



Tribal Research and Training Institute (TRTI), Pune

*An Autonomous Institute of Govt. of Maharashtra under Tribal Development
Department*

Empanelment of Coaching Institute for providing non-residential Coaching for PSI, STI, and ASO Examination conducted through Maharashtra State Public Service Commission (MPSC) for 400 Scheduled Tribe (ST) Candidates.

**Issued By
Commissioner
Tribal Research and Training Institute (TRTI)**
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Tender Notification No.: TRTI/2024/Training/Desk-04/707
Dated 01/03/2024



email: trti-mah@nic.in



Tribal Research & Training Institute, Pune

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TRTI/2024/ MPSC Coaching /Desk-04/707

Date: 01/03/2024

Inviting Expression of Interest (EOI) For Empanelment of Coaching Institute for providing non-residential Coaching for PSI, STI, ASO Examination conducted through Maharashtra State Public Service Commission (MPSC) for 400 Scheduled Tribe (ST) Candidates. Interested Coaching Institutes having adequate resources can submit their Technical Bid Online on website <https://mahatenders.gov.in/>

Name of the Service	Estimated cost (Coaching Fee, Reading material, etc. for about 500 candidates)	Tender Fee (in Rs)	Earnest Money Deposit (EMD) (in Rs)
Providing non-residential coaching for Maharashtra State PSI, STI, ASO Examination for 400 Schedule Tribe Candidates to be sponsored by Tribal Research and Training Institute, Pune (TRTI) (Number of candidates may increase or decrease)	Rs. 2, 00,00,000/-	Rs. 20,000/-	Rs. 3,50,000/-

1. The Coaching Institute shall be empaneled based on the QCBS selection criteria.
2. Joint Venture Consortium is not permitted.
3. The Bid document available on website <https://mahatenders.gov.in>
4. The interested bidders will have to register and enroll on website <https://mahatenders.gov.in/>
5. The interested bidders will have to submit all the required documents by online submission only.
6. The Tender fees of Rs. 20,000/- (**Non-refundable**) is required to be deposited online.
7. The EMD of Rs. 3,50,000/- is required to be deposited online.
8. The detailed bid document is also available on TRTI website i.e. <https://trti.maharashtra.gov.in>
9. Interested Professional Coaching Institutes / bidders shall submit their bid on or before **18/03/2024, 17:00 hrs.**
10. Right to reject any or all the Bids is reserved by The Commissioner, TRTI, Pune.

Notice:

This document is the property of TRTI, Pune. It may not be copied, distributed or recorded on any medium, electronic or otherwise, without TRTI's written permission, even by the authorized personnel / company / agency for any purpose other than the purpose specified herein and it is strictly prohibited as it shall amount to copyright violation and thus shall be punishable under the Indian Law.

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(Dr. Rajendra Bharud, I.A.S.)
Commissioner, TRTI, Pune

DISCLAIMER

1. The information contained in this Expression of Interest document (the “EOI”) or subsequently provided to Applicant(s), whether verbally or in documentary or any other form, by or on behalf of Tribal Research and Training Institute, Pune, (TRTI) or any of its employees or advisors, is provided to Applicant(s) on the terms and conditions set out in this EOI and such other terms and conditions subject to which such information is provided.
2. This EOI is not an agreement and is neither an offer nor invitation by Tribal Research and Training Institute, Pune, (TRTI) to the prospective Applicants or any other person. The purpose of this EOI is to provide interested parties with information that may be useful to them in the formulation of their application for qualification and thus selection pursuant to this EOI (the “Application”). This EOI includes statements, which reflect various assumptions and assessments arrived at by TRTI in relation to the work/s. Such assumptions, assessments and statements do not purport to contain all the information that each Applicant may require. This EOI may not be appropriate for all persons, and it is not possible for TRTI, its employees or advisors to consider the objectives, financial situation and particular needs of each party who reads or uses this EOI. The assumptions, assessments, statements and information contained in this EOI may not be complete, accurate, adequate or correct. Each Applicant should therefore, conduct its own investigations and analysis and should check the accuracy, adequacy, correctness, reliability and completeness of the assumptions, assessments, statements and information contained in this document and obtain independent advice from appropriate sources.
3. Information provided in this EOI to the Applicant(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. TRTI accepts no responsibility for the accuracy or otherwise for any interpretation or opinion on law expressed herein.
4. TRTI, its employees and advisors make no representation or warranty and shall have no liability to any person, including any Applicant or Bidder, under any law, statute, rules or regulations or tort, principles of restitution or unjust enrichment or otherwise for any loss, damages, cost or expense which may arise from or be incurred or suffered on account of anything contained in this EOI or otherwise, including the accuracy, adequacy, correctness, completeness or reliability of the EOI and any assessment, assumption, statement or information contained therein or deemed to form part of this EOI or arising in any way with selection of Applicants for participation in the Bidding Process.
5. TRTI also accepts no liability of any nature whether resulting from negligence or otherwise howsoever caused / arising from reliance of any Applicant upon the statements contained in this EOI.
6. TRTI may, in its absolute discretion but without being under any obligation to do so, update, amend or supplement the information, assessment or assumptions contained in this EOI.
7. The issue of this EOI does not imply that TRTI is bound to select and shortlist Applications and reserves the right to reject all or any of the Applications or Bids without assigning any reasons whatsoever. The Applicant shall bear all its costs associated with or relating to the preparation and submission of its Application including but not limited to preparation, copying, postage, delivery fees, expenses associated with any demonstrations or presentations which may be required by TRTI or any other costs incurred in connection with or relating to its Application. All such costs and expenses will remain with the Applicant and TRTI shall not be liable in any manner whatsoever for the same or for any other costs or other expenses incurred by an Applicant in preparation for submission of the Application, regardless of the conduct or outcome of the Bidding Process.

Section-A: Invitation for Expression of Interest (EOI)

Tribal Research and Training Institute, Pune here in after referred to as TRTI, Pune invites online Expression of Interest (EOI), in single Bid system - (Technical Bid) from Registered and Prestigious Professional Coaching Institutes, for Empanelment of Coaching Institute for providing non-residential Coaching for PSI, STI, ASO Examination conducted through Maharashtra State Public Service Commission (MPSC) for 400 Scheduled Tribe (ST) Candidates.

Submission of a proposal in response to this notice shall be deemed to have been done after careful study and examination of this document with full understanding of its terms, conditions and implications.

The complete bid document is available on the website of Govt. of Maharashtra <https://mahatenders.gov.in/> & <https://trti.maharashtra.gov.in/> for the purpose of downloading. The downloaded bid document shall be considered valid for participation in the electronic bidding process (e-Tendering) subject to the submission of required tender/ bid document fee and EMD.

