



**Request for Proposal (RFP)**

For

Selection of Training Agencies

Under

Chatra Protsahan Yojana

For

Preparatory Coaching for Std. – XI & XII ST / SC Students of  
Odisha to enable them to get through  
Engineering & Medical Entrance Examination Coaching

RFP No. 4474

Date of Issue 01.03.2021

Last Date of Submission of Bids 20.03.2021

**Scheduled Tribe & Scheduled Caste Development,  
Minorities & Backward Classes Department  
Government of Odisha**



**Notice Inviting****Request for Proposals (RFP)**

For Selection of Training Agencies (TA) for Providing Engineering & Medical Entrance Examination Coaching to Selected Students of Std. XI & XII

**RFP No. 4474**

**Date – 01.03.2021**

ST & SC Development, Minorities & Backward Classes Welfare Department intends to collaborate with reputed Training Agencies (TA) for improving the quality of education of Higher Secondary ST & SC students studying in the schools of ST & SC Development Department. The main goal of the programme is to empower the selected students studying in the Std. – XI & XII of these schools to qualify in the State / National level Engineering & Medical Entrance Exams.

The empanelled Training Agencies would provide required coaching and handholding support with the required study materials and TLM based coaching to the students and capacitate them to qualify in the entrance exams. Offers are invited from reputed and experienced Training Agencies with proven track record in the previous 5 years in the field of coaching sector to provide both academic support as well as coaching for State / National level entrance examinations. The offers are purely on contract basis for a fixed duration of 2 years and will be extendable upto two years based on the performance of the training agency and the number of students qualifying in the engineering and medical entrance examinations.

The document can be downloaded from the website <https://www.stscdev.gov.in> and the responses to this Request for Proposal (RFP) shall be deemed to have done after careful study and examination of this document and full understanding of its implications. The bids are to be submitted by Post (Registered / Speed) on or before the closing date in the address mentioned. The two part (Technical & Financial) bids submitted by the Training Agencies will be opened in presence of the bidders present in the meeting.



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## A. Information Fact Sheet

Sl.	Milestone	Details
1	Nature of Work	Selection of Training Agencies for coaching of selected ST & SC Students to qualify in the State / National level Engineering & Medical Entrance Exams
2	Name of the Issuer of this Request of Proposal (RFP)	ST & SC Development, Minorities & Backward Classes Welfare Department
3	Website for downloading documents regarding RFP	<a href="https://www.stscdev.gov.in">https://www.stscdev.gov.in</a>
4	Issue of RFP	1 <sup>st</sup> March 2021
5	Pre Bid Meeting	10 <sup>th</sup> March 2021 School & Hostel Monitoring Cell (SHMC) ST & SC Development, Minorities & Backward Classes Welfare Department, Adivasi Exhibition Ground, Unit – I, Bhubaneswar - 751001
6	Closing Date of RFP	20 <sup>th</sup> March 2021
7	Last Date & Time of Submission of RFP by Training Agencies (TA)	20 <sup>th</sup> March 2021– 5:00 PM
8	Address for Correspondence & Submission of Two Part Bids (Technical & Financial)	School & Hostel Monitoring Cell (SHMC) ST & SC Development, Minorities & Backward Classes Welfare Department, Adivasi Exhibition Ground, Unit – I, Bhubaneswar – 751001  E – Mail : <a href="mailto:stscdev@gmail.com">stscdev@gmail.com</a>
9	Bid Acceptance, Opening of Technical Bids in presence of Bidders / Training Agencies (TA)  Date, Time & Venue	25 <sup>th</sup> March 2021 11:00 AM – 3:00 PM  School & Hostel Monitoring Cell (SHMC) ST & SC Development, Minorities & Backward Classes Welfare Department, Adivasi Exhibition Ground, Unit – I, Bhubaneswar - 751001
10	Date of Presentation by bidders selected in Technical Bids  Opening of Financial Bids	5 <sup>th</sup> April 2021 11:00 AM – 5:00 PM  School & Hostel Monitoring Cell (SHMC) ST & SC Development, Minorities & Backward Classes Welfare Department, Adivasi Exhibition Ground, Unit – I, Bhubaneswar - 751001
11	Mode of Selection	Quality cum Cost Based Selection (QCBS)
12	Validity of Proposal	The proposal shall be valid for a period of 180 days from the last date of submission of bid / proposal

**\* Note :** The Department reserves the right to change any schedule items / dates. Please refer to the website mentioned in the RFP regularly for updates. Proposals must be received not later than the date & time mentioned in the Information Sheet. Proposals that are received after the scheduled date and time mentioned will not be considered and will be summarily rejected without mentioning any reasons thereof.



## B. Definitions & Interpretations

- A. **Agreement** means the MoU to be signed between the Department and the successful Bidder including all the important information, guidelines, implementation modalities, requisite attachments, appendices and other documents incorporated by reference thereto together with any subsequent modifications, the RFP, the Bid Offer, the Acceptance and all related correspondences, clarifications and notices.
- B. **First Party** refers to the ST & SC Development, Minorities & Backward Classes Welfare Department
- C. **Department** refers to the ST & SC Development, Minorities & Backward Classes Welfare Department
- D. **Second Party** refer to the Bidder / Training Agency offering the solutions, services and materials related to the coaching coaching of selected ST & SC Students to qualify in the State / National level Engineering & Medical Entrance Exams
- E. **Bidder** means any Training Agency offering the solutions, services and materials related to training required in the RFP. The word Bidder when used in the span of contract shall be synonymous with the Training Agency with whom the Department signs the agreement for providing the services, solutions and materials
- F. **Contract** is used synonymously with the Agreement signed by the Department with the Training Agency during the Contract Period within the validity of the MoU.
- G. **Designated Officer** refers to the Officer appointed by the Department to act on its behalf for overall supervision and coordination of the Project along with monitoring at regular intervals.
- H. **Effective Date** means the Date on which the Contract / MoU is signed



- I. **Validity Period or Contract Period** means the period from Effective Date to the Date which the Contract either finishes / ceases to exist / is terminated
- J. **TA means the Training Agency** which has to provide the Coaching Services including the solutions and materials to the selected students to qualify in the Engineering and Medical through State / National level competitive Entrance Examinations. The definition shall also include any / or all of the employees of the authorized service providers / training agencies and representatives or other personnel employed or engaged directly or indirectly by the TA for the purposes during the period of the Contract.
- K. **Scope of Work** means all the Goods and Services along with any other deliverables as required to be delivered / works to be done / services to be rendered during the Validity Period or Contract Period. The goods or materials to be delivered / works to be done / services to be rendered are required to be provided by the Training Agency.
- L. **Committee** means the group of Officers formed under the Chairpersonship of a Department Head constituted for a purpose of work / designated to perform some tasks any period of time.
- M. **Services** means the work to be performed by the Training Agency pursuant to the RFP and to the Contract signed by the parties in pursuance of any specific assignment awarded by the designated authority. In addition to this, the definition would also include other related / ancillary services that may be required to execute the Scope of Work under the RFP or Contract.
- N. **Timelines** means the project milestones for performance of the Scope of Work & delivery of the Goods or Services as described in the RFP or Contract
- O. **Deliverables** means all the Goods and Services along with any other deliverables as required to be delivered / works to be done / services to be rendered during the Validity Period or Contract Period. The goods or materials to be delivered / works to be done / services to be rendered are required to be provided by the Training Agency.





- P. **Centre of Excellence (CoE)** means the schools identified by the Department and established for training of these selected students. The students will be selected through an Entrance Examination. Based on the qualifying marks of the Entrance Examination and the marks obtained in Class – X final Examination and the preference of location based on the vicinity from their hometown these students will be placed in the Centre of Excellence for further coaching for the State / National level Engineering & Medical Entrance Examinations.
- Q. **Students** refers to the ST and SC students selected for coaching in the CoE.
- R. **Coaching** means the tutoring done by the Training Agencies on the Subjects that would enable the Students to learn in accordance with the academic courses and relate them so as to make them prepared to qualify in the State / National level Engineering & Medical Entrance Examinations.
- S. **Assessment** means the evaluation of assignments / examinations / home works that are to be submitted by the Students and evaluated by the Training Agencies. The marks obtained by each of the Student in the Assessment will be the criteria to evaluate the learning levels of each of the Student



## Section - I

### 1. Background

Education is the foundation of socio-economic development with the potential of reversing the historical deprivation faced by the Scheduled Tribe & Scheduled Caste communities. The role of education in bringing about upliftment and development of these disadvantaged sections of society is uncontested.

