

CENTRAL INSTITUTE OF PLASTICS ENGINEERING & TECHNOLOGY



SHORT TENDER NOTICE

ONLINE TENDER NO: [CIPET_HO/PD\(T\)/OnlineCourses/Ten. No.02/2020-21](#)

Engagement of agencies for providing services to develop, host and organize Online Courses of CIPET

LAST DATE FOR SUBMISSION: 04.05.2020, 03.00 P.M.

CENTRAL INSTITUTE OF PLASTICS ENGINEERING AND TECHNOLOGY (CIPET),

HEAD OFFICE, TVK INDUSTRIAL ESTATE, GUINDY, CHENNAI – 600032

Tel: 044-22254780; E-Mail- cipetdgooffice@gmail.com

Web Site: www.cipet.gov.in



CENTRAL INSTITUTE OF PLASTICS ENGINEERING & TECHNOLOGY

(Dept of Chemicals & Petrochemicals, Ministry of Chemicals & Fertilizers, Govt. of India)
HEAD OFFICE, TVK INDUSTRIAL ESTATE, GUINDY, CHENNAI - 600032

Tel: 044-22254780; E-Mail- cipetdgoffice@gmail.com

Web Site: www.cipet.gov.in

ONLINE TENDER No: CIPET_HO/PD(T)/OnlineCourses/Ten. No.02/2020-21

CIPET invites Online tender from service providers who have experience in the field of development of e- Learning modules providing services to develop, host and organize Online Courses.

Last date for the submission of online bid at www.tenderwizard.com/CIPET is 04.05.2020, 03.00 P.M..

CIPET reserves the right to accept or reject any or all tenders either in part or in full without assigning any reasons.

Principal Director (T)

CIPET INVITES ONLINE BIDS FOR TENDER NO. [CIPET_HO/PD\(T\)/OnlineCourses/Ten.No.02/2020-21](#) for **Engagement of agencies for providing services to develop, host and organize Online Courses of CIPET**

1. Central Institute of Plastics Engineering & Technology (CIPET) is a premier national institution under the Department of Chemicals & Fertilizers, Ministry of Chemicals & Fertilizers, Govt. of India fully devoted to Skill Development, Technology Support Services, Academic and Research (STAR) in all the domains of plastics viz:- Design, CAD/CAM/CAE, Tooling & Mould Manufacturing, Plastics processing, Testing and Quality Assurance. CIPET operates from various locations spread across the country catering the needs of Polymer and allied industries.
2. CIPET intends to engage a reputed organization to develop online learning materials/modules, hosting it on suitable platform, managing the portal from registration to delivery of online course content to registered candidates, to conduct online assessment and issue of e-certificates.
3. CIPET invites e-tender from esteemed Government organizations/Departments or private corporates who are in the field of development of e-Learning modules for education and training sector in India. Scope of the work and application format in detail are provided herewith. The last date for submission of e-tender is **04.05.2020** till 03.00PM.
4. The Bids received after scheduled date and time due to any reason will not be considered.
5. The detailed Terms of Reference for development of online modules is given as **Annexure-I**. The work will be awarded on the basis of criteria set by screening committee constituted for the purpose.
6. No conditional Bids will be accepted and such tenders are liable to be summarily rejected. The Institute reserves the right to reject or accept any or all tenders either in part or in full without assigning any reason thereof. The decision of the competent authority of CIPET shall be final and binding on the participants of tender.
7. The agencies will be pre-qualified on the basis of the following criteria:

Vendor Qualification Criteria:

- A. The agency must be more than Three year old as on the date of issue of this tender and necessary proof shall be attached. The parties wishing to participate in the tender must submit the following as per Annexure II:

- (i). Company Profile details.
- (ii). Company address, Contact No (Phone, Mobile) and Contact Person, email id.
- (iii). Name of the owners/partners/director of the firm/company /corporation and their addresses
- (iv). Valid license copy of registration of the firm /company.

B. Average Annual Turnover (Audited Balance Sheet & Profit and Loss account) of the bidder in preceding 3 financial years should be at least **Rs. 50 Lakh** (Rupees Fifty Lakh only). For proof of Annual Turnover & Net worth, self-attested photocopies of following documents must be submitted along with Income Tax clearance certificate for last three years.

C. Bidder/party must have work experience of executing similar nature of work of developing, hosting and organizing Online Courses for PSUs / Central govt. / State govt. or any other reputed organisation in previous 3 (Three) years reckoned from the original proposal submission date fulfilling at least one of the following:

- a) One similar order of value of minimum - **Rs. 20 Lakh** or
- b) Two similar orders of value of minimum- **Rs. 15 Lakh** each or
- c) Three similar orders of value of minimum- **Rs. 10 Lakh** each

Against proof of work experience, the following self-attested documentary evidence must be submitted:

Copy of "Certificate of Completion" of orders successfully completed during the last 3 (Three) years, showing gross value of job done. Or

Work Order issued by competent authority of any other Public Sector Undertaking / Govt. Department or reputed organization (for jobs successfully completed during the last 3 (Three) years ending bid closing date)