To participate in online bidding process, Bidders must procure a Digital Signature Certificate as per Information Technology Act-2000 using which they can digitally sign and encrypt their electronic bids. In case of any difficulties to enroll or to obtain digital certificate, bidders should contact.

Section-2: Key Events & Dates

1. Key Events and Dates

Sr. No.	Event	Date & Time
1	Publish Date	04/03/2024, 11:00 hrs
2	Document Download / Sale Start Date	04/03/2024, 11:00 hrs
3	Bid Submission Start Date	04/03/2024, 11:00 hrs
4	Clarification Start Date	04/03/2024, 11:00 hrs
5	Clarification End Date	11/03/2024, 11:00 hrs
6	Pre-Bid Meeting Date	11/03/2024, 14:00 hrs
7	Bid Submission End Date	18/03/2024, 17.00 hrs
8	Technical Bid Opening	19/03/2024, 17.00 hrs
9	Technical Presentation	To be intimated later

2. Other Important Information Related to Bid

Sr No	Item	Remark
1	Earnest Money Deposit (EMD) (To be paid online)	Rs 3,50,000/- (Rs. Three Lakhs Fifty Thousand only) Refundable
2	Tender Fee – (To be paid online)	Rs 20,000 /- (Rs. Twenty Thousand only) Non-Refundable
3	Bid Validity Period	One-hundred-and-twenty (120) days from the date of submission of Bid.

Section- B: Instructions to Bidders

1. Background of TRTI, Pune

Tribal Research and Training Institute, Pune (TRTI, Pune) is an Autonomous Institute of Tribal Development Department, Government of Maharashtra Registered under Bombay Public Trust Act, 1950. The Tribal Research & Training Institute (TRTI) was established in May, 1962 to undertake research studies on various aspects of tribal and to assess the impact of developmental programs/ schemes on the life of the tribal people.

The main objectives of the institute

- ✓ To conduct basic as well as applied research on tribal related issues.
- ✓ To take up evaluation of various schemes aimed at Tribal development and welfare as well as tribal youth.
- ✓ To impart relevant training to different levels of personnel in the tribal department.
- ✓ To provide competence building opportunities to the Tribal.
- ✓ To develop and maintain knowledge base related to the tribes and Tribal development.
- ✓ To preserve and propagate the culture, heritage and traditions of Tribes.
- ✓ To disseminate information about the Tribes and their indigenous knowledge and skills.

The Institute is an autonomous body which also conducts Youth Leadership Training Programme for tribal youths in Tribal Sub Plan Areas all over the State. It also has a Tribal Cultural Museum consisting of 5 galleries of various tribal art, art crafts etc. It has a well-equipped library consisting of books on various subjects like Anthropology, Sociology, Economics, Law, Computer Science, general Encyclopedia etc. The library has books required for competitive examinations also and subscribes to periodicals relevant in the areas of tribal development. In all there are about 20,000 books available in the library

TRTI, Pune invites Professional Coaching Institutes for providing non-residential Coaching for PSI, STI, ASO Examination conducted through Maharashtra State Public Service Commission (MPSC) for 400 Scheduled Tribe (ST) Candidates. The proposed coaching should serve as a platform to provide quality coaching to 400 ST candidates to be sponsored by TRTI

2. Bid Process:

The Bidder has to submit a Bid on line in one envelope system containing Technical Bid for "Empanelment of Coaching Institute for providing non-residential Coaching for PSI, STI, ASO Examination conducted through Maharashtra State Public Service Commission (MPSC) for 400 Scheduled Tribe (ST) Candidates".

3. Tender Fee (Non-Refundable)

The bidders are requested to deposit the Tender fee of **Rs.20,000/- (Rupees Twenty Thousand) non refundable** online through Internet Banking. Proof of the same should be attached with the Technical Bid. It is to be noted that the Tender Fee is non-refundable, however, tender fee will be refunded in case of cancellation of overall tender process (i.e. if the tender process is cancelled by TRTI, Pune) by TRTI, Pune.

4. Earnest Money Deposit

The Earnest Money Deposit (EMD) of Rs 3,50,000/- (Rs. Three Lakh Fifty Thousand only) is required to be deposited online through / Net Banking. Proof of the same should be attached with the Technical Bid.

The EMD shall be denominated in Indian Rupees only.

- a) No interest will be payable to the bidder on the amount of the EMD.
- b) Bids submitted without adequate EMD will be liable for rejection.
- c) EMD of unsuccessful bidders will be refunded after completion of Bid process.
- d) Successful bidders, whose institute selected by TRTI PUNE, for providing non-residential Coaching for PSI, STI, ASO Examination conducted through Maharashtra State Public Service Commission (MPSC) for 400 Scheduled Tribe (ST) Candidates,
- e) EMD will be returned after successful completion of coaching program.
- f) EMD shall be non-transferable.
- g) The EMD may be forfeited:
 - i. If a Bidder withdraws his bid or revises/ increases agreed prices during the period of bid validity or its extended period, if any.
 - ii. If successful bidder fails to sign the Contract within time specified by TRTI, PUNE.
 - iii. If during the bid process, a bidder indulges in deliberate act that would jeopardize or Unnecessarily delay the process of bid evaluation and finalization. The decision of the TRTI, PUNE regarding forfeiture of the EMD shall be final and binding upon bidders.

5. Transfer of Bid

The Bid / EOI Document are not transferable. The bidder who downloads the Bid document and submits the Bid shall be the same.

6. Consortium and Joint Ventures

Bids of joint venture / consortium / subcontracting will not be accepted

7. Completeness of Response

- a) The Tender Document does not purport to contain all the information Bidder(s) may require. It may not address the needs of all Bidders. They should conduct due diligence, investigation, and analysis, check the information's accuracy, reliability, and completeness, and obtain independent advice from appropriate sources. Information provided in the Tender Document to the Bidder(s) is on a wide range of matters, some of which may depend upon interpreting the 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 Procuring Entity, its employees and other associated agencies accept no responsibility for the accuracy or otherwise for any interpretation or opinion on law expressed herein.
- b) The Procuring Entity, its employees and other associated agencies make no representation or warranty for the accuracy, adequacy, correctness, completeness or reliability, assessment, assumption, statement, or information in the Tender Document. They have no legal liability, whether resulting from negligence or otherwise, for any loss, damages, cost, or expense that may arise from/ incurred/ suffered howsoever caused to any person, including any Bidder, on such account
- c) Bidders are advised to study all instructions, forms, Annexures, terms, requirements and other information in the Bid documents carefully. Submission of bid shall be deemed to have been done after careful study and examination of the Bid document with full understanding of its implications.
- d) The response to this EOI should be full and complete in all respects. Failure to furnish all information required by the EOI document or submission of a proposal not substantially responsive to the EOI document will be at the Bidder's risk and may result in rejection of their Proposal.

