

Chief Electoral Officer, Punjab

SCO No. 29-32, Sector: 17E,
Chandigarh

"Notice"

The Expression of Interest (EOI) is invited from interested party(s) for preparation of E-Learning material on the subject related to conduct of Election and Poll preparedness. The Chief Electoral Officer will reserve the right to accept or reject any proposal without assigning any reason. EOI of Interested party(s) should reach this office by 02.09.2019. Detailed Expression of Interest document is available on CEO Punjab Website **www.ceopunjab.nic.in**.


Chief Electoral Officer, Punjab

Expression of Interest for E-learning

About CEO:

Chief Electoral Officer, Punjab is an independent entity, reporting to the Election Commission of India, New Delhi with an objective for setting up a truly citizen-friendly, transparent and fair system for the conduct of elections. It handles all the election related activities for conduct of General Elections to the House of People (Lok Sabha), General Elections to the State Legislative Assembly (Vidhan Sabha) and Elections of the Council of States (Rajya Sabha).

E-learning:

The Election Commission of India (ECI) has been proactive in using technology for conducting fair elections. So, in post analysis of Lok Sabha Elections, 2019 it has been noticed by the Election Commission of India that due to lack of Training and Capacity Building of the staff used in Elections they are not well versed with the domain knowledge of following activities/ topics mandatory for conduct of Elections:

- Duties and Functioning of Returning Officer
 - Nomination Process
 - Qualification & Disqualification of a Candidate
 - Implementation of Model Code of Conduct
 - Counting and Declaration of Result
- Duties and Functioning of Presiding Officer
 - Activities to perform on Poll Day
 - Handling of EVMs & VVPATs
- Duties and Functioning of Sector Officer
 - Activities to perform on Poll Day
 - Handling of EVMs & VVPATs
- Duties and Functioning of District Election Officer
 - Expenditure Monitoring
 - Implementation of Model Code of Conduct
 - Rationalization of Polling Station
 - SVEEP Campaigns

- Duties and Functioning of Electoral Registration Officer
 - Maintenance of Electoral Roll
 - Assured Minimum Facilities at Polling Station
- Duties and Functioning of Booth Level Officer
 - Receiving & Verification of Claims & Objections
 - House to House Verification of Electors
 - Distribution of EPICs
 - Identification of Unenrolled eligible Electors, Prospective Electors, PwD Electors, VIP Electors
 - Projected Population Booth Wise

Election Commission of India desires to use the latest methodology and technology for extensive and proper training and capacity building of the staff to be used in Elections. The Commission has preferred to adopt the concept of E-Learning.

“Electronic learning refers to a broad educational concept primarily characterized by the usage of electronic media and other types of communication technologies. Specific types of electronic learning include internet-based training, online education, computer-based training.”

As per the directions of ECI, the training material of topics related to the conduct of Elections & poll preparedness has to be prepared on E-learning platform so that same can be utilized by the staff for their reference to handle situations arises during elections.

Scope of Work:

1. The agency has to prepare the following training material on the above mentioned subject:
 - Activity demonstration videos.
 - Handout & PPTs
 - Case Studies of specific incidents related to subject (reading material that can be downloaded/printed).
 - Frequently Asked Questions (FAQs)
 - Question Bank for Self-assessment tests and quizzes.
2. The Content has to be prepared under the supervision of the Election Commission of India / Chief Electoral Officer, Punjab.

3. The content approved by the ECI will be uploaded on the Training portal.
4. The agency will be responsible to update the content as per the latest instruction & guidelines issued by ECI.
5. All the above material should be prepared in English and Regional Language (Punjabi).
6. The training material will be assessed on the basis of the topics.

Timelines:

The agency has to prepare training material on the subject mentioned above as described on scope of work

Training material for all the concerned officers & officials should be prepared within next 3 months from the date of issuance of work order.

Price bid form:

The agency is required to submit rates for all items as per the following table:-

Sr. No.	Activity	Amount Per Topic	Applicable Taxes	Total Amount
1.	Activity demonstration Video (upto 5 minutes).			
2.	Activity demonstration Video (between 5 to 10 minutes).			
3.	Activity demonstration Video (between 10 to 20 minutes).			
4.	Activity demonstration Video (between 20 to 30 minutes).			
5.	Handouts & PPTs.			
6.	Case Studies of specific incidents related to subject (reading material that can be downloaded/printed).			
7.	Frequently Asked Questions (FAQs)			
8.	Question Bank for Self-assessment tests and quizzes.			
Total				

Note:

- a) **Agency is required to quote for all items. In case of incomplete, conditional and partial price bid, the agency shall be disqualified. Price bid will be evaluated on total cost.**
- b) **New topics can be added as and when required.**
- c) **All the rates mentioned in proposal should be valid for a period of 180 days from the date of opening of quotations.**

Payment terms

- 1. No advance payment will be made.
- 2. Payment will be made in Indian Rupees after fifteen working days from the receipt of the bill.

Penalties of delay in preparation of training material:

In case of delay in preparation in training material within the timeline as defined in scope of work. 10% of the cost quoted per week will be levied.

Address for submission of Expression of Interest

To,
Chief Electoral Officer, Punjab
SCO 29 - 32, Sector 17 E
Chandigarh.

For any query, please contact

Mr. Pushminder Singh, System Manager – 09855071162
Mr. Paramjit Singh, DBA – 09988293534
