



# **Tribal Research and Training Institute (TRTI), Pune**

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

**“Expression of Interest (EOI) for Empanelment of  
Coaching Institute to provide Coaching for GRE  
(Graduate Record Examination) / TOEFL (Test of  
English as a Foreign Language)/ IELTS (International  
English Language Testing System)/ GMAT (Graduate  
Management Admission Test) for the target group of  
TRTI in Maharashtra”**

**Issued By**

**Tribal Research and Training Institute (TRTI)**

28, Queens Garden, Camp, Pune-411001  
Tel No.: 020 -26360941, 26362071

**Email Id:** [trti.mah@nic.in](mailto:trti.mah@nic.in)

**Website:** <https://trti.maharashtra.gov.in>

**Tender Notification No.:** TRTI/2025/Training- GRE/TOEFL/ILTS/GMAT/Desk-4

**Dated-** 03/02/2025



**Tribal Research & Training  
Institute, Pune**  
Government of Maharashtra  
28, Queen's Garden, Pune - 411 001  
Tel - 020-26362772 Fax 020-2636 0026  
Website-trti.maharashtra.gov.in



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TRTI/2025/Training- GRE/TOEFL/GMAT/IELTS/Desk-04

Date: 03/02/2025

Online Expression of Interest (in Single Bid system - Technical Bid) are invited for Empanelment of Coaching Institute to provide Coaching for GRE (Graduate Record Examination) / TOEFL (Test of English as a Foreign Language)/IELTS (International English Language Testing System)/ GMAT (Graduate Management Admission Test) for the target group of TRTI in Maharashtra. Interested coaching institutes having adequate resources and experience can submit their Technical Bid online on website <https://mahatenders.gov.in/>

Name of the Service	No of Candidate (Approx.)	Tender Fee (in Rs)	Earnest Money Deposit (EMD) (in Rs)
Expression of Interest (EOI) for Empanelment of Coaching Institute to provide Coaching for GRE (Graduate Record Examination) / TOEFL (Test of English as a Foreign Language)/ IELTS (International English Language Testing System)/ GMAT (Graduate Management Admission Test) for the target group of TRTI in Maharashtra	Approx. 400 Candidate (Sanctioned Coaching Fee - Rs 40,000/- per Candidate) (including all applicable taxes)	Rs. 20,000/-	Rs. 2,00,000/-

1. The Coaching Institutes shall be Empaneled based on the Technical Evaluation.
2. Joint Venture, Consortium and sub-contracting 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/-** is required to be deposited online.
7. The **EMD of Rs. 2,00,000/-** 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 bidders shall submit their bid on or before **18/02/2025, 17:00 hrs.**
10. Right to reject any part of the bid or all the bids is reserved by TRTI, Commissioner.

**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**), invites online Expression of Interest (EOI), in single Bid system - (Technical Bid) from Registered Coaching Institute to provide Coaching for GRE (Graduate Record Examination) / TOEFL (Test of English as a Foreign Language)/ IELTS (International English Language Testing System)/ GMAT (Graduate Management Admission Test) for Tribal Research and Training Institute, Pune (here in after referred to as **TRTI**) in Maharashtra.

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 <https://mahatenders.gov.in/> and <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 online bid and online payment of tender 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.

## Section-2: Key Events & Dates

### 1. Key Events and Dates

Sr. No.	Event	Date & Time
1	Publish Date	04/02/2025, 11:00 hrs.
2	Document Download / Sale Start Date	04/02/2025, 11:00 hrs.
3	Bid Submission Start Date	04/02/2025, 11:00 hrs.
4	Clarification Start Date	04/02/2025, 11:00 hrs.
5	Clarification End Date	11/02/2025, 13:00 hrs.
6	Pre-Bid Meeting Date	11/02/2025, 15:00 hrs.
7	Bid Submission End Date	18/02/2025, 17.00 hrs.
8	Technical Bid Opening	19/02/2025, 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 2,00,000/-
2	Tender Fee – (To be paid online)	Rs 20,000/- (Non-Refundable)
3	Bid Validity Period	One-hundred-and-twenty (120) days from the date of submission of Bid.

## **Section- B: Instructions to Bidders**

This expression of Interest is invited for Empanelment of Coaching Institute to provide Coaching for GRE (Graduate Record Examination) / TOEFL (Test of English as a Foreign Language)/ IELTS (International English Language Testing System)/ GMAT (Graduate Management Admission Test) for the target group of TRTI in Maharashtra.