8. Place of opening of EOI

The EOI will be opened online in the Office of Tribal Research and Training Institute, Maharashtra State, Pune (TRTI, PUNE), 28, Queens Garden, Near Old Circuit House, Pune-411 001 on the scheduled dates.

9. Bid Preparation Costs

The bidder shall submit the bid at its cost and, TRTI, PUNE or any aligned institute shall not be held responsible for any cost incurred by the bidder. Submission of a bid does not entitle the bidder to claim any cost and rights over TRTI, PUNE and TRTI, PUNE shall be at liberty to cancel or modify any or all bids without giving any reason thereof. The Bidder(s) shall bear all direct or consequential costs, losses and expenditure associated with or relating to the preparation, submission, and subsequent processing of their Bids, including but not limited to preparation, copying, postage, delivery fees, expenses associated with any submission of samples, demonstrations, or presentations which the Procuring Entity may require, or any other costs incurred in connection with or relating to their Bids. All such costs, losses and expenses shall remain with the Bidder(s), and the Procuring Entity shall not be liable in any manner whatsoever for the same or any other costs, losses and expenses incurred by a Bidder(s) for participation in the Tender Process, regardless of the conduct or outcome of the Tender process.

10. Amendment of EOI Document

- a. If TRTI, PUNE deems it appropriate to revise any part of this EOI or to issue additional data to clarify an interpretation of provisions of this EOI it may issue supplements to this EOI. Any such corrigendum shall be deemed to be incorporated by this reference into this EOI.
- b. All the amendments made in the document would be published on the website of Government of Maharashtra <https://mahatenders.gov.in/> and also on TRTI, PUNE website <https://trti.maharashtra.gov.in> and shall be part of the document.
- c. **The bidders are advised to visit the mentioned website on regular basis for checking latest updates of this EOI document.** TRTI, PUNE also reserves the rights to amend the dates mentioned in this EOI for successful bid process.

11. Pre- Bid Meeting

Pre- Bid meeting is open to all prospective bidders. The same will be held on Monday, 11/03/2024, 14:00 hrs., in the Office of Tribal Research and Training Institute, Maharashtra State, Pune (TRTI, PUNE), 28, Queens Garden, Near Old Circuit House, Pune 411001

12. TRTI, PUNE's right to terminate the process

TRTI, PUNE may terminate the EOI process at any time and without assigning any reason and tender fees paid will not be refunded. TRTI, PUNE shall not be held responsible for any cost incurred by the bidder in bid preparation. TRTI, PUNE reserves the right to amend/edit/add delete any clause of this Bid Document. However, this will be informed to all and will become part of the bid.

13. Language of Bids

This bid should be submitted in English language only. If any supporting documents submitted are originally in Marathi or Hindi language than that will be accepted as it is. However, the language of any printed literature furnished by Bidder in connection with its bid may be written in any other language provided a translation accompanies the same in the bid language. For purposes of interpretation of the bid, translation in the language of the bid shall prevail.

Communications

- 1) All communications under the contract shall be served by the parties on each other in writing, in the contract's language, and served in a manner customary and acceptable in business and commercial transactions.
- 2) The effective date of such communications shall be either the date when delivered to the recipient or the effective date mentioned explicitly in the communication, whichever is later.
- 3) No communication shall amount to an amendment of the terms and conditions of the contract, except a formal letter of amendment of Contract, so designated.
- 4) Such communications would be an instruction or a notification or an acceptance or a certificate from the Procuring Entity, or it would be a submission or a notification from the contractor. A notification or certificate which the contract requires must be communicated separately from other communications.

14. Bid Submission Format

The entire proposal shall be submitted strictly as per the format specified in this bid document. Bids with deviation from this format are liable for rejection.

15. Submission of Bids

The bidder should submit the Bid online, which shall comprise of the following Single envelope (Single envelope system shall be followed for the bid):

Technical Bid (Proposal)

16. Technical Bid

"Technical Bid" shall include inter-alia the original or scanned copies of duly signed or digitally signed copies of the following documents in pdf format. Pdf documents should not be password protected. If so, specified originals or self-certified copies of originals shall also be required to be physically submitted as per instruction contained therein. The Technical Bid should consist of all details, save and except the price as per Annexure- I.

a) Pre-qualification Requirements of the Professional Coaching Institute is as under:

Sr NO	Criteria	Supporting Documents
1	The bidder shall be a company in India registered under the Companies Act 1956/2013, Proprietorship or a registered Partnership firm or a registered Limited Liability Partnership/ registered societies under Co-operative Societies Act, 1960 or trust <i>since last 3 Years</i>	Certificate of Incorporation / Registration. Period before the date of registration of the institute will not be considered.
2	The Bidder should have minimum average annual turnover of Rs 1.5 Crore from last three financial years i.e. FY 2020-21, FY 2021-22, FY2022-23	Copy of the Audited Balance Sheet and Profit & Loss Statement of the company duly certified by statutory auditor/chartered accountant & CA Certificate clearly citing the Average turnover for last 3 financial years i.e. FY 2020-21, FY 2021-22, FY2022-23, & Income Tax Return for last 3 financial year <i>as per Annexure- VII</i>
3	Successful completion of at least One project with regard to providing coaching to candidate for any Competitive Examination under State/Central Government/Government Autonomous sponsored scheme	Work done Certificate / Project Completion Certificate / CRAC (Consignee Receipt & Acceptance Certificate) from the concerned authority

21. Commercial Bid:

No need to submit BOQ or commercial Bid. **Sanction Amount per Student Rs 50,000/- inclusive all Training, Study Material & all taxes** to provide non-residential Coaching for PSI, STI, ASO Examination conducted through Maharashtra State Public Service Commission (MPSC) for 400 Scheduled Tribe (ST) Candidates.

22. Disqualification:

The bidder should ensure that all the required documents, as mentioned in this EOI / bidding document, are submitted along with the bid. Non submission of the required documents may lead to the rejections of the bid submitted by the bidder. Besides other conditions and terms highlighted in the tender document, bids may be rejected / disqualified under following circumstances:

- i. In case the Bidder fails to meet the bidding requirements as indicated in this EOI or not submitted in accordance with the procedure and formats prescribed in this document.
- ii. During validity of the Bid, or its extended period, if any, the Bidder increases sanctioned price.
- iii. Incomplete Bid or failure to furnish all information required as per tender document and failure to furnish proofs for information provided.
- iv. Bid is received after due date and time.
- v. Bid is not accompanied by all the requisite documents.
- vi. Bids submitted without or with improper **Tender Fee & EMD**
- vii. Bids without signature of person (s) duly authorized on require pages of the bid.
- viii. Bids without power of authorization and any other document consisting of adequate proof of the ability of the signatory to bind the Bidder.
- ix. If the information provided by the Bidder is found to be incorrect / misleading at any stage / time during the Tendering Process.
- x. The Bidder not conforming to unconditional acceptance of full responsibility of providing services in accordance with the Agreements of this tender.
- xi. If the bid does not conform to the timelines indicated in the bid.
- xii. If the purchaser of the bid (i.e., who pay Tender Fee and EMD) and submitter of the bid is different.
- xiii. Any effort on the part of a Bidder to influence the bid evaluation, bid comparison or contract award decisions by unlawful/corrupt/fraudulent means at any point of time during the Bid process.
- xiv. Bidder fails to enter into a Contract within 7 Days of the date of issue of Letter of Selection / award of contract or within such extended period, as may be specified by the TRTI, PUNE.
- xv. While evaluating the Proposals, if it comes to the TRTI, PUNE knowledge expressly or implied, that some Bidders may have colluded in any manner whatsoever or otherwise joined to form an alliance resulting in delaying the processing of Proposal then the Bidders so involved are liable to be disqualified for this contract as well as for a further

period of three years from participation in any of the EOI floated by the TRTI, PUNE.

xvi. Bidder doesn't agree to accept the Terms and Conditions of the EOI.

23. Opening of Bid

- a. Envelope No. 1 containing the Technical Bid shall be opened online in the office of TRTI, PUNE, in the presence of the bidder/ representatives of bidder who choose to attend, at the address, date and time specified in the EOI.
- b. The bidders, who have been qualified in the technical evaluation, shall only be called for presentation in the office of TRTI, PUNE, in the presence Selection committee.

24. Evaluation of Technical Bid:

Bid Evaluation Committee formed by Commissioner, TRTI will evaluate the Technical Bid & submit its recommendation to Commissioner, TRTI. Decision of the Commissioner, TRTI would be final and binding upon all the Bidders.

A. Evaluation of Technical Bid

The evaluation of the Technical Bid will be carried out in the following manner:

- a. The Bidder's Technical Bid will be evaluated as per the requirements and evaluation criteria as mentioned in this Bid Document. The Bidders are required to submit all required documentation in support of the evaluation criteria.
- b. At any time during the Bid evaluation process, the Committee may seek written clarifications from the Bidders. The Committee may seek inputs from their professional and technical experts in the evaluation process.
- c. The Committee reserves the right to do a reference check of the past experience stated by the Bidder. Any feedback received during the reference check shall be taken into account during the technical evaluation process.

Technical Evaluation Criteria

Sr. no	Criteria	Supporting Documents	Description	Maximum Marks
1	<p>Experience - No. of years from which Coaching Institute is providing competitive examination coaching (Period before the date of registration of the institute will not be considered)</p>	<p>Documents of establishment / Registration of the institute having Memorandum of association/ Shop act license / Any confirmatory document which shows relevant experience.</p>	<p>a. Institute having coaching Experience \leq 3 years - 10 Marks</p> <p>b. Institute having coaching Experience more than 3 Years & \leq 7 years - 15 Marks</p> <p>c. Institute having coaching Experience more than 7 years - 20 Marks</p>	20 Marks
2	<p>Past Performance - Success ratio of Last 3 years of the Institute. -List of candidates qualified in PSI, STI, ASO Examination along with their roll number and <u>year of passing</u></p>	<p>Any confirmatory document (Admission form, Fee receipt, etc.,) about selected candidate's registration with the institute</p>	<p><i>Total number of successful candidates in PSI, STI, ASO Examination in Last 3 years</i> a. At least 10 candidates -10 marks</p> <p>b. At least 20 candidates -20 marks</p>	30 Marks

Sr. no	Criteria	Supporting Documents	Description	Maximum Marks
			C. At least 30 candidates -30 marks	
3	<p><u>Financial Turnover of the Institute</u> Note:- Financial Turnover of the Coaching institute should be from coaching business only either Govt. sponsored coaching schemes / paid coaching batches or both)</p>	<p><u>Average turnover for last 3 financial years</u> i.e. FY 2020-21, FY 2021-22, FY2022-23, & Income Tax Return for last 3 financial year <u>as per Annexure- VII</u> (Audited Financial statement/s. certified from CA (with UDIN number))</p>	<p>a. Average Annual Financial Turnover of the institute is at-least Rs 1.5 cr in last 3 FY - 10 Marks</p> <p>b. Average Annual Financial Turnover of the institute is at-least Rs 2.5 Cr in last 3 financial years - 15 Marks</p> <p>c. Average Annual Financial Turnover of the institute is at-least Rs 3.5 Cr in last 3 financial years - 20 Marks</p>	20 Marks
4	<p><u>Empanelment -</u> Empaneled by any Govt. Organization/Department/ Autonomous organization for providing coaching to candidate for competitive examination coaching</p>	<p>Supporting documents (Work Orders /Project Completion Certificate / Work done Certificate / CRAC (Consignee Receipt & Acceptance Certificate) / MOU from the concerned authority</p>	<p>a. Empaneled by at least One Govt. Organization/ Department / Autonomous organization for providing coaching to sponsored candidate for any Competitive Examination - 5 Marks</p> <p>b. Empaneled by at least three Govt. Organization/ Department / Autonomous organization for providing coaching to sponsored candidate for any Competitive Examination - 10 Marks</p> <p>c. Empaneled by at least five Govt. Organization/ Department / Autonomous organization for providing coaching to sponsored candidate for any Competitive Examination - 15 Marks</p>	15 Marks
5	<p>Experience of lecturers of coaching for PSI, STI, ASO Examination</p>	<p>Attach their Experience certificate from the current or previous employer with seal & sign</p>	<p>a. At least 5 lecturers having experience more than 5 years - 5 Marks</p> <p>b. At least 5 lecturers having experience more than 7 years - 7 Marks</p> <p>c. At least 5 lecturers having experience more than 10 years - 10 Marks</p>	10 Marks

Sr. no	Criteria	Supporting Documents	Description	Maximum Marks
6.	<p><u>Total Number of lecturers:</u> -</p> <p>Note – Lecturer/faculty should not be working on permanent /full time job in any college /institution, company or organization.</p>	List of lecturers with their Qualification Certificates and <u>teaching subject</u> in Resume/Bio data	<p>a. Number of lecturers at least 5 for General Studies – 5 Marks</p> <p>b. Number of lecturers at more than 5 & less than 7 for General Studies – 7 Marks</p> <p>c. Number of lecturers more than 7 for General Studies – 10 Marks</p>	10 Marks
7	The Bidder must have valid ISO 9001: 2015 certification at the time of bid submission	Copy of Certificate to be enclosed	Copy of Certificate to be enclosed	5 Marks
8	<p><u>Methodology & Approach</u></p> <p>Bidders to share their Methodology and Approach based on the requirements of the EOI through a Presentation.</p>	<p>The presentation should substantiate a complete understanding of this Coaching programme by the bidder and should include the following:</p> <ul style="list-style-type: none"> -Overall approach towards coaching -Infrastructure & lecture, faculty, successful students - Magazine, Own / Self-published Study materials/ booklets/ books covering all the topics of the syllabus, Multiple choice Questions bank etc -Last 2 years schedule of Test series taken and answer keys -Timely completion of syllabus, schedule of lectures -Academic Plan of the proposed PSI, STI, ASO Examination. - Well equipped, adequate audio-visual classroom - Online lecture facility and the to view recorded video of past lectures - Online Test facility - Wi-fi Facility - Library <p><i>Presentations which do not cover all the above requirements will be marked low.</i></p>	The presentation should also include key evidence of all the criteria of the EOI (i.e. Average Annual Turnover and experience of similar projects submitted in the Technical Bid clearly stating the page number where the evidence is provided in the Technical Bid)	40 Marks
TOTAL				150 Marks

