



THE SANSKRITI SCHOOL LUCKNOW (TSSL)

CG CITY, CHAK GANJARIA, Near International Cricket Stadium, LUCKNOW – 226002

www.thesanskriti.edu.in | contact@thesanskriti.edu.in

7703000081 / 82 / 83, 7703000502, 7522086139

K TO 12 CBSE AFFILIATED SCHOOL, CBSE AFFILIATION Number - 2133043



Ref No :TSSL/TEN/2024-25/01

Date :13th February 2024

TENDER NOTICE

The Sanskriti School Lucknow, invites Tenders for Procurement and Engagement of services for school. for varied requirements for functioning of school. All details are published on school website procurement. kindly visit the School website-www.thesanskriti.edu.in and log on to TSSL Portal <http://thesanskriti.edu.in/Tender.aspx> for the list of tender Product and services. Last Date and Time for submitting Tender document at TSSL Admin Office, is 05th March 2024 by 03.30 pm.

| Sl No | Category | Item name | Specifications | Quantity |
|-------|------------------------|---|---|--------------------------|
| 1 | Marketing and Branding | Advertising, Designing, Printing and Media for the School | Print Media Marketing including content creation. | As per School Guidelines |
| A | | | Digital Media Marketing including content creation. | |
| B | | Fixed and Permanent Signages | Social Media Marketing | |
| | | | Content creation, video poster creation with regular updation and posting on daily basis. | |
| | | Website upgradation and maintenance | Cinema Marketing | |
| C | | | Radio Marketing | |
| | | | Designing, Printing, Installation and Maintenance of Hoarding, Signage | |
| | | | Designing, Printing of Flyers, Brochures | |
| | | Student admissions Marketing and placement | Signanges, hoardings, unipoles | |
| D | | | To market school and increase student numbers to twenty folds in one year. | |
| 2 | Transport services | School Bus (Outsourced) | 35/15-seater non-AC / AC Bus/mini-Bus with full proper RTO clearances as per norms, route permit, compliant with CBSE norms & local laws for school bus on hire. All vehicles shall be equipped with CCTV and GPS. | 35 seater – 1 |
| | | | Trained Driver, One Female Attender with stipulated uniform, name badge, identity card to be provided by service provider. Minimum driving experience=5 years of which minimum school bus driving experience=3 years. Provision of Fuel, Maintenance, and all statutory requirement updation of vehicle will be the responsibility of Service Provider and shall be updated regularly. Driver Age shall not exceed 50 years and his standard eye vision shall be 6/6. | 15 seater–7 |
| | | | Fees collection from parents will be sole responsibility of Service Provider. | |
| 3 | | Car | Will be providing a backup vehicle in case of all sudden vehicle breaks downs. | |
| | | | AC 4+D seater car with proper RTO clearances as per norms on 24-hour basis on hire. | 1 |
| | | | Provision of Fuel and trained Driver will be the responsibility of Service Provider. Minimum driving experience=5 years | |
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| 4 | Furniture and Fixture | Class Room Soft Board | 4x6 ft (h&w) Size | 55 |
| | | Class Room White Writing Board | 4x6 ft (h&w) Size | 8 |
| | | Class Room Green Writing Board | 4x3 ft (h&w) Size | 30 |
| | | White Writing Easel Board with Stand | 3x4 ft (h&w) Size | 20 |
| | | Student, teacher, admin storage lockers | Movable storage metal lockers , shelves, Library books storage etc | As per requirement of school |
| 5 | Furniture and Fixture | Outdoor and Indoor Kindergarten Play Area Setup Grill Installation | For Kindergarten and Primary School Children For passage ways, Windows and open areas | As per no. Of open area and windows |
| 6 | Furniture and Fixture | Window Shed Film Window blinds | To Protect the Sunlight entering into the 25 Class Rooms | |
| 7 | Computer Peripheral | Laptop | System Configuration shall be minimum Intel Core i3 (6th Gen Processor) with updated Windows System, Minimum 1 TB HDD , 15.6 " display, minimum 4 GB DDR4 RAM and AMC Service shall include for post Warranty / Guarantee period | 50 |
| 8 | Computer Peripheral | Desktop | System Configuration shall be minimum Intel Core i3 (6th Gen Processor) with updated Windows System, minimum 1 TB HDD , Minimum 17 " display, minimum 4 GB DDR4 RAM and AMC Service shall include for post Warranty / Guarantee period | 50 |
| 9 | Computer Peripheral | Xerox cum Printer | 1 Big Network Printer cum heavy duty Xerox machine. AMC Service shall include for post Warranty / Guarantee period Color Printers, laser black and white printers | 2 |
| 10 | Software | School ERP | ERP Application for Data management of School. Application shall included all Hardware and Software requirement and AMC Service shall include for post Warranty / Guarantee period | 1 |
| 11 | Electrical Equipment | CCTV | Networking CCTV for Safety surveillance in campus with Centralized Data backup and View system at Principal and Security Chamber | 50 CCTV Camera |
| | | | Split Air Conditioner (3 Ton), (1.5 ton) | 25 |
| | | | Window Air Conditioner (1.5 Ton) | 25 |