### **Glossary of Terms**

- a. Tribal Research and Training Institute – TRTI
- b. The term ‘Tender’ and ‘EOI’ has same meaning in the document

### **Acronyms:**

1. TRTI- Tribal Research and Training Institute
2. EOI – Expression of Interest
3. SoW – Scope of Work
4. GC – General Conditions
5. SC – Special Condition
6. PBG- Performance Bank Guarantee
7. GST – Goods & Service Tax
8. EMD – Earnest Money Deposit
9. SLA – Service Level Agreement
10. CPETIMC - Competitive Pre-Examination Training Implementation and Monitoring Committee
11. GRE – Graduate Record Examination
12. TOEFL- Test of English as a Foreign Language
13. GMAT - Graduate Management Admission Test
14. IELTS - International English Language Testing System
15. ETS - Educational Testing Service
16. MS – Mastre Science

## **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 cum study hall consisting of books on various subjects like Anthropology, Sociology, Economics, Law, Computer Science, general Encyclopedia etc. The library cum study hall 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 cum study hall

## 2. Scope of Work -

Coaching is to be provided for the complete syllabus applicable for GRE/TOEFL/IELTS/GMAT to the candidates to be sponsored by Tribal Research & Training Institute, Pune. The Approximate number of Candidate for providing Coaching for GRE (Graduate Record Examination) / TOEFL (Test of English as a Foreign Language)/IELTS (International English Language Testing System)/ GMAT (Graduate Management Admission Test) for the target group of TRTI in Maharashtra is given below & it may increase or decrease after the empanelment.

Sr No	Name of Department	Name of Coaching	Number of Candidates (Approx.)
1	Tribal Research & Training Institute, Pune (TRTI)	GRE / TOEFL/ IELTS/ GMAT	400
	<b>Total</b>		<b>400</b>

### GRE (Graduate Record Examination) –

Graduate Record Examination or GRE is a popular standardized exam. **It is an important requirement for candidates looking to pursue graduate studies abroad (MS Studies or MBA).** Developed and administered by ETS (Educational Testing Service) - the GRE pattern has been to measure the test taker's knowledge of basic algebra, arithmetic, data analysis, geometry and college-level vocabulary. More importantly, the GRE measures your ability to think critically, analyze and evaluate written material and solve problems. The Graduate Record Exam (GRE) is a multiple-choice, computer-based, standardized exam. Students planning to pursue admission to graduate programs abroad are required to undertake the GRE test.

The GRE exam syllabus is made up of three sections – GRE Analytical Writing, GRE Verbal Reasoning, and GRE Quantitative Reasoning. The GRE exam syllabus measures the verbal reasoning, quantitative reasoning, critical thinking, and analytical writing skills of candidates that are necessary for success in higher education. Candidates wanting to pursue graduate studies abroad are required to qualify for their Graduate Record Examinations (GRE) and achieve good scores. In order to do so, bidder must be well-versed with the latest GRE syllabus, to begin with.

### TOEFL (Test of English as a Foreign Language) –

The TOEFL is among the most popular English proficiency exams accepted at American and Canadian Universities and education institutions abroad. Conducted by ETS, the full form of TOEFL is the Test of English as a Foreign Language and the ETS TOEFL exam measures all four academic English skills - reading, listening, speaking and writing in a university setting. Candidates eligible to appear for the TOEFL examination can take the TOEFL iBT (Internet-Based Test) or the TOEFL Home Edition depending on their convenience. The test comprises four sections: Reading, Listening, Speaking, and Writing, each designed to assess your proficiency in key academic English skills. TOEFL exam is one of the most popular English assessment tests for candidates looking to travel to the USA, Canada or any major English-speaking country for higher education.

ETS - the conducting body of the TOEFL exam has not laid down any TOEFL eligibility criteria for students looking to take the IELTS exam. However, candidates who have passed their 10+2 level of education from a recognized institution are the most eligible to apply for the TOEFL exam. The TOEFL exam is an important component of a university application for students who are looking to study abroad in an English-speaking country.

The TOEFL exam pattern comprises four sections, Reading, Listening, Speaking and Writing - along with the total score. The TOEFL exam has been designed to assess the test takers' reading, listening, writing and speaking abilities in a university setting. The TOEFL exam is an important component of a university application for students who are looking study abroad in an English-speaking country.