Note -

The minimum qualifying marks required in technical criteria is 105 Marks (i.e., 70 %). The bidders who score more than 105 Marks shall be considered for Empanelment. The bidders who do not score minimum qualifying marks of 70 %, their bids shall be rejected and will not be considered for

Empanelment.

24. Empanelment of Coaching Institute

The selection of the bidder shall be based on QCBS method in which weightage of technical score shall be 80% and weightage of financial score shall be 20%.

Selection Method: Quality Cost Based System (QCBS)

The Bidder criteria for awarding the contract will be calculated based on the QCBS methodology. The weightage of Technical Score to Financial Score would be in the ration of 80: 20. Kindly refer the illustration below for understanding of the evaluation process.

ILLUSTRATION

The following is the procedure for evaluation for the award of tender:

The technical and financial scores secured by each bidder will be added with weight of 80:20 respectively and a Cumulative Bid Score arrived at, using the formula:

$$CS = (TS * 0.8) + (FS * 0.2)$$

Where

CTFS is Combined Technical and Financial Score;

TS = Technical Bid Score;

FS = Financial Bid Score

The bidder with highest Combined Technical and Financial Score (CTFS) will be the successful bidder and be eligible to become the service provider.

Stage 1: Technical Bid Evaluation (TS)

Bidder Details	Technical Marks obtained	Technical Score (X) = [Technical Marks gained by Respective Bidder / Higher Technical Marks secured by Bidder) X 100	Applying weightage of 80% to the TS (X)
Bidder 1	95	$X = [95/95] X 100 = 100.00$	$100 * 0.8 = 80.00$
Bidder 2	87	$X = [87/95] X 100 = 91.58$	$91.58 * 0.8 = 73.26$
Bidder 3	65	$X = [65/95] X 100 = 68.42$	Will not be assessed
Bidder 4	79	$X = [79/95] X 100 = 83.16$	$83.16 * 0.8 = 66.53$

* Since the eligible Technical Score should be 70 and hence Bidder No. 3 will be rejected.

Stage 2: Conversion of Financial Bid Amount to Score (FS)

Bidder Details	Financial Sanctioned Amount	Financial Score= (LFB/F*100)	Financial Score after applying 20% weightage (FS * 0.2)
Bidder 1	Rs 50,000	$50000/50000 * 100 = 100.00$	$100.00 * 0.20 = 20.00$
Bidder 2	Rs 50,000	$50000/50000 * 100 = 100.00$	$100.00 * 0.20 = 20.00$
Bidder 4	Rs 50,000	$50000/50000 * 100 = 100.00$	$100.00 * 0.20 = 20.00$

LFB – Lowest Financial Bid F – Quoted Amount

Stage 3: Combined Technical and Financial Score (CTFS) with weightage of TS:FS as 80:20

Bidder Details	Technical Score after applying 80% weightage	Financial Score after applying 20% weightage	CTFS = TS+FS
Bidder 1	80.00	20.00	94.67 (H1)
Bidder 2	73.26	20.00	90.19 (H2)
Bidder 4	66.53	20.00	86.53 (H3)

Stage 4: Composite Score of the Bidders

Composite score of the Bidders for the Bid shall be worked out as under:

Bidder	Technical Score (X)	Financial Score (Y)	Weighted Technical Score (80% of X)	Weighted Financial Score(20% of Y)	Composite Score (F=D+E)
A	B	C	D	E	F
1					
2					
3					
4					

The empanelment of bidder will be done for only those are qualified in Technical Bid & got highest Composite Scores in QCBS & priority will be given to the bidder/bidders having highest Composite Score.

Award of contract

Bid Evaluation Committee formed by Commissioner, TRTI will evaluate the Technical Bid as stated above, and submit its recommendation to Commissioner, TRTI. TRTI may ***empanel one or more eligible Bidder*** or cancel the EOI on the basis of their composite score and recommendation of the Bid Evaluation Committee. Decision of the Commissioner, TRTI would be final and binding upon all the Bidders. TRTI will notify the acceptance of Bid to the successful Bidder.

- a. The bid price will ***include*** all taxes and levies and shall be in Indian Rupees and mentioned separately.
- b. Any conditional bid would be rejected.
- c. Errors & Rectification: Arithmetical errors will be rectified on the following basis: "If there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail and the total price shall be corrected. If there is a discrepancy between words and figures, the amount in words will prevail".

Signing of Contract/Empanelment

Once TRTI notifies the successful Bidder that its Bid / proposal has been accepted, TRTI shall enter into a separate Agreement, incorporating the conditions of the Bid / EOI and its amendments and any special conditions during negotiations between the TRTI and the successful Bidder. In case the successful Bidder is unable to execute contract within 10 days, TRTI shall forfeit the Earnest Money Deposit (EMD) and cancel its Bid.

General Conditions of Contract

1. Conditional Bid (EOI Proposals) are liable for rejection.
2. Intending bidders can have detailed information from the office of TRTI, PUNE, during office hours.
3. The Bid Evaluation Committee formed by Commissioner, TRTI, Pune will shortlist the institutes and will recommend to the Commissioner, TRTI, Pune for empanelment, in order to sponsor the candidate for coaching. The candidate will be given the option of selecting the Institute of his/her choice, for admissions through counseling.
4. Bidder should note that the allotment of candidates to the coaching institute (successful bidder) will be done on the basis of merit avail. However, the Commissioner, TRTI, PUNE has the rights to restrict the ***maximum number of candidates*** that can be sponsored to the single institute and the decision of the Commissioner, TRTI, PUNE will be binding on all the bidders.
5. The Selection Committee constituted by the Commissioner, TRTI, PUNE, reserves the right to reject any or all tenders/Bid/EOI without assigning any reason.
6. ***The duration of the Coaching program will be of 6 months.***
7. ***Coaching will be imparted to the candidates sponsored by TRTI.***
8. Coaching should be provided to the 400 Scheduled Tribe Candidates with complete syllabus of PSI, STI, ASO Examination.
9. The Commissioner, TRTI reserves the right to increase or decrease the number of ST students / candidate be deputed to the institutions, to insure Qualitative Coaching.
10. The empanelled Coaching must submit Biometric attendance of the candidates (In Time and out Time) to the Commissioner, TRTI, Pune, every month.
11. The empanelled Coaching shall impart quality training, conduct periodic tests and shall inform the result of the same to the TRTI, PUNE, as and when the tests are conducted.
12. If the coaching is incomplete or not properly imparted, the Institute will be blacklisted and complete fee due will not be paid.
13. The empaneled Coaching Institutions shall provide ***study material (at no extra cost)*** to the candidates, immediately after admission and further, as and when the study materials are given to other candidates taking coaching in the institute.
14. The empaneled Coaching Institutions should not sublet the contract. If the Coaching Institutions are found to have sublet the contract, the contract will be terminated at the risk and cost of the Coaching Institutions concerned.
15. The empanelled Coaching Institute shall enter into a contract agreement on a non-judicial stamp paper of Rs. 100/-, with terms and conditions as per the format specified by the Commissioner, TRTI, Pune, within 10 days from the receipt of written communication of