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| 12 | Electrical Equipment | Air Conditioner | It includes, Supply, Installation (all inclusive of wiring and other required material from main line to AC) and maintenance of Product. AMC Service shall include for post Warranty / Guarantee period | |
| 13 | Electrical Equipment | Digital Class Room Setup with Server | Inclusive curriculum right from Nursery to Grade 12 | 15 |
| 14 | Electrical Equipment | LED FLOOD LIGHT | LED Flood Light shall be 200 W and Includes the Installation and Connection. | 50 |
| 15 | Electrical backup services | Generator on hire / Purchase | 62.5 KVA Diesel Genset with Noise Muffler, and compliant with Pollution Control & Green Environment norms including Installation, Connection and Maintenance. (In case of Hire Services, Running, Provision of Diesel will be the responsibility of Service Provider.) | 1 |
| 16 | Student Resources Student/ staff Uniform | Toys and Resource including traditional games with equipment To customize , distribute and design Student/ staff uniform | Toys , montessori, indoor sports and educational Resources for Kindergarten and Primary Sections | |
| 17 | Office Administration | Stationery Supplier | Supply of all Office and Student stationeries | |
| 18 | Office Administration | Printing and Stationary | Printing and Stationary supplier for printing of School Diaries, Almanac, Handbooks, Curriculum delivery, Certificates ,letter heads, Exam Answer Sheet, Stock, Lab, Library, Art and craft Material,Attendance, Visitors Registers, News Letters, Year, marketing collateral, schoolMagazine, Exam Answer copies, question papers, reportcard etc | |
| 19 | Drinking water RO AMC | To offer AMC services including repair, servicing, Candle replacement | Fixed signages design and installation | 1 |
| 20 | Life skills Lab | Life skills Lab | Setup of Life skills Lab with development of curriculum Including Resources and Trained manpower to implement | 1 |
| 21 | Housekeeping | Staff | Trained and well behaved janitors for housekeeping activities. Staff to also act as attendants for preprimary students and office work. To be responsible for providing backups for absenteeism at work. | 4 Females and 4 Males (Quantity may be increased or decreased as per requirement) |
| 22 | Security | Guards | Will be responsible for their training and grooming. To be responsible for providing backups for | 2 (12 hours shift , Quantity may be increased as per requirement) |