D. List of important clients in India or abroad

E. Copy of GST registration & PAN No.

Note: "SIMILAR NATURE" of Job means "Experience in developing, hosting and organizing Online Courses "

8. Further details may be obtained from Principal Director (T), CIPET, Head Office, Guindy, Chennai-600032 Telephone No. 044-22254780, Extn.242. The eligible organizations shall also submit a detailed presentation about the company and its profile and concept note via e-mail at cipetdgoffice@gmail.com by the last date and time of the bid.
9. Applicants meeting the qualification criteria may be invited for presentation of the proposal before the selection committee of CIPET.
10. . **Submission of Online Tender:**

The interested agencies shall submit the Technical Bid as per the Vendor pre-qualifying Criteria mentioned at point number 07 and Financial Bid as per Brief description, scope of work and services required mentioned in Annexure I before the last date of tender i.e. **04.05.2020; 03.00 P.M.**

- i. Tender document is available on e-procurement website <https://tenderwizard.com/CIPET> for online submission of tender.
- ii. For online submission, Bidder is required to obtain Class III Digital Signature (meant for e-tendering).
- iii. The procedure for obtaining Digital certificate is given in the web site <https://www.tenderwizard.com> In case of any difficulty either mail or talk to the Technical Support Engineer, whose contact details are given below.
- iii. Procedure for Registering in E-Procurement portal: Bidder has to register with our E-procurement portal. For registering, please go to <https://www.tenderwizard.com> and follow the directions. In case of any difficulty either mail or talk to the Technical Support Engineer, whose contact details are given below.

For any assistance on e-bidding process, Vendor Registration / e-Tendering Related Queries

Name of the Service Provider:- KEONICS

Contact Person of KEONICS	Telephone	E-mail
Mr S Madhan	09941947400	Madhans19@gmail.com
Mr S Dinesh	09894191904	Twhelpdesk438@gmail.com
Helpdesk - KEONICS	+91 080 40482000	cipethelpdesk@gmail.com

For Vendor Registration / DSC Key / Any other issues regarding e-Tender process please contact KEONICS

11. General Terms & Conditions

- a. Submission of Online Bids is mandatory.
- b. All the documents submitted shall be signed and sealed by authorized person of the agency / firm.
- c. Submit Online Annexure II for Technical Bid along with supporting documents
Sign with stamp / seal Copy and Annexure IV for Financial Bid.
- d. Online Submission after due date (04.05.2020) and time (03.00 P.M.) shall not be considered.
- e. The Offer would be opened on 04.05.2020 at 03.30 P.M. in presence of bidders or their authorized representatives if they want.
- f. Quantity / No. of hours may Increase or decrease at the time of order or during the execution of work.
- g. CIPET reserves the right to disqualify any Agency/Company/Institution/Organization from the empanelled list, if the service provided by the Agency/Company/Institution/Organization is found to be unsatisfactory or if the information provided for empanelment is found to be false.
- h. CIPET reserves the right to reject any application for empanelment without assigning any reason.

- i. Agency may empanel for maximum 02 years.
- j. The service providers shall be responsible for engaging adequately trained manpower required for providing the services for this assignment.
- h. The selected agency should be able to execute assignments at short notices & even on public holidays and during emergency situations.
- i. Online Tender should be submitted online in the format attached as (Annexure – II (Technical) & IV (Financial excel format download from online and same will be upload after entering data)
- j. Screening of Online Tender as per the eligibility conditions based on the details/information submitted and verification of the same.
- k. Evaluation of Online tender will be carried out as per the pre-qualification specified above and only those satisfying the prequalification criteria will be invited for presentation before the selection committee.
- l. The selection committee shall evaluate the presentations /documents /concept plan. All necessary documents to substantiate the aims/experience shall be submitted online.
- m. Successful Bidder will have to deposit 5% of the Total value of the work order as Performance Security before signing the contract for the work.

Brief description, Scope of work and services required:

Development of online modules for students of CIPET pursuing Diploma, Post Diploma and Postgraduate Diploma Programs at all CIPET Centres across the country with following terms of reference and scope of work:

- a) The designated faculty members of CIPET across the country will prepare the basic course contents in the form of power point presentations. These presentations must be converted into learning modules by recording videos of the faculty presenting them. The presentation will be enhanced by creation of videos/ animations or clips as per requirements. The module will include assignments, their evaluation and reports. Similarly at the end of the module there should be a provision of online tests along with provision for evaluation and generation of assessment reports.
- b) The learning modules developed thus shall be hosted on suitable platform. The modules will be assigned course codes & course categories as per syllabus of the course and the modules will have only specific content for each course. The content must have provision of feedback of the trainee interactive live session and online chat. All the content has to be encrypted and must only be made available to registered users.
- c) The content for the presentations will be in English. However, the Faculty members may use vernacular languages while presenting the same.
- d) At the end of each course containing several modules, an online test will be conducted for assessment of knowledge gained by the trainees. The software/app developed will have a provision of capturing the photo of the user at regular intervals to ensure that no other person is attending the online course or appearing in the online test.
- e) The provision of multiple users accessibility to online videos and lecture sessions have to be ensured with virtual class rooms.
- f) The platform should enable the CIPET Faculty to create online classes based on the class schedule allocated to him/her.
- g) The platform should be able to send WhatsApp/SMS to the students prior to class schedule.
- h) The online classes may also have the capability of recording facilities for future use.
- i) There should be provision for online Meeting Room for Teachers and Students based on the class schedule.