The Administrative Department, being the nodal department for the welfare of Tribal communities, is taking earnest efforts to improve the educational attainment among tribal students through its range of enabling education programme/ schemes such as opening of residential schools and hostels for improving access, up-gradation of schools to higher levels, including Higher Secondary, incentives in form of scholarships to ST/SC students and other supports in form of free books, & uniform etc. In view of the progressive steps taken by the State Government, the education scenario amongst the ST / SC communities have been witnessing significant improvements over the years with increasing literacy rates and enhanced participation of tribal students at different levels of education. However, while one can see a significant progress in context of elementary and secondary education among the ST/SC Communities, the picture is not that encouraging when it comes to higher & technical education and participation and success rate of theirs in the various competitive examinations.

Though the Administrative Department, with the assistance of Central Government, is providing Scholarships to promote more and more ST/SC student taking up technical education, the bottleneck remains the less number of students qualifying for these courses cracking the tough competitive entrance examinations. The reasons for such scenario are varied; however one of the primary reasons is the lack of opportunity for level playing field to compete with students from other affluent sections of society. Talented ST/SC students, in the absence of resources, are not able to take the benefit of best of the education and coaching facilities available, in order to be adequately prepared to face the challenges of competitive exams and more than often are faced with failures. Further, there is no system of identifying and nurturing the potential ST/SC students from a young age to inculcate examination temperament and make them ready for tough challenges of entrance exams.



Considering the above situation, the Department proposes to provide best of the coaching and preparatory training offered by reputed National and State level coaching institutions operating in the State to the talented ST/SC candidates of the Department run schools. It is envisaged that under the proposed scheme, talented ST and SC students will be tapped young at outgoing Std. X level and through an inclusive approach the selected meritorious ST/SC students will be imparted coaching in the same environment where he/she will continue Higher Secondary Education.. This will provide them a scope for improving their fundamental concepts and preparing them for stiff competition so that they come out successful in Joint Entrance Examination for Engineering and Medical course without disrupting their regular studies.

**a. Specific Objectives:**

- i. To select and nurture 320 Class X pass outs (200 students securing 60 % from SSD High Schools and 120 students securing 70% from EMRS) meritorious ST/SC students. These students will be imparted 2 years professional training and coaching for achieving success in the competitive exams for Engineering and Medical courses.
- ii. To build a sense of competitiveness and desire to excel in the otherwise looking ST/SC students
- iii. To contribute towards enhanced representation of the ST/SC communities in the coveted professions of Engineering and Medical through State / National level Entrance examinations.

**b. Coverage:**

320 Class X pass outs (200 students securing 60 % from SSD High Schools and 120 students securing 70% from EMRS) meritorious ST/SC students) every year.



**c. Modalities/Activities to be undertaken:**

The major activities under the proposed scheme includes –

**Department**

- i. EOI& short-listing of the multiple reputed coaching institutions/ tutorials and negotiating with them. Signing of MoU.
- ii. Identification of the meritorious ST/SC students from SSD and EMRS schools.
- iii. Screening test of the identified students and based on the marks secured in this test, the candidates will be qualified for the coaching. The composition of the students will be in the proportion of 66% SSD students and 34% EMRS students ratio.
- iv. Selection of ST and SC students shall be maintained at the ratio 9:1
- v. Maintenance of the gender balance, the Boys and Girls distribution shall be maintained on 50%:50% basis. The list of the selected students, as per the above mentioned criteria, will be finalized and sent by the Agency to the ST & SC Development Department for final approval and allocation to the different locations and training institutions.
- vi. Sponsoring of selected students to short-listed institutions and regular monitoring of the Scheme and renewal of agency based on the assessment of performance and clause mentioned in MOU.
- vii. Regular monitoring and evaluation of the learning and knowledge levels.
- viii. Performance assessment and renewal of contract of the reputed coaching institutions / tutorials. The performance will be based on the yearly achievements by the students appearing the entrance exams and qualifying in the entrance exams. The basis will be on the percentage of students qualifying exams as
  - 10% in the 1<sup>st</sup> Year
  - 20% in the 2<sup>nd</sup> Year
  - 30% in the 3<sup>rd</sup> Year



**d. Accommodation :**

While the short-listed reputed institutions will provide the tutorials/ coaching as per their regular programme and course design, the Department will ensure the continued education of the selected students till Std. XII in Higher Secondary School of its own in a residential mode. The adjoining districts to these urban centres will serve as catchment areas for the scheme. Further, the concerned teacher/s of the venue schools will provide necessary academic support and guidance to the students.

- i. SSD – @ 40 students in the following Higher Secondary Schools locations selected for Coaching Centres–
  - a) Sundergarh
  - b) Rayagada
  - c) Mayurbhanj
  - d) Kandhamal
  - e) Bolangir
- ii. EMRS-@ 60 students in the following Higher Secondary Schools locations selected for Coaching Centres–
  - a) Sundergarh – Kuarmunda
  - b) Mayurbhanj - Bangirposi

**e. Monitoring:**

The district officials i.e. PA, ITDA and DWO will be the monitoring officials for the project while at the Department level senior officers will closely monitor the progress and take regular updates on the performance of the scheme.



**f. Expected Outcome :**

This initiative will promote a sense of achievement and self-respect among the tribal students and create opportunity for spiralling effect on the overall development of tribal communities with enhanced representation of the Tribal Youth in coveted professions of Engineering and Medical through State / National level Entrance competitive examinations.



**g. Implementation Procedures & Modalities :**

The Department will identify the Schools and establish them as Centre of Excellence (CoE) in different district locations to provide higher education to the students at the intermediate level to the selected ST and SC students. This initiative also hopes to attract ambitious and talented students to be motivated to prepare themselves for securing better marks in Class – X so as to qualify themselves in these CoE. These schools will be designated exclusively for the selected Students for attending the academic sessions wherein their regular schooling will be done and the subjects in their courses will be taught in regular classes and periods as per syllabus. These schools will also have residential facilities for all the selected students and ensure that the students can fully focus on the academic session as well as the coaching classes imparted by the Training Agency.

Along with the regular academic sessions these students will be provided necessary coaching on the subjects in accordance with the syllabi for the subjects and courses that will be required for qualifying in the State / National level Engineering & Medical Entrance Examinations. The trainings during the coaching classes imparted by the Training Agency is proposed to have the following components imbibed within the curriculum proposed for –

- A. Specialized coaching for Science students in Class – XI & XII standards to qualify in the State / National level Engineering Entrance Examinations
- B. Specialized coaching for Science students in Class – XI & XII standards to qualify in the State / National level Medical Entrance Examinations
- C. Specialized coaching for Science students in Class – XI & XII standards to score better in the 12<sup>th</sup> Standard Board Examinations



## 2. Scope of Work

1. Offers are invited from Training Agencies for providing coaching classes for meritorious students from Class – XI onwards for a duration as mentioned in the contract. This shall include provisioning of study materials along with other TLMs if any to be provided to the students along with the regular question papers, answer keys, compendiums, test series, etc. which supplement the learning process.
2. The locations where these coaching programmes are to be conducted will be assigned in the contract
3. The Training Agency shall be responsible for conducting the entrance examination and evaluation of answer sheets. The evaluated results along with the questions and answer sheets have to be submitted to the administration for final scrutiny and declaration of results for selection of students, based on the examination results as well as the socio-economic background of the students.
4. Medium of teaching / pedagogy should be both in English and Odia and the Training Agency should ensure that the students coming from the odia background should not face any challenges and language should not be a bottleneck in their success. If required extra classes of English can be taken which may help in the competitive examinations.
5. The Training Agency should provide the minimum number of teaching staff as described below :

SI	Subject	No. of Teachers	Minimum Qualification
1	Physics	1	i. Essential educational qualification – M.Sc. / PhD in respective subject ii. Minimum teaching experience of 5 years in coaching institutes iii. Desirable – Three or more years of experience in teaching at reputed national coaching institutes
2	Chemistry	1	i. Essential educational qualification – M.Sc. / PhD in respective subject ii. Minimum teaching experience of 5 years in coaching institutes iii. Desirable – Three or more years of experience in teaching at reputed national coaching institutes