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| | | | absenteeism at work. | |
| 23 | Electrician and Plumbers AMC | | To maintain all hardware in proper working condition always. | |
| 24 | Fumigation and Pest Control AMC | | To ensure Sanitization, cleaning of water tanks and pest control activity is done at regular intervals. | |
| 25 | Cafeteria Services | | To ensure subsidized hygienic , nutritious, veg prepackaged food is catered for students and staff | FSSI requirement mandatory |
| 26 | Ground maintainence including landscaping | To ensure the play ground is well levelled and plants and flower beds are well laid and proper landscaping is maintained | | |
| 27 | Event management | To customize outdoor/ indoor events as per necessary stage and auditorium setting | Example graduation, farewell, annual days, sports day, festive celebration, organizing and hosting MUN, YLP etc. Includes scripts, speeches, training, artifacts, props etc | |
| 28 | Special educator sensory room | To provide special educator services and to provide all necessary equipments and set up sensory room for special students | To customize batteries, diagnostic tests and offer services for varied type of special students. Must be RCI approved. Must create SOP and monitor growth and review reports with Principal | |
| 29 | Data Handling and Typist | To provide data feeding services as per CBSE guidelines and to work as typist to support academic department | To be experienced in handling ERP, OASIS, UDISE, EXAM cell , SAFAL, SQAA of CBSE | |
| 30 | Academic& Admin Activities | | To design school calendar as per CBSE norms which includes all activities | |
| | 1) Quality Assurance and SOP | To design whole quality assurance and audit school policies and to ensure the same is closely monitored. To set up Quality assurance cell and inspection unit by subject experts for whole school. To prepare feedback observation and follow up reports and to be sent to Principal for review and discussion To prepare Academic and Admin policies. To prepare management policies and school administration policies. To design articles of association, memorandum of association. To design formats for various services and roles. | To ensure all formats are customized for all activities of school | |
| | 2) HR policies , Staffing and Recruitment policies | To prepare a 360 degree HR policies and ensure an appraisal review is conducted together with Principal and reports are presented to Principal for review. | To ensure all reports are prepared to Principal and reviewed | |
| | 3) Admin and Operations policies | To ensure proper policies for admin operations, IT including category IV are prepared and monitored with reports to be sent to Principal for review. | | |

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| | 4) Training cell | To establish a training policies and training calendar for the whole school wherein cbse resource trainers will be selected to train faculties and staff for whole school. Post training the effectiveness of training to be measured Training reports will be prepared after every training and submitted to Principal | | |
|--|------------------|---|--|--|



THE SANSKRITI SCHOOL LUCKNOW

C G City, Chak Ganjaria,
Near Bharat Ratna Shri Atal Bihari Vajpayee Ekana Cricket Stadium,
Lucknow – 226002

REQUEST FOR PROPOSAL (RFP) DOCUMENT

Instruction to Bidders

DISCLAIMER

The information contained in Request for Proposal document whether verbally or in documentary or any other form by or on behalf of the Authority or any of its employees or advisors, is provided to Bidder(s) on the terms and conditions set out in this RFP and such other terms and conditions subject to which such information is provided.

This RFP is not an agreement and is neither an offer nor invitation by the Authority to the prospective Bidder(s) or any other person. The purpose of this RFP is to provide interested parties with information that may be useful to them in submitting Bids pursuant to this RFP.

Information provided in this RFP to the Bidder(s) is on a wide range of matters, some of which may depend upon interpretation of law. The information given is not intended to be an exhaustive account of statutory requirements and should not be regarded as a complete or authoritative statement of law. The Authority accepts no responsibility for the accuracy or otherwise for any interpretation or opinion on law expressed herein.

The Authority also accepts no liability of any nature whether resulting from negligence or otherwise howsoever caused arising from reliance of any Bidder upon the statements contained in this RFP.

The statements and explanations contained in this RFP are intended to provide a better understanding to the Bidders about the subject matter of this RFP and should not be construed or interpreted as limiting in any way or manner the scope of work and obligations of the Service Provider set forth in the Service Agreement or the Authority's rights to amend, alter, change, supplement or clarify the scope of work or the Project, to be awarded pursuant to this RFP. Consequently, any omissions, conflicts or contradictions in the Bidding Documents including this RFP are to be noted, interpreted and applied appropriately to give effect to this intent, and no claims on that account shall be entertained by the Authority

1. INTRODUCTION:-C.S.I. EDUCATIONAL SOCIETY

The Sanskriti School-Lucknow has been set up under the auspices of the C.S.I. Educational Society. The objectives of the Society include inter-alia the establishment of progressive school to impart sound liberal education to boys and girls that stress on character building, team work, and physical development and infuse a spirit of adventure, fair play and justice to groom them into a responsible citizen and true Indian. The society also envisages the promotion of social, cultural, educational, moral and other activities for the comprehensive development of human personality.