- j) The tool for assessing the effectiveness of online classes has also to be designed and developed.
- k) Similarly, tool for attendance monitoring of the online trainees has also to be designed and developed.
- l) The online learning module should be compatible with mobile phones having Android, IOS (apple) and Windows platforms.
- m) All permission/copyright of the classes should be protected.
- n) Any other provision deemed necessary within the allocated scope of work may be added before finalizing of the contract to further enhance the usefulness of the courses.
- o) The online learning module will be hosted by the agency on suitable platform on behalf of CIPET. The agency will also provide technical support in updating/maintaining the modules initially for a period of two years and then train CIPET technical team for further updating or addition of modules.
- p) The tentative details of the subjects, total duration of each subject and number of students is as per Annexure III.
- q) The online module has to be developed in one month time from the date of award of the contract to the agency.
- r) The period of contract for this assignment will be of two years.
- s) We read and understood the Scope of Work completely & undertake to fulfill all requirements as stipulated in Annexure – I.
- t) At the end of contract period the Platform shall be the Property of CIPET. Party / Firm has to ensure to transfer all rights related to Platform including its codes.

Sign with stamp / seal of agency

Technical Bid

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S. No.	Specification Details	Remarks
1	Name of the Agency	
2	Year of Establishment	
3	Place of Incorporation	
4	Address of Registered Office	
5	Company profile : Legal status of Bidder : (proprietor/partnership/ private ltd/public ltd)	
6	Details of income Tax Registration, Enclose	
7	IT Clearance / PAN details: Enclose	
8	GST Registration (enclose copy) :	
9	Contact details of Authorized Person /head of the agency :	
10	Work Experience (provide details of Government /Ministries/PSUs clients) & List of Important clients	
11	Average Annual Turnover as per mention list of documents	
12	Fulfilment of all requirements as per Annexure - I	

Place:

Date:

Sign with stamp / seal of agency

LIST OF SUBJECTS, STUDENT STRENGTH & CONTACT CLASS DURATION (FIRST PHASE)				
S.No.	Broad Areas	Subjects in Diploma	No. of Students (All over India)	Tentative Contact classes required of 01 Hr duration
1.	Plastic Materials & Applications,	Plastics Materials-II (DPT 4 th Sem) Plastics Materials and Its Applications-II (PGD-PPT 2 nd Sem)	2140	43
2.	Testing & Characterization of Polymers	Plastics Testing-II (DPT 5 th Sem) Plastics Testing-II (PGD-PPT 2 nd Sem)	2190	43
3.	Plastics Processing Technology	Plastics Processing technology-II (DPT 5 th Sem) Plastics Processing Technology-II (PGD-PPT 2 nd Sem)	2190	43
		Plastics Processing Techniques (DPMT 4 th Sem)	1539	43
4.	Fundamentals of Plastics Mould & Die Designing	Plastics product & Mould Design (DPT 4 th Sem) Plastics Product & Mould Design (DPMT 4 th Sem)	4147	43
		Plastics Mould Design II(PD-PMD 2 nd Sem)	234	36
5.	Mould Engineering	Machine Shop Technology-I (DPMT 4 th Sem) Mould Manufacturing Technology (PD-PMD 2 nd Sem)	1773	43
6.	Humanities & Basic Sciences	Communication English-II (DPT/DPMT 2 nd Sem)	3027	43
		Engineering Mathematics (DPT & DPMT 2 nd Sem)	3027	43
		Engineering Chemistry (DPMT 2 nd Sem)	1539	43
		Engineering Physics (DPT 2 nd Sem)	1488	43
		Development of Life Skills (DPT & DPMT 2 nd Sem)	3027	43
7.	Basic Engineering	Electrical & Electronics Engineering (DPT 2 nd Sem)	1488	43
		Computer & Information Technology (DPMT 2 nd Sem)	1539	43
		Engineering Material and Heat Treatment (DPMT 4 th Sem)	1411	43
		Reverse Engineering and Rapid Prototyping (PD-PMD 2 nd Sem)	234	24
8.	Management	Industrial Management and Entrepreneurship (DPT 4 th Sem & PGD-PPT 2 nd Sem)	2063	43
		Process Planning & Cost Estimation (PD-PMD 2 nd Sem)	234	43
9.	Machine Maintenance	Machine Maintenance (PGD-PPT 2 nd Sem)	652	43

Financial Bid

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Name of the Agency:

S. No.	Particulars	Quantity	Rate in Rupees (in words)
1	Providing services to develop, host and organize Online Courses of CIPET as per Annexure I	Upto 1000 hrs	
2	GST		
	Sub Total – A		
3		Additional Charges for 50 hrs (no. of hrs may vary)	
4	GST		
	Sub Total - B		
	Grand Total		

Place:

Date:

Sign with stamp / seal of agency