3	Mathematics	1	<ul style="list-style-type: none"> <li>i. Essential educational qualification – M.Sc. / PhD in respective subject</li> <li>ii. Minimum teaching experience of 5 years in coaching institutes</li> <li>iii. Desirable – Three or more years of experience in teaching at reputed national coaching institutes</li> </ul>
4	Biology	1	<ul style="list-style-type: none"> <li>i. Essential educational qualification – M.Sc. / PhD in respective subject</li> <li>ii. Minimum teaching experience of 5 years in coaching institutes</li> <li>iii. Desirable – Three or more years of experience in teaching at reputed national coaching institutes</li> </ul>
5	Odia	1	<ul style="list-style-type: none"> <li>i. Essential educational qualification – Master’s Degree from recognized university with atleast 50% marks aggregate.</li> <li>ii. B. Ed. or equivalent degree from recognized university</li> <li>iii. Minimum teaching experience of 5 years in coaching institutes</li> <li>iv. Proficiency in teaching in both English and Odia medium</li> </ul>
6	English	1	<ul style="list-style-type: none"> <li>i. Essential educational qualification – Master’s Degree from recognized university with atleast 50% marks aggregate.</li> <li>ii. B. Ed. or equivalent degree from recognized university</li> <li>iii. Minimum teaching experience of 5 years in coaching institutes</li> <li>iv. Proficiency in teaching in both English and Odia medium</li> </ul>

6. The Training Agency has to ensure that the teaching staff engaged after approval from the administration will continue for the full duration of four years. Replacement of the teaching staff will not be allowed without the prior approval for the administration.
7. The Training Agency has to make sure that the training curriculum adapted is in line with the latest exam pattern for the academic year and update the same as need be.
8. The frequency and duration of the classes to increase a month before the student is to appear in the examination
9. The Training Agency is also expected to provide guidance / counselling and other support required to the students while filling in JEE / AIIMS / NEET



- forms and during the college selection / counselling process after the respective results are declared.
10. The Training Agency shall establish proper measures for student performance monitoring and interpreting likelihood of their selection in the examination by means of regular test / mock tests. Results / reports in this concern have to be shared monthly by coaching agency with the District Administration.
  11. The Training Agency is responsible for conducting proper feedback sessions from student and get formal feedback. Report of the feedback should be shared with the administration. If the feedback is not satisfactory for consecutive 3 months and the TA does not adhere to all the terms and conditions laid down in the RFP, the administration will have all the rights to inspect, consult with the students.
  12. The Training Agency has to provide teaching staff, training material and necessary literature, stationary and training materials required for conducting regular examinations and mock tests.
  13. No student can leave the course without prior permission of the concerned DWO
  14. Leave to the students will be granted by the concerned DWO. Without approval of leave, students cannot be absent from the classes. The TA shall provide monthly reports of attendance and leave to the concerned DWO.
  15. The TA has to provide teaching materials both in English and Odia in hard copy and soft copy as required.
  16. The Training Agency shall maintain the records of
    - No. of lectures taken
    - Duration of lectures
    - Attendance of lecturers
    - Performance of students and their progress
  17. The Training Agency is expected to deliver results as follows :
    - The TA should start the coaching within 15 days from receiving the work order from the administration
    - 100 % of the students should secure more than 60% marks in the 12<sup>th</sup> board exams. Further, out of which atleast 30% students should score above 70% marks for 12<sup>th</sup> board exams.



- Atleast 20% students from mathematics stream should get admission in any of the following colleges under NITs, IITs and in any State Government or Central Government engineering colleges. At least another 10% students should get admission in any other college
- Atleast 10% students from Biology stream should get admission in any of the medical colleges. Another 10% students should get admitted in any of the following courses BAMS, BHMS, BDS, B. Pharma, B Sc Nursing, B Sc Agriculture, etc.

SI	Requirements	Responsibility
1	Selection of venue for coaching the selected students	Administration
2	Selection of students for coaching	Training Agency
3	Coaching of students	Training Agency
4	Providing training material and necessary literature, stationary and training materials	Training Agency
5	Regular academics of students	School
6	Text book for academic purposes	School
7	Information and guidance on various Engineering / Medical Entrance exams such as important dates, filling of applications, selection of streams and colleges and other counselling for applying for entrance examinations	Training Agency
8	Hostel and food facilities for selected students	School
9	Setting up of library	Training Agency
10	Setting up of laboratory	Training Agency



### 3. Eligibility Criteria

The following criteria are prescribed as the eligibility criteria for bidders interested in undertaking the project. The bidder shall fulfil the following preconditions and must also submit the documentary evidence in support of fulfilment of these conditions while submitting the Technical Bid. Claims without documentary evidences will not be considered.

SI	Parameters	Eligibility Criteria	Supporting documents required
1	Legal Entity	<ul style="list-style-type: none"> <li>i. A company incorporated in India under the Companies Act, 1956, 2013 and subsequent amendments thereto / Firm / LLP</li> <li>ii. Should have a valid GST Registration Number and have filed GST for the previous 6 months</li> <li>iii. Should have a valid PAN Number</li> </ul>	<ul style="list-style-type: none"> <li>i. Copy of Certificate of Incorporation and Copy of Memorandum of Associations (MOA), Articles of Associations (AOA)</li> <li>ii. GST Registration Copy</li> <li>iii. PAN Card Copy</li> </ul>
2	Financial Strength (Positive Net Worth)	Bidders should have net worth of Rs. 50 Lakhs for the previous financial year	Certificate from the Chartered Accountant for Positive Net Worth of Rs. 50 Lakhs
3	Financial Strength (Turnover)	The bidder should have minimum annual average turnover of Rs. 1 Crore from coaching business in the last three financial years ending 31 <sup>st</sup> March 2020.	Certificate from the Chartered Accountant along with the copies of audited Balance sheet for last three financial years
4	Experience	<p>The Bidder should have minimum five years of experience in providing coaching for all the examinations : AIIMS (UG) / NEET / Jee</p> <p>Bidders with previous experience with the Government will be given preference (not mandatory)</p>	<p>Certificate as per the format given in Annexure – 4</p> <p>Relevant documents (Copy of Agreement / LOI) should be submitted along with the technical Bid</p>



5		Minimum number of candidates per year on average should have been trained in different disciplines for Entrance Examination for last 3 years given below AIIMS (UG) / NEET = 200, JEE = 200	Self Certification to prove number of students trained as format given in Annexure – 3
6		In last three years, following number of students per year (average) should have been selected in last 3 years AIIMS (UG) / NEET = 50 JEE (Qualified in JEE Advanced) = 50	Self Certified year wise list of all candidates selected for all these Entrance Exams to be submitted as per format given in Annexure – 6
7		The Training Agency should have minimum two (2) full time teachers per subject (Mathematics, Physics, Chemistry, Zoology and Botany)	Self Certified list of teaching staff with their subject area to be submitted as per format given in Annexure – 8  At least three (3) resumes for each subject teacher proposed to be engaged for the project should also be submitted
8	Non Blacklisting	The Bidder should not be under a declaration of ineligibility for corrupt or fraudulent practices or blacklisted with any of the Government (Central, State or District), Semi – Govt & PSU in India in last five years (from the date of submission of Bid)	Self Declaration Letter duly signed by authorized signatory on company letter head as per format given in Annexure - 5

Note – Selection of students means

1. For NEET / AIIMS : Qualified in NEET / AIIMS Final Examination
2. For JEE : Qualified for JEE Main / Advanced Final Examination

Note : Department shall be free to verify the names of selected candidates submitted by the bidders from the concerned authorities



#### 4. Instructions to Bidders

This section specified the procedures to be followed by bidders for the preparation and submission of their Bids. It is important that the Bidders carefully reads and examines all the terms and conditions of this RFP.