At The Sanskriti School – Lucknow, students are encouraged to collaborate, think critically and creatively, and to recognize and develop their own interests. Further, students acquire an understanding about how those interests intersect and diverge from the interests of others, with the ultimate intention of affecting positive change. Daily learning and assessment runs along these same lines, culminating in a largely project-based approach to academic development. The Sanskriti School - Lucknow incorporates these critical components of civic engagement into a rigorous academic program that promotes the development of self-motivated, proactive, lifelong learners.

Among the numerous factors that contribute to the uniqueness of The Sanskriti School - Lucknow, our passion to create a connected community of learners stands out. Our commitment to overall excellence demands that we support our students in internalizing the value of academic achievement while also acknowledging and focusing on learning as it relates to social and emotional growth. Through both the academic and social curriculum, our students are challenged to grapple with complex societal issues, encouraged to have a voice and held accountable for supporting their ideas, both orally and in their written work.

As a school community, our goal is to embrace the opportunities of working together through daily experiences of learning and growing, providing service to our school and outside communities, and enjoying ourselves in the process. We have found that when children are educated in school environments that honor them cognitively, socially, and emotionally while providing a relevant and authentic curriculum, they learn that education is worthwhile, powerful...and fun!

2. SANSKRITI AND EDUCATION:-

Education as a part of culture has the twin functions of conservation and modification or renewal of the culture. Education is the process by which society transmits its cultural heritage, accumulated knowledge, values and skills from one generation to another. Education is an instrument of cultural change. Education can impart knowledge, training and skills as well as inculcate new ideas and attitudes among the young. It is culture in which education germinates and flowers. It is culture also upon which education exerts, in turn, a nourishing influence. The intimate relationship between culture and education is evident from the fact that one of the major aims of education is to impart to the child cultural heritage and social heritage. Every individual is born into a particular culture which provides definite patterns of behaviour and values, thereby guiding his/her conduct in different walks of life.

3. GOALS

Aligned to the objectives of the C.S.I. Society under whose auspices the School has been established, The Sanskriti School - Lucknow aims to be one of the finest educational institutions in India and intends to impart holistic education to boys and girls in a contemporary learning environment by caring and dedicated faculty members that:-

- Emphasizes all-round character building and personality development
- Grooms a student into a responsible citizen and true Indian
- Inculcates a reasonable understanding and appreciation of our Indian social, cultural and moral norms
- Equips a student to face local and global challenges
- Sets benchmarks in the field of education

4. A HISTORY IN THE MAKING

The Sanskriti School-Lucknow is synonymous with elegance, quality and professionalism. TSSL is dynamically led by a seasoned group of dedicated CSI professionals and senior educationists who are equipped with competence, passion and have extensive experience in all fields to operate a world class institution in Lucknow not forgoing the roots where we belong to.

- The Sanskriti School- Lucknow is being evolved with the reputation of being one of the most trusted schools in Lucknow, backed under the arm of CSI. We recognize that the best way to enhance the Quality of Life for all of our stakeholders is through steady growth. We also believe it is important that our work is meaningful to all who contribute to it. We remain faithful to our mission, our core values and the ethical principles that have guided us since The Sanskriti School- Lucknow was given birth to. What began as a small dream is now moving forward to be a school extraordinaire – a force to reckon with.

The Sanskriti School- Lucknow forayed into the education sector. The curriculum offered is the Central Board of Secondary Education. The month and year of commencement of the school is as of July 2017. The school is located in Lucknow and offers all modern facilities and infrastructure required for the overall development of students. “Locally Rooted Global Education” is the tagline of the School, implying that the objective of our institution is to integrate academic excellence with overall personality development of our students. not forgetting the roots where we belong to. We will inculcate in our students positive attitude, skills and values that will be critical for their all-round development. Impart a holistic and vibrant education to young men and women that fosters excellence in their intellectual, moral, civic and creative endeavors. Nurture mental discipline and social experience through our Indian Tradition and other world cultures adaptive to the changing needs of time. Cultivate responsible Indian citizens who serve society with compassion, empathy and fairness.

5. MISSION

Impart a holistic and vibrant education to young men and women that fosters excellence in their intellectual, moral, civic and creative endeavors. Nurture mental discipline and social experience through our Indian Tradition and other world cultures adaptive to the changing needs of time. Cultivate responsible Indian citizens who serve society with compassion, empathy and fairness

6. VISION

To be a premier institution acknowledged as India’s finest environment conducive to the pursuit of excellence.

