and lawful attorney (hereinafter referred to as the "Authorized Representative") to do in our name and on our behalf, all such acts, deeds and things are as necessary or required in connection with or incidental to submission of our proposal for and selection as the <project title> for the <name of the client>..... project, proposed to be developed by the (the "client") including but not limited to signing and submission of all applications, proposals and other documents and writings, participating in pre bid and other conferences and providing information /responses to the client, representing us in all matters before the Client, signing and execution of all contracts and undertakings consequent to acceptance of our proposal and generally dealing with the client in all matter in connection with or relating to or arising out of our Proposal for the said project/or upon award thereof to us till the entering into of the Agreement with the client.

AND, we do hereby agree to ratify and confirm all acts, deeds and things lawful done or caused to be done by our said Authorized Representative pursuant to and in exercise of the powers conferred by this power and Attorney and that all acts, and things done by our said Authorized Representative in exercise of the powers hereby conferred shall and shall always be deemed to have been done by us.

IN WITNESS WHEREOF WE.....THE ABOVE – NAMED PRINCIPAL HAVE EXECUTED THIS POWER OF ATTORNEY ON THIS.....DAY OF.....2024.

For..... (Name and registered address of client)

(Signature, name and address) Witness



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1. (Signature, name and address)

2. (Signature, name and address)

Notarized

Accepted

..... (Signature, name, designation, and address of the attorney)

Notes:

1. The mode of the execution of the power of Attorney should be in accordance with the procedure, if any, laid down by the applicable law and the charter documents of the executants (s) and when it is so required the same should be under seal affixed in accordance with the required procedure.
2. Wherever required, the applicant should submit for verification the extract of the charter documents and other documents such as a resolution/ Power of Attorney in favour of the person executing this Power of Attorney for delegation of power hereunder on behalf of the applicant.



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Form 4

BIDDER'S WORKING EXPERIENCE

1.	Assignment Name and Project Cost	
2.	Location within State	
3.	Name of the Client	
4.	Address	
5.	Start date (Month/ Year)	
6.	Completion Date (Month/ Year)	
7.	Narrative Description of the Project	

(Authorized Signatory)

Date:

Place:

Business Address:

Name:

Designation:

Seal:



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Form 5

LIST OF TRAINERS

NAME OF THE BIDDER –

SR. NO.	NAME OF THE TRAINER	AREA OF EXPERTISE	QUALIFICATION	TOTAL YEARS OF EXP. IN RELEVANT FIELDS	TASK ASSIGNED	DATE JOINING



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Form 6

C.A. CERTIFIED ON LETTERHEAD. AVERAGE ANNUAL TURNOVER OF THE AGENCY

Sr No.	Year	Average Annual Turnover of Last Three Financial Years (in Rs.)
1	FY 2023-24	
2	FY 2022-23	
3	FY 2021-22	
	Average	

Date:

[Signature of staff/employee member]

Day/Month/Year

Full name of staff/ employee



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Form 7

BANK GUARANTEE FORMAT

Name of the Bank: -----

Chief Executive Officer

SCOPE (Society for Creation of Opportunities through Proficiency in English)

Faculty Block, First Floor,

"Prajna Puram" (K.C.G. Campus, nr. L. D. College of Engineering),

opp. P.R.L, Navrangpura,

Ahmedabad, Gujarat 380015

PERFORMANCE BANK GUARANTEE FORMAT

In consideration of the Chairman and Managing Director SCOPE acting through (designation & address of Proposal Signing Authority), (hereinafter called "SCOPE") having agreed under the terms and conditions of agreement/ Proposal Acceptance letter No.....dated..... made between..... (Designation & address of Proposal signing Authority) and (Here in after called "the said Service Provider" for the work..... (here in after called "the said agreement") having agreed for submission of an irrevocable Bank Guarantee Bond for INR.....only) as a security Guarantee from the Service Provider for compliance of his obligations in accordance with the terms & conditions in the said agreement.