##### 4.1 General Instructions

1. From the time of Bid advertisement to the time of Contract award, if any Bidder wishes to contact the Office of the ST & SC Development, Minorities and Backward Classes Welfare Department for any clarifications on any manner related to the Bid, it should be done in the address mentioned in Bidding Data Sheet.
2. The Officer notified by the Department will endeavour to provide timely response to the queries. However it is to ascertain that no representation or warranty as to the completeness or accuracy of any response made in good faith, nor does the department undertake to answer all queries that have been posed by the bidders.
3. The bidder shall bear all costs associated with the preparation and submission of the Bids, and the department shall not be responsible or liable for those costs, regardless of any conduct or outcome of the bidding process.
4. Bidder shall submit only one Bid. Multiple bids if submitted will be tagged into a single bid and the lowest quoted amounts will be considered as quoted value.
5. The Bids shall remain valid for a period of 180 days after the bid submission deadline date prescribed by the department
6. In exceptional circumstances, prior to the expiration of the bid validity period, the department may request bidders to extend the period of validity of their bids, if required. In case of such extension, the Bidder can also extend the Bid Security EMD for 45 days beyond the deadline of the extended validity period.
7. Bidder has to submit duly notarized "Power of Attorney" as per the format provided as per Annexure – 11



## 4.2 Earnest Money Deposit

1. Bidders shall submit along with their Bids an amount of Rs. 1,00,000 /- (Rupees One Lakh), in the form of a Demand Draft / Bank Guarantee issued in favour of details mentioned in the Document and should be valid for a period of 180 days beyond the bid validity period.
2. EMD of unsuccessful bidders would be refunded within 60 days of the Bidder being notified as being unsuccessful. The EMD for the amount mentioned above of the successful Bidder would be returned upon submission of Performance Bank as per the format in Annexure – 12
3. EMD amount is interest free and will be returned to the unsuccessful Bidders without any accrued interest on it.
4. The bid submitted without EMD mentioned above will be summarily rejected.
5. The EMD may be forfeited, if
  - a. The a Bidder withdraws its Bid during the period of validity
  - b. In case of a successful bidder, if the bidder fails to sign the Contract in accordance with this RFP
  - c. In case the bidder submits any wrong or fraudulent details as part of the bidding process wilfully.

## 4.3 Contract Performance Guarantee

1. Within 21 days after the receipt of notification of award of the Contract from the Department, the successful bidder shall furnish the Contract Performance Guarantee to the Department which shall be equal to 10% of the Total Professional Fee and shall be in the form of Bank Guarantee Bond from any Nationalized Bank / Schedule Bank in the Performa given in Annexure - 12, valid for a period of 6 months beyond the duration of Contract as specified in the document.
2. The proceeds of the performance guarantee shall be payable to the Department as compensation for any loss / penalties resulting from the successful Bidder failure to complete its obligations under the Contract.



3. The performance guarantee will be discharged by the Department and returned to the successful Bidder within 60 days following the date of completion of the performance obligations, including any warranty obligations under the Contract.

## 5. Submission of Bids

### 5.1 Preparation of Bids

The bids are to be submitted in separate sealed envelopes as mentioned

- a. First envelope containing the Technical Bid for coaching
  - i. EMD, Power of Attorney
  - ii. Cover Letter, Particulars of the Bidder (refer Annexure – 2) Eligibility Criteria
- b. Second envelope containing Financial Bid
  - i. Cover Letter (Annexure – 9)
  - ii. Financial Bid (Annexure – 10)

### 5.2 Sealing and Marking of Bids

- a. The bids (outer envelope) shall be submitted in separate sealed cover, which shall be marked as “Coaching for State & National Level Engineering and Medical Entrance Exams”
- b. The 2 inner enveloped containing Technical Bid and Financial Bid shall be marked as “Technical Bid for Coaching for State & National Level Engineering and Medical Entrance Exams” and “Financial Bid for Coaching for State & National Level Engineering and Medical Entrance Exams”
- c. The outer envelope shall indicate the name and address of the bidder to enable the bid to be returned unopened in case it is declared late.
- d. Bid can be sent by post (Registered / Speed) and also can be submitted by hand before the deadline of submission of documents. The postal address for sending the bids or submission of documents is mentioned in the Bidding Data Factsheet
- e. Each and every page of the technical and financial bid shall have the signature and seal of the appropriate authority of the bidder.





### 5.3 Financial Bid

- f. The Financial Bid shall be submitted in the format as given in Annexure – 10
- g. The financial bid shall indicate the total cost for the program for two (2) years (in Indian Rupees)
- h. Quoted prices should be inclusive of service tax or other tax / charges applicable.
- i. Prices quoted by the bidder shall be fixed for the period of the contract and not subject to variation on any account. A bid submitted with an adjustable price will be treated as non responsible and will be rejected.
- j. All prices and other information like discount, etc having a bearing on the price shall be written in figures and words in the prescribed offer form. If there is discrepancy between the price / information, the higher price / information will be treated as final.
- k. Rates shall be valid for atleast 180 days from the last date of bid submission prescribed by the Department

### 5.4 Deadline for submission of Bids

1. Bids must be received at the address given in the Bidder Data Factsheet not later than the time and date specified in it. In the event of the specified date for the submission of bids being declared as holiday, the bids will be received up to the appointed time on the next working day.
2. The Department may at its discretion extend the deadline for submission of bids by amending the bid documents, in which case all rights and obligations of the Department and bidders previously subjected to the deadline will thereafter be subject to the deadline as extended.

### 5.5 Late Bids

Any bid received after the deadline for submission of bids prescribed by the Department will be marked as “LATE SUBMISSION” and will be kept unopened.



## 6. Bid Evaluation Committee

1. A Bid Evaluation Committee will be constituted to evaluate the responses of the Bidders and all the supporting document / documentary evidences.
2. The decision of the Bid Evaluation Committee in the evaluation of responses to the RFP shall be final. No correspondences will be entertained outside the process of evaluation with the Committee
3. When necessary, the Bid Evaluation Committee may seek clarification on any aspect of the bid from the Bidder and may give the Bidder the opportunity to provide clarifying documents.
4. The Bid Evaluation Committee reserves the right to
  - a. Reject any or all of the Bids submitted
  - b. Accept any Bid whole or in part
  - c. Invalidate any proposal of the bidder, who in the opinion of the Committee, is not in a position to perform the contract
  - d. Negotiate with the performing bidder



## 7. Evaluation Process and Selection

### 7.1 Technical Evaluation

1. On the date of technical bid opening, the documents submitted by each bidder shall be evaluated for compliance with the Eligibility Criteria and other specifications as per this RFP. Only those bidders who are in full compliance will be invited for technical presentations.
2. Conditional bids are liable to be rejected
3. The bidder's representatives present there shall sign the attendance evidencing their attendance. In the event of the specified date of the bid opening being declared a holiday, the bids shall be opened at the appointed time and location on the next working day.
4. During the technical presentation, the bidder shall focus on the following points :
  - a. Details of the organization
  - b. Details of the team to be placed
  - c. Strategy chalked out for Department
  - d. Past achievements
  - e. Any other points worth mentioning
5. The committee shall check technical eligibility of the bidder based on criteria given in the table.



**Technical Evaluation Criteria for providing Training cum Coaching**

SI	Description (Evaluation Criteria)	Max. Score
	<b>Technical Evaluation Framework</b>	
1	<p>Annual Turnover : Average annual turnover from Engineering and Medical entrance coaching business in last three years ending 31<sup>st</sup>March 2020</p> <ul style="list-style-type: none"> <li>• More than 1 Crore = 10 Marks</li> <li>• Between 0.75 – 1 Crore = 5 Marks</li> <li>• Between 0.5 – 0.75 Crore = 3 Marks</li> <li>• Between 0.25 – 0.5 Crores = 1 Mark</li> </ul>	10
2	<p>Overall Experience on Institute in preparing students for Competitive Exams</p> <p>The Bidder should have experience of training students for Competitive Examinations</p> <ul style="list-style-type: none"> <li>• More than 10 years = 10 Marks</li> <li>• Between 8 – 10 years = 5 Marks</li> <li>• Between 6 – 8 years = 3 Marks</li> <li>• Between 4 – 6 years = 1 Mark</li> </ul>	10
3	<p>Success Rate in the professional courses entrance examination</p> <p>The Bidder should have successfully trained students each year and out of them at least following number of students should have been successfully qualified / selected cumulatively in last three years :</p>	
A	<p>AIIMS / NEET (Qualified in AIIMS / NEET) &gt; 200 or more</p> <p>JEE ( Qualified in JEE Advanced) &gt; 200 or more</p>	50
B	<p>AIIMS / NEET (Qualified in AIIMS / NEET) = Between 151 and 200</p> <p>JEE ( Qualified in JEE Advanced) = Between 151 and 200</p>	40
C	<p>AIIMS / NEET (Qualified in AIIMS / NEET) = Between 101 and 150</p> <p>JEE ( Qualified in JEE Advanced) = Between 101 and 150</p>	30
D	<p>AIIMS / NEET (Qualified in AIIMS / NEET) = Between 50 and 100</p> <p>JEE ( Qualified in JEE Advanced) = Between 50 and 100</p>	20