letter of Selection to this effect, failing which the EMD will be forfeited and the Institution will be removed from the selected list of institutes.

16. The Bidder can submit Bid for coaching, provided that the Bidder can arrange adequate resources within 7 days of award of contract, to provide coaching at the locations for which the Bid is submitted. Failure to arrange the resources, within 7 days, the award of the contract will be cancelled and the EMD will be forfeited.

17. **Coaching fee will be paid in three installments; -**

1. First installment of forty percent (40%) of the total fee (Inc GST) will be paid after the MOU.
2. Second installment of forty percent (40%) of the total fee (Inc GST) will be paid after the completion of three months of coaching.
3. Final installment of twenty percent (20 %) of the total fee will be paid after completion of coaching.

(Note: The commissioner TRTI, Pune reserves the rights to change percentage of installment to be release to the service provider depending on the coaching progress)

Important Note

1. The Commissioner, TRTI, PUNE reserves the right to change the payment terms.
2. Payment of Coaching Fee shall be made after deducting all statutory deductions (TDS) in lieu of the taxes levied by the state government, central government and other authorities.
3. The Commissioner, TRTI, PUNE is not liable to pay any kind of interest on delayed payment.
4. The Commissioner, TRTI, PUNE reserves the rights of overall monitoring of the training program.
5. The coaching institutes should submit their invoice / bill for each installment, in duplicate with the list of candidates. The payments shall be made within 7 days of receipt of invoice. If, due to any reasons, payment delayed, no interest is payable.
6. Empanelment is for a **period of 1 year or up to the completion of running batch** if any, whichever is later. On completion of coaching, the institute will have to submit following reports to the Commissioner, TRTI, PUNE
 - ✓ Detail Project Completion Report.
 - ✓ Results of Test conducted by the Coaching Institute
 - ✓ Biometric Attendance report of the candidates

Empanelment may be extended for next two years by mutual consent with the same terms and conditions of the agreement executed. However, **there won't be any escalation in price due to** inflation and increase in coaching fee in market. Decision of the Commissioner, TRTI, PUNE, in this regard, will be final.

7. The Commissioner, TRTI, PUNE have the power to issue notices in writing and to Instruct/direct the Institutions to make alterations/variations in the assigned Coaching.

8. The Commissioner, TRTI, PUNE, Pune including the authorized Officers of the TRTI, PUNE shall have the power to issue notices in writing and to instruct/direct the Institutions to make alterations/variatics in the assigned work.
9. Empaneled bidder needs to maintain the daily basis face recognition Biometric Attendance, CCTV footage, Geo - Tagging Photographs of Coaching.

26. Failure to abide by the Agreement:

The conditions stipulated in the agreement shall be strictly adhered to and violation of any of the conditions will entail termination of the contract without prejudice to the rights of the TRTI, PUNE with such penalties as specified in the Bidding document and the Agreement.

27. Confidentiality of the Document

This Tender Document is confidential and the TRTI, PUNE shall ensure that anything contained in this Tender Document shall not be disclosed in any manner, whatsoever.

28. Jurisdiction and applicable Law

In case of any dispute arising out of the terms and conditions of contract or assignment, the matter shall be governed by the laws of India (both substantive and procedural) at that time being in force and shall be subject to exclusive jurisdiction of the Courts at Pune City.

Annexure – I

(To be submitted on bidder's letter head)

“Technical Bid for Expression of Interest for providing non-residential Coaching for PSI, STI, ASO Examination conducted through Maharashtra State Public Service Commission (MPSC) for 400 Scheduled Tribe (ST) Candidates”

To,

Hon'ble Commissioner,
Tribal Research and Training Institute,
28 Queens Garden, Pune -411001
Maharashtra State,

Subject: *Empanelment of Coaching Institutes providing non-residential Coaching for PSI, STI, ASO Examination conducted through Maharashtra State Public Service Commission (MPSC) for 400 Scheduled Tribe (ST) Candidates*

Reference: Tender No

Dated

Respected Sir,

I / We hereby offer to submit the Technical Bid for providing non-residential Coaching for PSI, STI, ASO Examination conducted through Maharashtra State Public Service Commission (MPSC) for 400 Scheduled Tribe (ST) Candidates.

I / We have read, and understood the contents of the tender/Bid/EOI and further state that I /We unconditionally accept and abide by the terms & conditions specified therein.

I / We submit the Technical Bid as under:

Sr No	Description	Remark
1	Name and address of the head office of the Coaching Institute	
2	Name of Head / Chairperson / President/Partner /Director	
3	Location at which the coaching is currently provided by the institute Note: Provide shop act license/ Relevant document to prove the location of coaching classes	
4	Name of Secretary	
5	Contact Person's Name and Designation	
6	Contact No.	
7	Date of Establishment of Institute as per Documents of establishment/ Registration of the institute	
8	a)Whether the Institution is registered (Yes/No)	
	b) If Yes, under which act. Institution is registered (Legal status)	

Sr No	Description	Remark		
	c) Registration Number			
	d) Date of Registration			
	e) Date of Expiry			
9	a) Whether GST payee			
	b) Mention GST number			
10	a) Whether Income tax payee.			
	b) Mention Permanent Account Number (PAN) of the Institution or Head of the Institution			
11	Total financial turnover per year for the last 3 financial years as per income tax return and financial statement.	FY 2020-21	FY 2021-22	FY 2022-23
12	Total years of experience of the coaching Institution. (Period before the date of registration of the institute is not considered)			
13	Whether the Coaching Institute is functioning in its own building or in a rented accommodation?			
14	Total built-up area in sq. feet of Training Institute / Training Venue			
15	Whether adequate Audio and sound facility is available in class room (Yes/ No):			
16	Whether video lecture facility is available in class room (Yes/ No):			
17	Details of faculty: Note: List of all the faculty/lecturer with above details should be provided along with their Bio data.			
18	Library facilities			
19	Printed Study Material (Self-published or Any reputed publisher)	Bidder must submit one copy of the following study material on or before the date of opening of technical bid: a) Study materials/ booklets/ books covering all the topics in the syllabus. b) Study materials/ booklets/books covering Multiple Choice Questions c) Study materials/ booklets/books covering Descriptive Questions		