The TOEFL exam and the TOEFL syllabus have been designed to assess various skills of the

candidates and know their English language proficiency. Bidder need to complete TOEFL syllabus covering the writing, reading, listening, and speaking aspects of the TOEFL exam. The TOEFL exam is conducted by ETS and currently, the TOEFL test is available in three formats, TOEFL iBT (Internet-based format), TOEFL at Home (home-based TOEFL test) and TOEFL Test on Paper (held at both the TOEFL test center and at home).

### **IELTS (International English Language Testing System) –**

IELTS (International English Language Testing System) is an English language exam that is required to be taken by international candidates considering studying or working in a country where English is the main language of communication. The full form of the IELTS exam is the International English Language Testing System. The most popular countries where IDP IELTS is accepted for university admissions are studying in UK, Australia, New Zealand, the USA, and Canada. The IELTS exam measures the ability of test-takers to communicate in the four basic English language skills – listening, reading, speaking, and writing.

**IELTS Eligibility:** The only IELTS exam eligibility criteria prescribed by IDP require candidates to be at least 16 years of age to be eligible to register for the IELTS exam. There is no upper age limit fixed to take the IELTS exam by IDP - the conducting body of the IELTS exam. The IELTS is a popular language proficiency test that is undertaken by candidates who are looking to study, work or migrate to English-speaking countries and aim to gain global exposure. The IELTS exam pattern assesses test takers on the four skills of the English language Listening, Reading, Writing, and Speaking.

Candidates should check the requirements of the college/university they are applying to and then prepare accordingly. IELTS General Training is given by those who are planning to migrate to a major English-speaking nation. It can also be given by those who are shifting to a different country for work-related training. IELTS is also accepted by professional organizations that ask for English language proficiency scores from candidates whose native language is not English.

The IELTS exam is available to candidates in two formats, IELTS Academic and IELTS General Training. Candidates can opt for either of the IELTS exams depending on their requirements or the university/ course they will be applying to.

### **GMAT (Graduate Management Admission Test)**

GMAT exam which is conducted to assess an applicant's business aptitude. GMAT is standardized test that measures the quantitative and verbal skills of the candidates. Any candidate, who wants to apply for management programmes and is 18 years or above. The GMAT Paper Pattern comprises both objective and subjective questions. The GMAT exam pattern focuses on assessing the applicant's problem-solving skills, challenging critical thinking, and testing data analysis skills which are essential components for pursuing graduate business programs. GMAT is a standardized exam, score of which are used for obtaining admissions to B-schools abroad and in India as well. Most of the US, UK, Italian, Australian and Canadian universities accept GMAT scores for admissions to MBA programs. Students who are applying for MBA or MS in Management related courses may have to submit GMAT scores. GMAT is now GMAT Focus Edition, thus, those who are applying for the first time can submit GMAT Focus scores, while those who have previously taken GMAT can submit the scores if they still are valid.

#### **1. Bid Process:**

The Bidder has to submit a Bid on line in one envelope system containing Technical Bid for " Empanelment of Coaching Institute to provide Coaching for GRE (Graduate Record Examination) / TOEFL (Test of English as a Foreign Language)/IELTS (International English Language Testing System)/ GMAT (Graduate Management Admission Test) for the target group of TRTI in Maharashtra ".

## **2. Tender Fee (Non-Refundable)**

The bidders are requested to deposit the Tender fee of **Rs.20,000/-** 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 by TRTI, Pune.

## **3. Earnest Money Deposit**

The Earnest Money Deposit (EMD) of **Rs 2,00,000/-** is required to be deposited online through / Net Banking. Proof of the same should be attached with the Technical Bid.

- a) No interest will be payable to the bidder on the Amount of the EMD.
- b) The EMD shall be denominated in Indian Rupees only
- c) Bids submitted without adequate EMD will be liable for rejection.
- d) EMD of unsuccessful bidders will be refunded after completion of Bid process.
- e) EMD of successful bidders will be returned after successful completion of Bid process/AOC/Empanelment.
- 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.

## **4. 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. **All documents submitted by bidders in the technical envelop must be in the same name in which the bid is submitted.**

## **5. Consortium, Joint Ventures and Sub-Contracting**

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

## **6. Completeness of Response**

- a) The Tender Document may not contain all the information as 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 TRTI, its employees and other associated organization accept no responsibility for the accuracy or otherwise for any interpretation or opinion on law expressed herein.
- b) The TRTI, its employees and other associated organization 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.