7. PHILOSOPHY

Our guiding philosophy is firmly rooted in, and aims to leverage our great Indian culture. Thus, derived from our Sanskriti, the key tenets of our philosophy that enable us achieve our mission and desired outcomes are:

- Education should ultimately benefit society and spread happiness
- Education should lead to Truth, Light and Peace
- Education is the best wealth
- Respect and Revere Parents, Teachers and God in order
- Revere Teachers
- Hard work is an absolute necessity
- Humility is an outstanding virtue
- Five virtues to be cultivated for success
- Be ready to face Global Opportunities and Challenges

8. School Brand Identity and Image

The brand identity and image created for The Sanskriti School – Lucknow will reflect and augment stakeholder’s perception of the School, its objectives, the culture and the quality of its offerings. Key components of the brand identity comprise the School

Logo and School Tag Line. These are incorporated into various communication forms including school uniform, prospectus, letter heads, web site, official circulars and social media.

9. INSTRUCTIONS TO BIDDERS

| | | |
|----|--|---|
| 1. | Tender No. and Date of Issue | TSSL/TEN /2024-25/01 13/02/2024 |
| 2. | Last date and Time of Collecting Document from TSSL office / Downloading from TSSL Website | Up to 3.30 pm on 20 th February 2024 |
| 3. | Last date and Time of submitting document at TSSL Office | Up to 3.30 pm on 05 th March 2024 |
| 4. | Opening of Pre-Qualification / Technical Bid | 9 th March at 10.30 am |
| 5. | Opening of Financial Bids of eligible Tender | Would be intimated in due course |
| 6. | Address for Submission | The Sanskriti School Lucknow CG City, Chak Ganjaria, Near Bharat Ratna Shri Atal Bihari Vajpayee Ekana Cricket Stadium, Lucknow – 226002 |

10. General Qualification:-

a. Please supply the following documents in support of your proposal in a sealed envelope **(Technical form T-1) compulsorily superscribe the serial number of Product and services bided from the list.**

- The Company/Society/Firm should have at least five (5) years of experience in supply of similar types of goods/materials preferably at Government / Semi Government/Public Sector Projects/ Non-profit organizations.

Legal Registration

- The Company/Society/Firm must be legally registered in India.
- The Company/Society/Firm must be equipped with Technical certification from competent Authority to run the Business.

Financial Soundness

- The Company/Society/Firm must have a minimum annual average turnover of at least Rs. 25 Lakh in the each last three financial years. (2020-2021, 2021-22 & 2022-23).
 - Company Profile.
 - Last 3 year's Income Tax Return (ITR)
 - GST Registration
 - Copy of PAN Card
 - If pursuing the project in partnership, kindly submit a copy of partnership deed.
 - Projects Undertaken (certificates/copy of contract)
 - Technical Certification of organization issued from the competent Authority to run the Business.
 - Bidders should indicate the school/other agencies to which the bidder has successfully supplied these items in the past one year on the basis of competitive bidding.
 - Resource Person provided by Bidders shall be well trained, qualified and technically sound to qualify for the respective items / services bided by the bidder.
 - Suggest as to why you are deserve to get the contract.
 - Samples of relevant work accomplished to be submitted
- Quotes can be made for one or more items/service categories from the list.
- For details of the Tender documents please contact the Admin Office call at 7703000081 / 7703000502 at The Sanskriti School Lucknow, CG City, Chak Ganjaria, Near Bharat Ratna Shri Atal Bihari Vajpayee Ekana Cricket Stadium, Lucknow 226002.
- All Tenders should be marked to 'The Principal' and submitted in a sealed envelope in the school office with the subject as 'Submission of Quotes/Tender' on or before 02nd March, 2024 by 3.30 pm.
- The Sanskriti School Lucknow shall not be responsible for any delay, non-receipt of tenders sent after the last date.