4	<p>Number of Facilities in Institute : Number of total qualified teachers on its payroll in the area of Mathematics, Physics, Chemistry, Zoology, Botany</p> <ul style="list-style-type: none"> <li>• More than 50 : 20 Marks</li> <li>• Between 41 – 50 : 15 Marks</li> <li>• Between 31 – 40 : 10 Marks</li> <li>• Between 21 – 30 : 5 Marks</li> <li>• Between 10 – 20 : 1 marks</li> </ul>	20
5	<p>Experience of Working with Government : Number of agreement in last three years with government</p> <ul style="list-style-type: none"> <li>• More than 6 : 10 Marks</li> <li>• Between 4 – 6 : 8 Marks</li> <li>• Between 1 – 3 : 5 Marks</li> </ul>	10

## 7.2 Financial Evaluation

1. The Training Agency shall be selected on the basis of Quality cum Cost Based System (QCBS), whereby Technical Bid will be allotted a weightage of 70% and Financial Bid will be allotted weightage of 30%. The Proposal with the lowest bid shall be given the financial score of 100 and the other proposals shall be given financial scores that would be inversely proportionate to lowest Financial Bid as stated. The total score, both technical and financial shall be obtained by weighing the quality and cost score and adding them up..
2. Financial Bids of only those Bidders who scores at least 60% marks in Technical Bid evaluation shall be opened and evaluated as per financial evaluation criteria.
3. The proposed weightages for quality and cost shall be specified in the RfP. Proposal with the lowest cost may be given a financial score of 100 (Hundred) and other proposals given financial scores that are inversely proportional to their prices w.r.t. the lowest offer. Similarly, proposal with the highest technical marks (as allotted by the evaluation committee) shall be given a score of 100 (Hundred) and other proposals be given technical score that are proportional to their marks w.r.t. the highest technical marks. The total score, both technical and financial, shall be obtained by weighing the quality and cost scores and adding them up. On the basis of the combined weighted score for quality and cost, the consultant shall be ranked in terms of the total score obtained. The proposal obtaining the highest total combined score in evaluation of quality and



cost will be ranked as H-1 followed by the proposals securing lesser marks as H-2, H-3 etc. The proposal securing the highest combined marks and ranked H-1 will be invited for negotiations, if required and shall be recommended for award of contract. In the event two or more bids have the same score in final ranking, the bid with highest technical score will be H-1. In such a case, an Evaluated Bid Score (B) will be calculated for each responsive Bid using the following formula, which permits a comprehensive assessment of the Bid price and the technical merits of each Bid :

$$B = \frac{C_{low}}{C} X + \frac{T}{T_{high}} (1 - X)$$

- Where
- C = Evaluated Bid Price
  - C<sub>low</sub> = the lowest of all Evaluated Bid Prices among responsive Bids
  - T = the total Technical Score awarded to the Bid
  - T<sub>high</sub> = the Technical Score achieved by the Bid that was scored best among all responsive Bids
  - X = weightage for the Price as specified in the Bids

The Bid with the best evaluated Bid Score (B) among responsive Bids shall be the Most Advantageous Bid

### 7.3 Award Criteria

1. The bidder with the highest final score shall be treated as the successful bidder.
2. In the event of Final scores are tied, the bidders whose scores are tied securing the lowest (among all the tied bidders) financial score will be adjudicated as the Best Value Bidder for award of the Project.
3. The other Bidder scores will be ranked accordingly which will be the based criterion for award the contract.



#### 7.4 Approval of Teaching Staff

1. The successful bidder shall present a panel of five teachers who fulfil the minimum eligibility criteria for each subject (Physics, Chemistry, Biology, Mathematics, English) as mentioned in the RFP, on the date fixed by the Administration.
2. The final selection of teaching staff shall be undertaken by the Administration after proper interviewing and assessment of teaching capabilities of each teacher as may be deemed necessary.
3. The Administration reserves the right to reject any or all the teachers presented by the successful bidder and demand a new panel of teachers to be presented at a later date fixed by the Administration without mentioning any reasons thereof.

#### 7.5 Contract Signing

1. After selection of teaching staff, **Memorandum of Understanding (MoU)** will be signed with the selected agency for the contract period at the earliest.
2. In case the bidder does not acknowledge the signing of the MoU within 15 working days, the Bid Evaluation Committee will have all the rights to select another bidder who has scored second highest overall score and sign the MoU with them.
3. On signing of MoU and performing all the necessary assignments required to be accomplished by the Department with the Training Agency, the Agency will be issued a **Go Ahead Certification** to commence the Coaching Activities, until then the Training Agency will not be able to start any activities pertaining to coaching or commencing the coaching activities with the schools assigned.



### 8. Payment Schedule

The payments to Training Agency shall be made in instalments at particular intervals as detailed below :

Instalment	1	2	3	4	5
Timeline (After Month)	1 <sup>st</sup>	6 <sup>th</sup>	12 <sup>th</sup>	Completion of Programme	After Declaration of Results
Percentage	25%	25%	25%	15%	10%

Sl	Instalment No. and Tentative Timelines	Event of Payment	Percentage of Total Amount	Documents to be submitted
1	Instalment – 1 After one month of commencement of Training		25%	Performance Report
2	Instalment – 2 6 <sup>th</sup> Month		25%	Performance Report
3	Instalment – 3 12 <sup>th</sup> Month		25%	Performance Report
4	Instalment – 4 Completion of Programme		15%	Performance Report
8	Instalment – 8 <b>(After Declaration of Results)</b>	Upon selection* in Competitive Examinations :  JEE (Qualifying JEE Advanced Examination)  AIIMS (UG), NEET	10%	Copy of Results  (This amount will be paid only after successful completion of course)

Note :

\*Selection of Student means :

1. For NEET / AIIMS : Selection in Government MBBS College
2. For JEE : Selection in JEE Advanced Examination





NB :

1. Department shall be free to verify the names of selected candidates submitted by bidders from the concerned authorities
2. The selected bidder's request for payment shall be made to the Department in writing, accompanied by invoices describing, as appropriate, the related services performed and by the required documents submitted pursuant to general conditions of the contract and upon fulfilment of all the obligations stipulated in the Contract.
3. Due payments shall be made promptly by the Administration
4. The currency or currencies in which payments shall be made to the selected bidder under this Contract shall be in Indian Rupees (INR) only.
5. All remittance charges will be borne by the selected bidder
6. In case of disputed items, the disputed amount shall be withheld and will be paid only after the settlement of the dispute.
7. Any penalties / liquidated damages, as applicable, for delay and non-performance, as mentioned in this bidding document, will be deducted from the payments for the respective milestones.
8. Taxes, as applicable, will be deducted / paid as the prevalent rules and regulations as laid from time to time.
9. Final deciding authority for any payment related issue will be Designated Officer authorized by the Department



## Section – II

### General Terms and Conditions of the Contract

#### 1) General Terms and Conditions

##### a) Contract and Interpretation Law and Language

- i) The Contract shall be governed by and interpreted in accordance with the laws of India
- ii) The language of the Contract shall be stated in English

##### b) Duration of Contract

- i) The assignment of the work shall be valid initially for a period of two (2) years from the date of Go Ahead Certification.
- ii) The duration of the contract can be extended by a maximum period of two years, depending on the requirements of the project and on the terms mutually agreed by both the parties, based in the satisfactory performance of the Training Agency, as determined by the Department

##### c) Liquidated Damages

- i) Notwithstanding Administration's right to cancel the order, Liquidated Damages (LD) for late delivery of 1% (One Percent) of the undelivered portion of order value per week will be charged for every week's delay in the specified delivery schedule subject to a maximum of 10% of the value of the contract. No damage will be charged in case of force majeure beyond control of the Training Agency
- ii) Please note that the above LD for delay in delivery and delay in commissioning are independent of each other and shall be levied as the case may be
- iii) The Administration reserves its right to recover these amounts by any mode such as adjusting from any payments to be made by the Administration to the Training Agency. Liquidated damages will be calculated on per week basis.