## **7. Place of opening of EOI**

The EOI will be opened online in the Office of Tribal Research and Training Institute, Maharashtra State, Pune, 28, Queen's Garden, Near Old Circuit House, Pune-411001 on the scheduled dates.

## **8. Bid Preparation Costs**

The bidder shall submit the bid at their own cost and TRTI, PUNE or any associated organization 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.

## **9. Amendment of EOI Document**

- a. The Commissioner, TRTI reserve the rights 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 / corrigendum 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 or also on TRTI, PUNE website <https://trti.maharashtra.gov.in> and shall be part of the EOI 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.

## **10. Pre- Bid Meeting**

Pre- Bid meeting is open to all prospective bidders. The same will be held on ***Tuesday, 11/02/2025, 15:00 hrs.***, in the Office of Tribal Research and Training Institute, Maharashtra State, Pune,28, Queens Garden, Near Old Circuit House, Pune - 411001

## **11. 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 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.

## 12. 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 are written in any other language than the notarized translation of the same should be submitted along with bid 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.

## 13. 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.

## 14. 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).

## 15. 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. The Technical Bid should consist of all details as per Annexure- I.

### a) Pre-qualification Requirements 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/Proprietorship / registered societies under Co-operative Societies Act, 1960 or trust and having experience of <b><u>minimum last 5 Years from the date of registration.</u></b>	Certificate of Incorporation/ Registration /Partnership Deed/Shop act.  <b>Note</b> - Period before the date of registration of the institute will not be considered.
2	The Bidder should have <b><u>minimum average annual turnover of Rs. 50 Lakhs</u></b> from any 3 financial years from last five years. i.e. FY 2019-20, FY 2020-21, FY 2021-22, FY 2022-23, FY 2023-24  <b>Note</b> - <b><u>Minimum average annual turnover will be considered from the GRE/TOEFL/IELTS/GMAT examination coaching ONLY.</u></b>	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 from any 3 financial years from last five years i.e. FY 2019-20, FY 2020-21, FY 2021-22, FY 2022-23, FY 2023-24 & Income Tax Return for the year for which the turnover certificate is submitted to certify the criteria of <b><u>minimum average annual turnover requirement</u></b>

3	Infrastructure	-Registered rent agreement should be valid minimum next 6 months from the last date of closure of technical bid. -Institute must have minimum 1 class room & 1 Computer Lab -Institute must have minimum 800 square feet carpet area as per registered rent agreement or ownership documents. - At least one Biometric Machine required -Geo-tag Photographs of Institute containing all Class rooms & infrastructure (CCTV, Bio Metric, Separate washrooms for Ladies & Gents etc)
4	<i>Performance of Coaching Institute</i>  <b>Note:</b> <i>-Successful candidates mean student who have taken coaching from the particular coaching institute and have been qualified in GRE/TOEFL/IELTS /GMAT</i>	<i>Total number of successful candidates in GRE/TOEFL/IELTS /GMAT in Last 5 years must be <b>at least 25 candidates.</b></i>  <i>-Supporting document will be consider as Admission form/Payment Receipt/Coaching Fee Tax Invoice &amp; result of respective candidate must be produced.</i>
5	<i>Website of Coaching Institute</i>	<i>Coaching Institute must have their own website. Provide the URL &amp; Screenshot for the same.</i>
6	<i>GST Registration and PAN/TAN</i>	<i>GST Registration Certificate, PAN/TAN are Mandatory (Provisional GST Registration Certificate is not valid)</i>

## 21. Commercial Bid:

This is the single bid EOI, so no need to submit BOQ or commercial Bid. **Sanction Amount per Student Rs 40,000/- (Including all applicable taxes and Study Material)** to provide Coaching for GRE (Graduate Record Examination) / TOEFL (Test of English as a Foreign Language)/IELTS (International English Language Testing System)/ GMAT (Graduate Management Admission Test) for the target group of TRTI in Maharashtra.

**Note:** Study material includes any relevant publication / Self-published Study materials/ booklets/ books/ online contents covering all the topics of the syllabus etc. and must be distributed to target group students free of cost.