1. We..... (Indicate the name of the Bank) hereinafter referred to as the Bank, undertake to pay to the SCOPE an amount not exceeding (.....only) on demand by the SCOPE.

2. We..... (indicate the name of the bank, further agree that (and promise) to pay the amounts due and payable under this guarantee without any demur merely on a demand from the SCOPE through the CEO, SCOPE, Ahmedabad or.....(Designation & Address of Proposal signing authority), stating that the amount claimed is due by way of loss or damage caused to or would be caused or suffered by the SCOPE by reason of any breach by the said Service Provider of any of the terms of conditions contained in the said agreement or by reason of the Service Provider failure to perform the said agreement. Any such demand made on the Bank shall be conclusive as regards the amount due and payable by the Bank under this guarantee. However, our liability under this guarantee shall be restricted to an amount not exceeding (..... Only).

3. (a) We (indicate the name of Bank) further undertake to pay to the SCOPE any money so demanded notwithstanding any dispute or dispute raised by the Service Provider in any suite or proceeding pending before any court or Tribunal relating to liability under this present being absolute and unequivocal.

(b) The payment so made by us under this Performance Guarantee shall be a valid discharge of our liability for payment there under and the Service Provider shall have no claim against us f



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4. We (indicate the name of bank) to further agree that the guarantee herein contained shall remain in full force and effect during the period that would be taken for the performance of the said agreement and that it shall continue to be enforceable till all the dues of the SCOPE under or by virtue of the said agreement have been fully paid and its claims satisfied or discharged by.....(Designation & Address of Proposal signing authority) on behalf of the SCOPE, certify that the terms and conditions of the said agreement have been fully and properly carried out by the said Service provider and accordingly discharges this guarantee.

5. (a) Notwithstanding anything to the contrary contained herein the liability of the bank under this guarantee will remain in force and effect until such time as this guarantee is discharged in writing by the SCOPE or until (date of validity/ extended validity) whichever is earlier and no claim shall be valid under this guarantee unless notice in writing thereof is given by the SCOPE within validity/ extended period of validity of guarantee from the date aforesaid.

(b) Provided always that we..... (Indicate the name of the Bank) unconditionally undertakes to renew this guarantee or to extend the period of guarantee form year to year before the expiry of the period or the extended period of the guarantee, as the case may be on being called upon to do so by the SCOPE, If the guarantee is not renewed or the period extended on demand, we..... (Indicate the name of the Bank) shall pay the SCOPE the full amount of guarantee on demand and without demur.

6. We, (indicate the name of Bank) further agree with the SCOPE that the SCOPE shall have the fullest liberty without our consent and without effecting in any manner out of obligations hereunder to vary any of the terms and conditions of the said proposal from time to time or to postpone for any time or from time to time any to the powers exercisable by the SCOPE against the said service provider and to forbear or enforce any of the terms and conditions of the said agreement and we shall not be relieved from our liability by reason of any such variation, or extension being granted to the said service provider for any aberrance act or omission on the part of the SCOPE or any indulgence by the SCOPE to the said service provider for by any such matter or thing whatsoever under the law relating to sureties for the said reservation would relive us from the liability.

7. This guarantee will not be discharged by any change in the constitution of the Bank or the Service Provider.

8. We, (indicate the name of the Bank) lastly undertake not to revoke this guarantee except with the previous consent of the SCOPE in writing.

9. This guarantee shall be valid up to (Date of Completion plus Handholding Period). Unless extended on demand by SCOPE. Notwithstanding anything to the contrary contained hereinbefore, our liability under this guarantee is restricted to Rs.....only) unless a demand under this guarantee is made on us in writing on or before..... We shall be discharged from our liabilities under this guarantee thereafter.

Dated:

For (indicate the name of bank)



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Signature of Banks Authorized official Designation with Code No. -----

Witness:

1. Name & Full Address

2. Name & Full Address



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