- iv) The cumulative and aggregate limit of the LD for delay in delivery and LD for delay in commissioning would be limited to maximum of 10% of the Total Professional Fees. The aggregate liability of the Training Agency shall in no event exceed the total value of the fees received under this Contract.

#### d) Taxes and Duties

- i) For services supplied under this RFP, the Training Agency shall be entirely responsible for all taxes, duties, license fees, etc. incurred until delivery of the contracted Services.
- ii) All payments of the Training Agency shall be subjected to the deductions of taxes deducted at source under the Income Tax Act, and other applicable taxes and deductions as provided for under the law, rules and regulations. The accounts department of the Administration shall provide the Training Agency with the tax receipt of any withholding taxes paid by the administration on payments under this contract within reasonable time after payment. All costs, damages or expenses which the Administration may have paid or incurred for which the provisions of the contract, the Training Agency is liable, the same shall be deducted by the administration from any dues to the Training Agency.
- iii) Should the Training Agency fail to submit returns / pay taxes in terms as stipulated under the Indian Income Tax Act and consequently any interest or penalty is imposed by the Indian Income Tax authority, the Agency as the case may be shall pay the same

#### e) Termination

The Administration may, terminate the Contract in whole or in part by giving the Agency a prior and written notice of 15 days indicating its intention to terminate the Contract under the following circumstances.

- i) Termination for breach : Where the Administration is of the opinion that there has been such even of default on the part of the Agency which has not been cured within 15 days' notice period.



- ii) Termination for Insolvency : The Administration may at any time terminate the Contract with immediate effect, without compensation to the Training Agency, if the Agency becomes bankrupt or otherwise insolvent, provided that such termination will not prejudice or affect any right of action or remedy which has accrued or will accrue thereafter to the Administration. Upon such termination, the Administration shall reserve the right to take any steps as may be necessary, to ensure the effective transition of the project to a successor Agency, and to ensure business continuity provided that such termination will not prejudice or affect any right of action or remedy which has accrued or will accrue thereafter to the Administration.
- iii) Termination for Convenience : The Administration may terminate the Contract for convenience by giving 15 days prior written notice.

f) **Monitoring & Evaluation**

- i) The Administration shall designate an Officer to monitor and evaluate the Project. The designated officer reserves the right to inspect and monitor the quality of services at any given point of time.
- ii) The designated officer shall be the point of contact for the Training Agency for any assistance during the period of contract.
- iii) The designated officer shall also have the right to conduct, either itself or through another organization as it may deem fit, an audit to monitor the performance of the Training Agency of its obligations / functions in accordance with the standards committed to or required by the Administration
- iv) Any deviations or contravention identified as a result of such audit / assessment would need to be rectified by the Training Agency, failing which the designated officer may, without prejudice to any other rights that it may have, issue a notice of default.
- v) Adherence to the guidelines of the education department shall be ensured by the Administration



#### g) Local Conditions

- i) Each Bidder is expected to become fully acquainted with the local conditions and factors, which may affect the performance of the Contract and/or the cost.
- ii) The Bidder is expected to know all conditions and factors which may have any effect on the execution of the Contract after issue of the Go Ahead Certification. The Administration shall not entertain any request for clarification from the Bidder regarding such local conditions.
- iii) It is the Bidder's responsibility that such factors have been properly investigated and considered before submitting the Bid. No claim, what-so-ever, including that for financial adjustment to the Contract awarded under the bidding document will be entertained by the Administration. Neither any change in the time schedule of the Contract nor any financial adjustments using there-of shall be permitted by the Administration on account of failure of the Bidder to know the local laws / conditions. The Bidder is expected to visit and examine and study the location and its surroundings and obtain all information that may be necessary for preparing the Bid at its own interest and cost.

#### h) Conflict of Interest

- i) The Training Agency shall disclose to Administration in writing, all actual and potential conflicts of interest that exist, arise or may arise in the course of performing the Service(s) as soon as practical after it becomes aware of that conflict. They should also be supported by evidential documentation, if any.



i) **Publicity**

- i) The Training Agency shall not make or permit to be made any public announcements or media release about any aspect of this Contract unless the Administration gives an approval or consent in any written form. The E-Mail correspondences or WhatsApp media communication cannot be quoted as an approval or consent in written form. The approval or consent in written form should be a written letter in the Departmental / Administration Letter Head duly signed by the Designated Officer and issued by the Department / Administration.

j) **Dispute redressal and Power of amending the RFP Document before opening of bids**

- i) In the event of any dispute or difference arising under the contract or any special condition of the contract, the same will be referred to the Designated Officer. The decision may be further appealed to the Department for final decision and will be made binding to all. The Department shall also have the power to amend any clause of the RFP before opening of the bids and the same shall be notified to the public via the website for information.

k) **Continuance of the Contract**

- i) Notwithstanding the fact that settlement of dispute(s) if any may be pending, the parties hereto shall continue to be governed by and perform the work in accordance with the provisions under the Scope of Work to ensure continuity of operations



## 2) Confidentiality

- a) The Administration may share certain confidential information with the Training Agency and the Training Agency shall maintain the highest level of secrecy, confidentiality and privacy with regard to such confidential information. The training agency shall use its best efforts to protect the confidentiality and propriety of the confidential information. The confidential information may include any important documents, E – Mail correspondences and other correspondences in digital medium.
- b) Additionally the Training Agency shall keep confidential all the details and information with regard to the Project. The Agency shall use this information only to execute the project and is limited within the scope of the project.
- c) The Administration shall retain all rights to prevent, stop and if required take the necessary punitive action against the Agency regarding any forbidden disclosure.
- d) The Training Agency may share the confidential information with its management but only strictly on need to know basis. The Training Agency shall execute a corporate non-disclosure agreement with the Administration in the format provided by the designated officer and shall ensure that all the employees, agents and any other personal execute individual non-disclosure agreements, which have been duly approved by the administration with respect to the scope of work in this project.
- e) It is however clarified that confidential information does not include information which is lawfully available in the public domain
- f) Any breach of confidentiality as per the terms and conditions in this RFP shall result in immediate termination of Contract.

## 3) Corrupt or Fraudulent Practices

- a) Bidders shall observe the highest standard of ethics during the procurement and execution of the contract
- b) Bid Evaluation Committee will reject a proposal for award if it determines that the Bidder recommended for award has engaged in corrupt or fraudulent practices in competing for the contract in question



**Section – III**  
**Annexures**

**Annexure – 1 : Checklist for Eligibility Criteria**

SI	Form	Form Description	RFP Reference (Section)	Page No (Proposal)
1	EC – 1	Certificate of Incorporation	Section 4	
2	EC – 2	GSTN Certificate	Section 4	
3	EC – 3	Certificate of Positive Net Worth	Section 4	
4	EC – 4	Turnover Certificate	Section 4 / Annexure 4	
5	EC – 5	Experience certificate from Training Agency indicating the number of years in experience that the organization has in providing coaching	Annexure 4	
6	EC – 6	Self Certification to prove minimum number of candidates trained	Annexure 3	
7	EC – 7	Self Certified year wise list of all candidates selected	Annexure 6	
8	EC – 8	Self Certified List of teaching staff mentioning their subject areas	Annexure 8	
9	EC – 9	Self Declaration of Non Black listing on company Letter head duly signed by authorized signatory	Annexure 5	
10	EC – 10	Power of Attorney	Annexure 11	
11	EC – 11	Copy of Agreements / LOI as proof for previous experience in working with Governments	Section 4	
12	EC – 12	Earnest Money Deposit (EMD)	Section 5.3	





**Annexure – 2 : Format for Particulars of Bidder**

SI	Particulars	Details
1	Name of Bidder	
2	Address of Bidder	
3	Year of Incorporation	
4	Registration Number & Registration Authority	
5	Legal Status (Public / Private / LLP etc.)	
6	Name & Designation of Authorized Person to whom all references shall be made regarding the Bidding procedures and further correspondences	
7	Mobile Number	
8	E Mail ID	
9	Website	
10	Financial Details (Organization's turnover of last three years	FY 2019 – 20 :
		FY 2018 – 19 :
		FY 2017 – 18 :
11	GSTIN Number	
12	PAN Number	



**Annexure – 3 : Format for Declaration about providing coaching to Students for Entrance Examinations**

**Bidder Letterhead**

Date :

To,

Subject : Declaration about providing coaching to minimum 500 student’s average in previous three years

Sir / Madam,

In response to the above mentioned RFP, I, \_\_\_\_\_,  
 as <Designation> \_\_\_\_\_ of M/s. \_\_\_\_\_,  
 hereby declare that \_\_\_\_\_ No. of students per year (average) got trained /  
 coached in last three years.