## 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:

- 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.
- During validity of the Bid, or its extended period, if any, the Bidder increases sanctioned price.
- Incomplete Bid or failure to furnish all information required as per tender document and failure to furnish proofs for information provided.
- Bid is received after due date and time.
- Bid is not accompanied by all the requisite documents.
- Bids submitted without or with improper **Tender Fee and EMD**
- Bids without signature of person (s) duly authorized on require pages of the bid.

- h. Bids without power of authorization and any other document consisting of adequate proof of the ability of the signatory to bind the Bidder.
- i. If the information provided by the Bidder is found to be incorrect / misleading at any stage / time during the Tendering Process.
- j. The Bidder not conforming to unconditional acceptance of full responsibility of providing services in accordance with the Agreements of this tender.
- k. If the bid does not conform to the timelines indicated in the bid.
- l. If the purchaser of the bid (i.e., who pay Tender Fee and EMD) and submitter of the bid is different.
- m. 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.
- n. Bidder fails to enter into a Contract within 15 Days from the date of issue of Letter of Selection/ award of contract or within such extended period, as may be specified by the TRTI, PUNE.
- o. 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.
- p. 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, on mentioned date and time specified in the EOI.
- b. The bidders, who have been qualified in the Pre-Qualification shall only be called for presentation in the office of TRTI, Pune in the presence of Bid Evaluation 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><b>Experience</b> - No. of years from which Coaching Institute is providing coaching for GRE/TOEFL/IELTS/GMAT Examination (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 <math>\geq 5</math> Years &amp; <math>\leq 7</math> years - <b>5 Marks</b></p> <p>b. Institute having coaching Experience <math>\geq 7</math> Years &amp; <math>\leq 10</math> Years - <b>10 Marks</b></p> <p>b. Institute having coaching Experience more than 10 Years - <b>15 Marks</b></p>	15 Marks
2	<p>Performance of Coaching Institute in last 5 years for GRE/TOEFL/IELTS/GMAT Examination Only.</p> <p><b>Note</b> - Provide List of successful candidates from last five years i.e. FY 2019-20, FY 2020-21, FY 2021-22, FY 2022-23, FY 2023-24</p>	<p>-Any confirmatory document (Admission form/ Result / Coaching Fee receipt etc.,) of selected candidates with the institute.</p> <p>- List of candidates qualified GRE/TOEFL/IELTS/ GMAT Examination along with their Application/Roll/Unique ID number and year of passing as per annexure VII</p>	<p>Total number of successful candidates in Last 5 years of GRE/TOEFL/IELTS/GMAT only</p> <p>a. Successful candidates <math>\geq 25</math> and <math>\leq 35</math> candidates - <b>10 marks</b></p> <p>b. Successful candidates <math>&gt; 35</math> and <math>\leq 50</math> candidates - <b>15 marks</b></p> <p>c. More than 50 candidates - <b>20 marks</b></p>	20 Marks
3	<p>Average Annual Financial Turnover of the Institute</p> <p><b>Note</b> - <u>Minimum average annual turnover will be considered from the GRE/TOEFL/IELTS/GMAT coaching ONLY.</u></p>	<p>Copy of the Audited Balance Sheet and Profit &amp; Loss Statement of the company duly certified by statutory auditor/chartered accountant &amp; CA Certificate clearly citing the Average turnover from any 3 financial years from last five years i.e. FY 2019-20, FY 2020-21, FY 2021-22, FY 2022-23, FY 2023-24 &amp; Income Tax Return for the year for which the turnover certificate is submitted to certify the criteria of <u>minimum average annual turnover requirement</u></p>	<p>a. Average Annual Financial Turnover of the institute is at least Rs. 50 Lakhs in any last 3 financial years from the last five Years - <b>5 Marks</b></p> <p>b. Average Annual Financial Turnover of the institute is at least Rs. 75 Lakhs in any last 3 financial years from the last five Years - <b>10 Marks</b></p> <p>c. Average Annual Financial Turnover of the institute is at least Rs.100 Lakhs in any last 3 financial years from the last five Years - <b>15 Marks</b></p>	15 Marks
4	<p>Experience of lecturers of coaching for GRE/TOEFL/IELTS/GMAT coaching</p>	<p>Attach their relevant experience certificate from the current or previous employer with seal &amp; sign</p>	<p>a. At least 3 lecturers having experience more than 5 years - <b>2 Marks</b></p> <p>b. At least 2 lecturers having experience more than 7 years - <b>3 Marks</b></p>	10 Marks