Date:

Place:

Name, Designation and Signature of authorized representative of the Training Institution

Annexure – II
(Pre-Bid Queries Format)

Name of the Bidder (Organization / Agency):

Name and designation of Person(s) Representing the Bidder:

Contact Number:

Email Id:

Sr. No.	Tender document page number	Clause, Section, point serial number (Tender Ref.)	Query/ Clarification required	Suggestion
1				
2				
3				
4				

Signature:

Designation:

**Date:
Place**

Name, Designation and Signature of authorized representative of the Coaching Institution

Annexure- III
(Declaration to be given on Coaching Institute letter head)

Date:

To,
Hon'ble Commissioner,
Tribal Research and Training Institute,
28 Queens Garden, Pune -411001
Maharashtra State,

Subject: *Empanelment of Coaching Institutes for providing non-residential Coaching for PSI, STI, ASO Examination conducted through Maharashtra State Public Service Commission (MPSC) for 400 Scheduled Tribe (ST) Candidates*

Reference: Tender No _____ Dated

Respected Sir,

I/Wedo hereby submit Tender /bid/EOI for providing training to the candidates sponsored by TRTI for *Empanelment of Coaching Institutes for providing non-residential Coaching for PSI, STI, ASO Examination conducted through Maharashtra State Public Service Commission (MPSC) for 400 Scheduled Tribe (ST) Candidates.*

We do accept the mentioned rate and in all respects in accordance with the terms and conditions as mentioned in the Bid Document.

I/We have paid an amount of Rs. 3,50,000/- (Rs. Three Lakh Fifty Thousand only) towards EMD and I/We are aware that the EMD will not bear any interest.

We are aware that Tender fee of Rs 20,000 (Rs. Twenty Thousand) is **non refundable**

If this tender is accepted, I/We agree to abide by and fulfill all the terms and conditions of the contract.

I/We hereby distinctly and expressly declare and acknowledge that before submission of this tender; I/We have carefully followed the instructions.

I/We distinctly agree that I/We would hereafter make no claim or demand upon the Commissioner, TRTI, Pune based upon or arising out of any alleged misunderstanding or misconceptions or mistake on my / our part of the said contract, agreements, stipulations, restrictions and conditions.

Any notice required to be served on me / us shall be sufficiently served on me / us by post (registered or ordinary) or courier or left at my / our address given herein.

I / We fully understand the terms and conditions of the contract to be entered into between me/us and the TRTI, PUNE, Pune and the written agreement shall be the foundation of the rights of both the parties and the contract shall not be deemed to be complete until an agreement has been signed by me/us and the TRTI, PUNE, Pune.

Dated thisday of 2024.

**Name, Designation and Signature of authorized
representative of the Coaching Institution**

Annexure- IV

(Declaration / Undertaking of the Coaching Institution to be submitted along with Technical Bid, on its letter head)

To,
Hon'ble Commissioner,
Tribal Research and Training Institute,
28 Queens Garden, Pune -411001
Maharashtra State,

DECLARATION

NATURE OF SERVICE: Declaration for Proprietor/Partner/Director/Trustee is not blacklisted by any Government agency / Department / Autonomous Institute of any state Government and or Central Government

I/We..... do hereby submit declaration/undertaking that our Coaching Institute (Name).....and any other coaching institute or coaching organization in which I am proprietor/partner/director/trustee is not Blacklisted by any Government agency / Department / Autonomous Institute of any state Government and or Central Government.

I/We have read the Tender documents and related matters carefully and diligently and that I / We have uploaded the tender having studied, understood and accepted the full implications of the agreement.

Place:

Date:

**Name, Designation and Signature of
authorized representative of the Training
Institution**

Annexure- V

(Affidavit/Notary from the Coaching Institution on non-judicial stamp paper of Rs 100)

Date:

To,

Hon'ble Commissioner,
Tribal Research and Training Institute,
28 Queens Garden, Pune -411001
Maharashtra State,

Subject: *Empanelment of Coaching Institute for providing non-residential Coaching for PSI, STI, ASO Examination conducted through Maharashtra State Public Service Commission (MPSC) for 400 Scheduled Tribe (ST) Candidates*

Reference: Tender No

Dated

Respected Sir,

I/Wedo hereby submit Tender /bid for providing training to the candidates sponsored by TRTI for Empanelment of Coaching Institute for providing non-residential Coaching for PSI, STI, ASO Examination conducted through Maharashtra State Public Service Commission (MPSC) for 400 Scheduled Tribe (ST) Candidates.

If this tender is accepted, I/We agree to abide by and fulfill all the below terms and conditions of the contract.

- We will make arrangement of Coaching Halls with sitting capacity of Minimum Batch size 40 candidates & Maximum Batch size should be 50 candidates with Separate washrooms
- We will provide CCTV, face recognition Biometric Attendance System, Audio and sound facility, Video lecture facility, Domain LAB facilities etc,
- We will provide Qualified teaching staffs/lecturer for coaching
- We will Provide Self-published or any reputed published course material, Study materials/ booklets/ books covering all the topics in the syllabus to trainee.
- We will conduct the coaching in institute/ Venue having Minimum 1500 square feet built-up area
- We will be responsible & make necessary arrangement at any allocated district or suggested by TRTI Competent Authority

I/We hereby distinctly and expressly declare and acknowledge that before submission of this tender; I/We have carefully followed the instructions.

Dated thisday of 2024.

Name, Designation and Signature of authorized representative of the Coaching Institution

Annexure- VI
(Declaration / Undertaking of the Coaching Institution to be submitted along with Technical Bid, on its letter head)

Date:

To,
Hon'ble Commissioner,
Tribal Research and Training Institute,
28 Queens Garden, Pune -411001
Maharashtra State,

Subject: *Empanelment of Coaching Institute for providing non-residential Coaching for PSI, STI, ASO Examination conducted through Maharashtra State Public Service Commission (MPSC) for 400 Scheduled Tribe (ST) Candidates*

Reference: Tender No

Dated

Respected Sir,

I/We.....do hereby submit declaration/undertaking that None of the Governing Member, Director, Partner, Managing Director, CEO of our Coaching Institute (Name)..... is having Criminal Case against them.

I/We have read the Tender documents and related matters carefully and diligently and that I / We have uploaded the tender having studied, understood and accepted the full implications of the agreement.