SI	Academic Year	Course	No. of Students Trained
1	2017 – 18	Engineering	
		Medical	
2	2018 – 19	Engineering	
		Medical	
3	2019 – 20	Engineering	
		Medical	

The information provided here is true to the best of my knowledge and any wilful misstatement described herein may lead to disqualification of the organization.

Name of Training Agency

Signature of Authorized Representative

Address :

Organization / Representative Seal



**Annexure – 4 : Format for Experience Certificate / Turnover indicating that the organization has experience of 5 years in providing coaching activities**

This is certify that M/s. \_\_\_\_\_ has experience of providing coaching for \_\_\_\_\_ years (minimum 5 years) and has annual average turnover from coaching business is \_\_\_\_\_ in the last five years from coaching business, whose details are as mentioned below

Sl	Financial Year (Ending 31 <sup>st</sup> March)	Annual Turnover from Coaching Business
1	2015 – 16	
2	2016 – 17	
3	2017 – 18	
4	2018 – 19	
5	2019 – 20	
	<b>Total</b>	
	<b>Average turnover from Coaching business in last 5 years</b>	

Name of the Chartered Accountant (Auditor of Organization) :

Address of the Chartered Accountant (Auditor of Organization) :

Signature of Authorized Representative

Organization / Representative Seal



**Annexure – 5 : Format for Self – Declaration by Bidder for not being Blacklisted or Debarred**

**Bidder Letterhead**

Date :

To,

Subject : Declaration of Non Blacklisting / Debarring for corrupt or fraudulent practices with any of the Government agencies in India during the last three years

Sir / Madam,

In response to the above mentioned RFP, I \_\_\_\_\_,  
as <Designation> \_\_\_\_\_ of M/s. \_\_\_\_\_,  
hereby declare and certify that the Company / Organization is having unblemished past record and is not currently blacklisted / debarred or ineligible to participate for bidding by any State / Central Govt. / District Administration / Semi Government or PSU due to unsatisfactory performance, breach of general or specific instruction, corrupt / fraudulent or any other unethical business practices.

The declaration provided here is true to the best of my knowledge and any wilful misstatement described herein may lead to disqualification of the organization.

Name of Training Agency

Signature of Authorized Representative

Address :

Organization / Representative Seal



**Annexure – 6 : Format for Declaration about selection of students that attended coaching and qualified in Entrance Examination**

**Bidder Letterhead**

Date :

To,

Subject : Declaration of selection of students that attended coaching and qualified in Entrance Examination

Sir / Madam,

In response to the above mentioned RFP, I, \_\_\_\_\_,  
as <Designation> \_\_\_\_\_ of M/s. \_\_\_\_\_,  
hereby declare that \_\_\_\_\_ No. of students per year (average) got selected  
in last three years.

The details of students, course attended and selection is given in the table, the information provided here in true and best of my knowledge and any wilful misstatement described herein may lead to disqualification of the organization.

(The data sheet as annexure is to be shared in following format with supporting evidence of copy of result in qualifying student, certificate whenever applicable, Certificate of Training Agency providing enrolment for attending respective training).

The declaration provided here is true to the best of my knowledge and any wilful misstatement described herein may lead to disqualification of the organization.

Name of Training Agency

Signature of Authorized Representative

Address :

Organization / Representative Seal



**Annexure – 6.1 : Student Details**

**Academic Year :**

Sl	Student Name	Address	Mobile No.	Year in which student was enrolled in coaching (Start / End Date)	Roll No. / registration No. of Student in Qualifying Examination	Merit List with category / Rank highlighting qualifying result	Rank (Category)	Caste (Category)



**Annexure – 7 : Format for Technical Bid Cover Letter****Bidder Letterhead**

Date :

To,

Subject : Letter for Submission of Technical Bid by M/s. \_\_\_\_\_

Sir / Madam,

Having examined the RFP, the receipt of which is thereby duly acknowledged, we the undersigned, offer to provide our services as required and outlined in the RFP.

We confirm that the information contained in these responses or any part thereof, including the exhibits, and other documents and instruments delivered or to be delivered is true, accurate, verifiable and complete. This response includes all information necessary to ensure that the statements therein do not in whole or in part mislead the department in its shortlisting process.

We fully understand and agree to comply that on verification, if any of the information provided here is found to be misleading the selection process, we are liable to be dismissed from the selection process or termination of the contract during the project, if selected to do so.

We agree for unconditional acceptance of all the terms and conditions set out in the RFP document and also agree to abide by this selection response for a period of 180 days from the last date for bid submission as prescribed.

We hereby declare that in case we are chosen as successful bidder, we shall submit the Performance Bank Guarantee (PBG) in the form prescribed. We do hereby undertake that until a contract is prepared and executed, this bid together with our written acceptance thereof, the Bidding Document and placement of Go Ahead Certification, shall constitute a binding contract between us.



We all agree that this contract at no consequences will be sublet / subcontracted to any other agency. If found to having done any sort of subletting / subcontracting, then the contract is deemed to be cancelled and no payments will be done by the Department thereof. This would lead for the organization to be placed under termination by either being blacklisted / debarred for a period of 5 years.

We agree that you are not bound to accept any tender responses you may receive. We also agree that you deserve the right in absolute sense to reject all or any part of the products / services specified in the tender response with or without assigning any reasons whatsoever.

Name of Training Agency

Signature of Authorized Representative

Address :

Organization / Representative Seal





**Annexure – 8 : Format for details of qualified teachers for providing coaching**

**Bidder Letterhead**

Date :

To,

Subject : Declaration about number of qualified teachers for providing coaching

Sir / Madam,

In response to the above mentioned RFP, I, \_\_\_\_\_,  
 as <Designation> \_\_\_\_\_ of M/s. \_\_\_\_\_,  
 hereby declare that there are \_\_\_\_\_ No. of teachers engaged by the  
 organization who are involved exclusively in imparting coaching to students in  
 various subjects for different courses.

The details of teachers, their subjects and course is given in the following table. The  
 information provided is true to the best of my knowledge and any wilful misstatement  
 described herein may lead to disqualification of the organization.

SI	Name of teacher	Subject	Years of Experience	Working in this Organization since (Date of Joining)

Name of Training Agency

Signature of Authorized Representative

Address :

Organization / Representative Seal



**Annexure – 9 : Financial Bid Format – Format for Financial Bid Cover Letter****Bidder Letterhead**

Date :

To,

Subject : Covering Letter for Financial Bid for referred Bidding Document

Sir / Madam,

Having examined the RFP, the receipt of which is hereby duly acknowledged, we the undersigned offer to be the Training Agency and carry out the works as outlined in the RFP. We have carefully read and understood the terms and conditions of the RFP applicable to the Bidding Document and we do hereby undertake Services as per these terms and conditions. We declare that our prices are as per the conditions / specifications and bid documents. We do hereby undertake that, in event of acceptance of our Bid, the Services shall be completed as stipulated in the Bidding Document.

We hereby confirm that all the prices mentioned in the Financial Bid are in Indian National Rupees (INR) only and shall remain valid throughout the contract agreement period without any alterations / modifications or enhancements.

We agree for unconditional acceptance of all the terms and conditions set out in the RFP document and also agree to abide by this Bidding Document. We hereby declare that in case the contract is awarded to us, we shall submit the contract Performance Security in the form as prescribed in the RFP. We agree that you are not bound to accept any bid you may receive. We also agree that you reserve the right in absolute sense to reject the bid completely with or without assigning any reason whatsoever.

It is hereby confirmed that I am entitled to act on behalf of our company / corporation / firm / organization and empowered to sign this document as well as other documents which may be required in this connection.