Sr No	Criteria	Supporting Documents	Description	Maximum Marks
			c. At least 1 lecturer having experience more than 10 years <b>- 5 Marks</b>	
5	Mobile Apps or Website for Online lecture facility and to view recorded video of past lectures	Test series, online tracking performance of registered candidates, APK/URL for recorded session.	APK should be available on play store. URL / snapshot of Website needs to be provided.	<b>10 Marks</b>
6	Biometric Attendance of the candidates	Attach Geo-Tag Photograph of installed Biometric Attendance Machine at Institute.	Attach Geo-Tag Photograph of installed Biometric Attendance Machine at Institute.	<b>05 Marks</b>
7	CCTV surveillance system	Attach Geo-Tag Photograph of installed CCTV surveillance system at Institute.	Attach Geo-Tag Photograph of installed CCTV surveillance system at Institute.	<b>05 Marks</b>
8	Audio-visual classroom	Attach Geo-Tag Photograph of installed Audio-visual classroom at	Attach Geo-Tag Photograph of installed Audio-visual classroom at Institute.	<b>05 Marks</b>
9	Wi-fi Facility	Attach Geo-Tag Photograph of installed Wi-fi Facility at Institute.	Attach Geo-Tag Photograph of installed Wi-fi Facility at Institute.	<b>05 Marks</b>
10	Methodology & Approach  Bidders to share their Methodology and Approach based on the requirements of the EOI through a Presentation.	The presentation should substantiate complete understanding of this Coaching programme by the bidder and should include the following:  -Overall approach towards coaching -Infrastructure - Own / Self-published Study materials/ booklets/ books covering all the topics of the syllabus, online content - Schedule of Test series, plan for proposed coaching duration -Schedule of lectures ensuring Timely completion of syllabus for proposed coaching duration. Presentations which do not cover all the above requirements will be marked low. Presentation should compile all above points mentioned in EOI.	The presentation should also include key evidence of all the criteria of the EOI	<b>10 Marks</b>
<b>TOTAL</b>				<b>100 Marks</b>

**Note -**

The minimum qualifying marks required in technical criteria is 70 Marks (i.e., 70 %). The bidders who score is equal or more than 70 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.

## **25. Empanelment of Coaching Institute**

The empanelment of the bidder shall be based on marks obtained in technical evaluation and the physical verification. The empanelment of bidder will be done for only those are qualified in Technical Bid and have the infrastructure and other facility as per tender document and the same is verified in physical verification.

### **A. Award of contract**

Bid Evaluation Committee formed by the Commissioner, TRTI will evaluate the Technical Bid as stated above, and also decide the maximum ceiling limit of the student to be sponsored in each coaching institute based on available infrastructure facility and the other technical evaluation parameter, last five years admission of respective institute and submit its recommendation to the Commissioner, TRTI. The Commissioner, TRTI may **empanel one or more eligible Bidder** or cancel the EOI on the basis of their technical score, physical verification 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.

### **B. Empanelment**

TRTI will issue empanelment letter to the coaching institute and will be binding on all the successful bidders.

### **C. Signing of Contract/MoU**

Once TRTI notifies the successful Bidder that it's Bid / proposal has been accepted and the empanelment letter is issued by TRTI, the successful bidder will have to enter into a separate MoU with TRTI incorporating the conditions of the Bid / EOI and its amendments and any special conditions as may be required by TRTI. TRTI will also issue Letter of Intent/Letter of Award/Work Order with any special conditions as may be required by the respective organization, which will be binding on the successful bidders. In case the successful Bidder is unable to execute contract within 15 days or within time period as may be specified by the respective organization, TRTI shall forfeit the Earnest Money Deposit (EMD) and cancel its Bid.

### **Section D- General Conditions of Contract**

1. Conditional Bid (EOI) 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 will shortlist the institutes and will recommend to the Commissioner, TRTI for empanelment, in order to sponsor the candidate for coaching. The candidate will be given the option of selecting the empaneled Institute of his/her choice for admissions.
4. Bidder should note that the allotment of candidates to the coaching institute (successful bidder) will be done on the basis of merit. However, The Commissioner, TRTI has the rights to restrict the maximum number of candidates that can be sponsored to the single institute on the basis of physical verification and infrastructure facility of the coaching institute and the decision of the Commissioner, TRTI will be binding on all the bidders.
5. The Commissioner, TRTI reserves the right to reject EOI without assigning any reason.
6. The duration of the Coaching program will be as below.