Dated thisday of 2024.

Name, Designation and Signature of authorized representative of the Coaching Institution

Annexure- VII
Financial Turnover Certificate
(Need to submit on CA Letter head)

This is to certify that, we have verified the annual financial turnover of the Company/firm/Agency /Coaching institute named..... having head office at (Address)..... from the coaching of Competitive Examination and it is as mentioned below:

Particulars	Annual Financial Turnover from the competitive examination coaching
FY 2020-21 Amount (Rs) in both figures and words	
FY 2021-22 Amount (Rs) in both figures and words	
FY 2022-23 Amount (Rs) in both figures and words	
Average Financial Turnover	

Name of CA Firm:

Name of Signing Partner:

Membership Number:

Unique Document Identification Number (UDIN)

Signature:

Office Seal:

Date:

Annexure- VIII

(Declaration / Undertaking of the Coaching Institution to be submitted along with Technical Bid, on its letter head)

Date:

To,

Hon'ble Commissioner,
Tribal Research and Training Institute,
28 Queens Garden, Pune -411001
Maharashtra State,

Subject: Empanelment of Coaching Institute for providing non-residential Coaching for PSI, STI, ASO Examination conducted through Maharashtra State Public Service Commission (MPSC) for 400 Scheduled Tribe (ST) Candidates

Reference: Tender No

Dated

Respected Sir,

I/Wedo hereby submit declaration/undertaking that Year wise details of successful candidates in PSI, STI, ASO Examination. Details of the selected candidates to be submitted in following format

Sr. No	Name of the candidate who got selected in PSI, STI, ASO Examination	Mobile Number	Year of Coaching	Course for which coaching is provided	Year of passing	Name of Examination passed by the candidates	Post for which candidate is selected

Dated thisday of 2024.

Name, Designation and Signature of authorized Representative of the Coaching Institution

Annexure- IX

Checklist for Empanelment of Coaching institute

Name of Coaching Institute:

Sr. No.	Eligibility Criteria	Supporting Document	Eligible (Yes/No)	Supporting document page number /Remark (if any)
1.	The bidder shall be a company in India registered under the Companies Act 1956/2013, Proprietorship or a registered Partnership firm or a registered Limited Liability Partnership/ registered societies under Co-operative Societies Act, 1960 or trust <u>since last 3 Years</u>	Certificate of Incorporation / Registration. Period before the date of registration of the institute will not be considered.		
2.	The Bidder should have minimum average annual turnover of Rs 1.5 Crore from last three financial years i.e. FY 2020-21, FY 2021-22, FY2022-23	Copy of the Audited Balance Sheet and Profit & Loss Statement of the company duly certified by statutory auditor/chartered accountant & CA Certificate clearly citing the Average turnover for last 3 financial years i.e. FY 2020-21, FY 2021-22, FY2022-23, & Income Tax Return for last 3 financial year <u>as per Annexure- VII</u>		
3	Successful completion of at least One project with regard to providing coaching to candidate for any Competitive Examination under State/Central Government/ Government Autonomous sponsored scheme	Work done Certificate / Project Completion Certificate / CRAC (Consignee Receipt & Acceptance Certificate) from the concerned authority		
4	<u>Experience -</u> No. of years from which Coaching Institute is providing competitive examination coaching (Period before the date of registration of the institute will not be considered)	Documents of establishment / Registration of the institute having Memorandum of association/ Shop act license / Any confirmatory document which shows relevant experience.		
5	<u>Past Performance -</u> Success ratio of Last 3 years of the Institute. -List of candidates qualified in PSI, STI, ASO Examination along with their roll number and <u>year of passing</u>	Any confirmatory document (Admission form, Fee receipt, etc.,) about selected candidate's registration with the institute		
6	<u>Financial Turnover of the Institute</u> Note:- Financial Turnover of the	<u>Average turnover for last 3 financial years</u> i.e. FY 2020-21, FY 2021-22, FY2022-23, & Income		

Sr. No.	Eligibility Criteria	Supporting Document	Eligible (Yes/No)	Supporting document page number /Remark (if any)
	Coaching institute should be from coaching business only either Govt. sponsored coaching schemes / paid coaching batches or both)	Tax Return for last 3 financial year <u>as per Annexure- VII</u> (Audited Financial statement/s. certified from CA (with UDIN number		
7	<u>Empanelment</u> - Empaneled by any Govt. Organization/Department/Autonomous organization for providing coaching to candidate for competitive examination coaching	Supporting documents (Work Orders /Project Completion Certificate / Work done Certificate / CRAC (Consignee Receipt & Acceptance Certificate) / MOU from the concerned authority		
8	Experience of lecturers of coaching for PSI, STI, ASO Examination	Attach their Experience certificate from the current or previous employer with seal & sign		
9	<u>Total Number of lecturers:</u> - Note – Lecturer/faculty should not be working on permanent /full time job in any college /institution, company or organization.	List of lecturers with their Qualification Certificates and <u>teaching subject</u> in Resume/Bio data		
10	The Bidder must have valid ISO 9001: 2015 certification at the time of bid submission	Copy of Certificate to be enclosed		
11	Technical Bid	As per Annexure- I		
12	Declaration	As per Annexure- III		
13	The Coaching Institute should not have been black listed by any Government agency / Department / Autonomous Institute of any state Government and Central Government.	Undertaking / Declaration that, the Coaching Institute is not Blacklisted- As per Annexure- IV		
14	Self-Declaration of the Training Institution on non-judicial stamp paper of Rs 100	As per Annexure- V		
15	Partners/Director of the Coaching Institute should not be having any criminal case against them.	Undertaking / Declaration that, None of the Partner / Director is having Criminal Case against them - As per Annexure- VI		
16	No. of Selected candidates of the Coaching Institute must have got selected in PSI, STI, ASO	Details of selected candidates along with their name, year in which coaching taken, course for		

Sr. No.	Eligibility Criteria	Supporting Document	Eligible (Yes/No)	Supporting document page number /Remark (if any)
	Examination in last 3 years.	which coaching taken, mobile number, year of passing PSI, STI, ASO Examination, etc to be submitted along with Technical Bid. As per Annexure- VIII		
17	Coaching Institution, should have well equipped audio-visual classroom with adequate infrastructure facility required coaching.	The coaching institute will have to provide photographs & coaching infrastructure on the date of technical presentation.		
18	The Coaching Institute must have minimum 1500 square feet area	Registered Rent agreement or any other relevant document showing the ownership (Sale Deed / NA Plan Sanction copy for own building)		
19	Photograph of Coaching Centre, Classrooms and other infrastructure facilities	Geo- Tagging Photographs of Training Institute		
20	Details of course material	Study Material / Course Material		
21	Checklist	As per Annexure- IX		

Signature

Name of Authorized Person

Stamp of organization