Name of Training Agency

Signature of Authorized Representative

Address :

Organization / Representative Seal



**Annexure – 10 : Format of Financial Bid**

**Bidder Letterhead**

Date :

To,

Subject : Submission of Financial Bid

Sir / Madam,

In response to the above mentioned RFP, I, \_\_\_\_\_,  
 as <Designation> \_\_\_\_\_ of M/s. \_\_\_\_\_,  
 am hereby submitting the Financial Price Bid in the format as prescribed, in the table  
 detailed below –

Sl	Description	Fees / Student	No. of Students	Total Fees for 100 Students	Taxes	Total Amount
	A	B	C	D	E = % of D	F = D + E
1	Training of 100 Students for coaching of Engineering / Medical Entrance Examination	Rs.	100 Students	Rs.	Rs.	Rs
2	<b>Materials Cost</b>					
3						
	<b>Total</b>					

The Total Bid Amount Quoted is Rs \_\_\_\_\_ /-

(In Words \_\_\_\_\_)

Name of Training Agency

Signature of Authorized Representative



Address : Organization / Representative Seal

**Annexure – 11 : Format of Power of Attorney**

***(To be provided in original as part of Technical Bid on Stamp Paper of value required under law duly signed by Bidder for the RFP)***

Dated :

**Power of Attorney**

To Whomsoever It May Concern

Know all people by these presents, we \_\_\_\_\_ (Name and Registered Office Address of the Applicant) do hereby constitute, appoint and authorize Sri. / Smt. \_\_\_\_\_ (Name of the Person(s)), domiciled at \_\_\_\_\_ (Address), acting as \_\_\_\_\_ (Designation and the name of the Organization), as Authorized Signatory and whose signature if attested below, as our attorney, to do in our name and on our behalf, all such acts, deeds and things necessary in connection with or incidental to our Proposal for Award of Agreement “Selection of Training Agency under Chatra Protsahan Yojanafor Preparatory Coaching for Std. – XI & XII ST / SC Students of ST & SC Development, Minorities & Backward Classes Welfare Department, Odisha to enable them to get through Engineering & Medical Entrance Examination Coaching” involving the deliverables as per agreement with ST & SC Development, Minorities & Backward Classes Welfare Department, Govt. of Odisha, vide Request for Proposal (RFP) Document \_\_\_\_\_ dated \_\_\_\_\_, including signing and submission of all documents and providing information and responses to clarifications / enquiries, etc. as may be required by the ST & SC Development Department or any government authority, representing us in all matters, an generally dealing with the Project in all matters in connection with our Bid for the said Project. We thereby agree to ratify all acts, deeds and things lawfully done by our said attorney pursuant to this Power of Attorney and that all acts, deeds and things done by our aforesaid attorney shall and shall always be deemed to have been done by us.

For \_\_\_\_\_

Name :

Signature

Designation :

Seal

Address :

(Attested signature of Sri. / Smt. \_\_\_\_\_ )

(Name and Address of the Attorney)

Name

Address :

Signature



Seal

**Notes :**

- To be executed by the Applicant
- The mode of execution of the Power of Attorney should be in accordance with the procedure, if any, laid down by the applicable law and the chartered documents of the executant(s) and when it is so required the same should be under common seal affixed in accordance with the required procedure
- Also, whenever required the executant(s) should submit for verification the extract of the charter documents and documents such as board resolution / power of attorney in favour of the Person(s) executing the Power of Attorney for the delegation of power hereunder on behalf of the executant(s).



**Annexure – 12 : Draft Performance Bank Guarantee*****(To be issued by the Bank)***

This Deed of Guarantee executed at \_\_\_\_\_ by \_\_\_\_\_ (Name of the Bank) having its Head / Registered Office at \_\_\_\_\_ (herein referred to as “the Guarantor”) which expression shall unless it be repugnant to the subject or context thereof include its heirs, executors, administrators, successors and assigns.

In favour of the ST & SC Development, Minorities & Backward Classes Welfare Department, Govt. of Odisha which expression shall unless it be repugnant to the subject or context thereof include its heirs, executors, administrator, successors and assigns.

Whereas M/s. \_\_\_\_\_ an organization / company / firm formed under the \_\_\_\_\_ (specify the applicable law) and having its Registered Office at \_\_\_\_\_ has been, consequent to conduct and completion of the competitive Request for Proposal (RFP) process in accordance with the letter of requirements as mentioned in the RDP Document No. \_\_\_\_\_ Dated \_\_\_\_\_ issued by ST & SC Development, Minorities & Backward Classes Welfare Department, Govt. of Odisha and selected the organization M/s. \_\_\_\_\_ (hereinafter referred to as the Applicant) for the Agreement as more specifically defined in the aforementioned Document including statement of work and the Agreement executed between the ST & SC Development Department and the Applicant.

The Agreement requires the Applicant to furnish an unconditional and irrevocable Performance Bank Guarantee for an amount of Rs. \_\_\_\_\_ /- (Rupees \_\_\_\_\_ only) by way of security of guaranteeing the due and faithful compliance of its obligations under the Agreement.

Whereas, the Applicant approached the Guarantor and the Guarantor has agreed to provide a Guarantee being these presents :

Now this Deed witnessed that in consideration of the premises, the \_\_\_\_\_ Bank hereby guarantee as follows :



1. The Applicant shall implement the Project, in accordance with the terms and subject to the conditions of the Agreement and fulfil its obligations there under
2. The Bank as Guarantor shall without demur pay to the ST & SC Development, Minorities & Backward Classes Welfare Department, Govt. of Odisha an amount of INR \_\_\_\_\_ (Rupees \_\_\_\_\_ only) within 7 (seven) days of receipt of written demand therefore from the ST & SC Development Department stating that the Applicant has failed to fulfil its obligations as stated in Clause – I above.
3. The above payment shall be made by us without any reference to the Applicant or any other person and irrespective of whether the claim of the ST & SC Development, Minorities & Backward Classes Welfare Department, Govt. of Odisha is disputed by the Applicant or not.
4. The Guarantee shall come into effect from \_\_\_\_\_ (Start Date) and shall continue to be in full force and effect till the earlier of its expiry on \_\_\_\_\_ (Expiry Date) (both dates inclusive) or till the receipt of the claim from the ST & SC Development, Minorities & Backward Classes Welfare Department, Govt. of Odisha under this Guarantee, which is one month after the expiry of the performance bank guarantee, whichever is earlier. Any demand received by the Guarantor from the ST & SC Development, Minorities & Backward Classes Welfare Department, Govt. of Odisha prior to the Expiry Date shall survive that expiry of this Guarantee till such time that all the moneys payable under this Guarantee by the Guarantor to ST & SC Development, Minorities & Backward Classes Welfare Department, Govt. of Odisha.
5. In order to give effect to this Guarantee, ST & SC Development, Minorities & Backward Classes Welfare Department, Govt. of Odisha shall be entitled to treat the Guarantor as the Principal Debtor and the obligations of the Guarantor shall not be affected by any variations in the terms and conditions of the Agreement or other documents by ST & SC Development, Minorities & Backward Classes Welfare Department, Govt. of Odisha or by the extension of time of performance granted to the Applicant or any postponement for any time of the power exercisable by the Government of Odisha against the Applicant or forebear or enforce any of the terms and conditions of the Agreement and we shall not be relieved from our obligations under this Guarantee an amount of such variations, extensions, forbearance or omission on the part of Government of Odisha or any indulgence by the ST & SC Development, Minorities & Backward Classes Welfare Department, Govt. of Odisha to the Applicant to give such matter or thing whatsoever which under the law relating to sureties would but for this provision have effect of so relieving us.



6. The Guarantee shall be irrevocable and shall remain in full force and effect until all our obligations and this guarantee are duly discharged.
7. The Guarantor has power to issue this guarantee and the undersigned is duly authorized to execute this Guarantee pursuant to the power granted under \_\_\_\_\_.
8. In witness, whereof the Guarantor has set its hands hereunto on the day, month and year first herein above written

Signed and Delivered by \_\_\_\_\_ Bank  
by the hand of Sri. / Smt. \_\_\_\_\_ its \_\_\_\_\_ and  
authorized office.

Authorized Signatory \_\_\_\_\_ Bank