- f.* The tender has been announced for the Kindergarten to Proposed Higher secondary of The Sanskriti School Lucknow.
- g.* Prices quoted should be inclusive of GST, freight and installation and should be quoted in Indian Rupees
- h.* Proposal for additional items so proposed should be marked separately as 'Additional Proposal made to the school together with the quantity suggested and the amount inclusive of GST, freight and installation.
- i.* Proposal for additional items so proposal should be marked separately as 'Additional Proposal made to the school together with the quantity suggested and the amount inclusive of GST, freight and installation.
- j.* Sanskriti School in its absolute discretion, reserves the right to accept or reject any or all the tenders received without assigning any reason.
- k.* The decision of the School management, Sanskriti School with respect to any matters relating to tenders, arising there from shall be final and binding.
- l.* The Company/Firm should not be black listed in any government organization.(declaration Should be made in Rs.10 stamp paper.)
- m.* All the documents must be signed having seal of the firm.

11. Process for submission of bids

- 1. Check eligibility before applying.
 - 2. In submitting their proposal, the prospective bidder shall provide the above-mentioned information (T-1) with relevant supporting documents. Bidders will submit their technical (T-1) and financial bids (F-1) on prescribed formats respectively.
 - 3. The Bidder shall submit the bid in one large envelope superscripted with The "Sanskriti School, CG City, Chak Ganjaria, Lucknow 226002".The bid shall be made in **TWO (2) SEPARATE SEALED ENVELOPES RESPECTIVELY TECHNICAL (compulsorily superscribe the serial number of Product and services bided from the list) AND FINANCIAL BID**, all placed within the large envelope, each superscripted with technical (T-1) and financial bids (F-1).
 - 4. All bids must be received no later than the date and time as specified in the Bid Data Sheet, through by hand, registered post/speed post/courier.
- n.* Contact person for clarifications: Admin Office call at 7703000081 / 7703000502 at The Sanskriti School, CG City, Chak Ganjaria, Near Bharat Ratna Shri Atal Bihari Vajpayee Ekana Cricket Stadium,, Lucknow 226002

Letter of Transmittal

To,
The Principal,
The Sanskriti School, CG
City, Chak Ganjaria
Near Bharat Ratna Shri Atal
Bihari Vajpayee Ekana
Cricket Stadium,
Lucknow 226002

Sir/Madam,

We, the undersigned, offer to provide the services for [Name of school] in accordance with your Request for Proposal dated [Insert Date]. We are hereby submitting our Proposal, having details about the firm.

We hereby declare that all the information and statements made in this Proposal are true and accept that any misinterpretation contained in it may lead to our disqualification.

Prices have been arrived independently without consultation, communication, agreement or understanding (for the purpose of restricting competition) with any competitor.

We agree to bear all costs incurred by us in connection with the preparation and submission of the proposal and to bear any further pre-contract costs.

We understand that The Sanskriti School is not bound to accept the lowest or any proposal or to give any reason for award, or for the rejection of any proposal.

I confirm that I have authority of [Insert Name of the Firm] to submit the proposal and to negotiate on its behalf.

Yours faithfully,

Form T-1

| Sr. No. | Particular | Supporting to be Documents required it submitted along with this form |
|---------|--|---|
| 1. | Name of the Firm | |
| 2 | Address of the firm: | |
| 3. | PAN of the Firm | |
| 4. | GST Tax Reg. No. | |
| 5. | Turnover of the Firm in last three Financial years (Attach balance sheet of the last three years.) | 2020-21 :Rs. 2021-22 :Rs. 2022-23: Rs. |
| 6. | Income Tax for last three years (Attach ITRs of the last three Financial years. 2020-21, 2021-22 and 2022-23) | |
| 7. | Experiences :- (Attach Copy of the Offer) | |
| 8. | Whether there are any court / arbitration / any other legal case against the firm (If yes, give a brief note of the case indicating its present status) | |
| 9. | The firm should not be black listed by any PSUs or Govt. Co. or any other organization in respect of any assignment or behavior. (Declaration Should be made in Rs.10 stamp paper.) | |
| 10. | Technical Certification of organization issued from the competent Authority to run the Business | |

(On non judicial Rs.10/- stamp paper)

DECLARATION

I hereby declare that the firm is not be black listed by any PSUs or Government department or any other organization in respect of any assignment or behaviour.

Name of the firm

Seal of the Firm