<b>Sr no</b>	<b>Name of Examination</b>	<b>Duration of Course</b>	<b>Course Schedule</b>
1	GRE	6 Months	Any 5 days in a Week having 2.5 Hours per day
2	TOEFL	6 Months	Any 5 days in a Week having 2.5 Hours per day
3	IELTS	6 Months	Any 5 days in a Week having 2.5 Hours per day
4	GMAT	6 Months	Any 5 days in a Week having 2.5 Hours per day

7. Bidder need to submit all relevant documents mentioned in pre-qualification and technical qualification criteria for location of which bid is submitted.
8. Coaching should be provided for the complete syllabus applicable for GRE/TOEFL/IELTS/GMAT.
9. TRTI, Pune reserves the right to increase or decrease the number of candidates to be sponsored for the coaching. In circumstances of serious complaints about the Training/coaching institute from student or other sources, after due enquiry if any serious misconduct found then TRTI reserve the rights to cancel the whole contract with respective Training/coaching institute.
10. The number of candidates to be allotted to the coaching institute may be increased or decreased to ensure quality coaching.
11. The attendance should not be less than 75% per month for each candidate. The Empaneled Coaching institute must submit every month Biometric attendance of the candidates (In Time and out Time) to the respective organization from which work order is issued. In case of failure to maintain 75% attendance per month, stipend of concerned candidate will not be paid for those months.
12. The Empaneled Coaching Institutions shall provide quality coaching to the sponsored students for GRE/TOEFL/IELTS/GMAT.
13. The Empaneled Coaching shall impart quality training, conduct periodic tests and shall inform the result of the same on monthly basis to the respective organization from which work order is issued.



14. If the coaching is incomplete or not properly imparted, the coaching institute will be blacklisted and complete fee due will not be paid.
15. The empaneled Coaching Institute shall provide ***study material/online content (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.
16. The empaneled Coaching Institute should not sublet the contract. If any Coaching Institute are found to have sublet the contract, the contract will be terminated at the risk and cost of the Coaching Institute will be recovered.
17. Initially MoU will be done with the empaneled coaching institute on a non-judicial stamp paper of Rs. 500. However, on completion of admission procedure (once the number of candidates sponsored to the coaching institute is fixed) the Coaching Institute will have to pay stamp duty of requisite value depending on the total value of work order as per Maharashtra Stamp Act, failing which the payment of coaching fee will not be done. MoU need to sign within 15 days from the receipt of written communication of letter of Selection to this effect, failing which the EMD will be forfeited and the coaching institute will be removed from the selected/empaneled list.
18. The bidder's coaching institute should be operational at the time of submission of bid with all infrastructure facility as required in the Pre & Technical Qualification of the bid document.
19. ***The bidder should submit the bid only for the location at which the bidder's coaching institute is operational with all infrastructure facility as required in the technical requirement of the bid document at the time of submission of bid.***
20. ***In case of any pandemic situation occurs in future then training institute must have facility to conduct coaching for GRE/TOEFL/IELTS/GMAT in ONLINE Platform.***
21. ***Coaching fee will be paid in Four installments for GRE/TOEFL/IELTS/GMAT -***
  1. First installment of 25% of the total fee (Inc. GST) will be paid after the completion of one month from the commencement of coaching.
  2. Second installment of 25% of the total fee (Inc. GST) will be paid after the completion of three months of coaching.
  3. Third installment of 25 % of the total fee (Inc. GST) will be paid after completion of five months coaching
  4. Final installment of 25% of the total fee (Inc. GST) will be paid after the submission of all completion reports with success ratio.

(Note: - Commissioner, TRTI reserve the right to change the percentage of coaching fee installments to be paid to the Service provider and also to change the terms and conditions associated with the payment installments.)

### ***Important Note***

- a) Coaching Fee/Payment will be directly paid by TRTI to empaneled Coaching Institute.
- b) 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.
- c) The respective organization from which work order is issued is not liable to pay any kind of interest

on delayed payment.

- d) TRTI reserves the rights of overall monitoring of the coaching program.
- e) The coaching institutes should submit their GST invoice / bill for each installment, in duplicate with the list of candidates. The payments shall be made within 10 working days of receipt of invoice. If, due to any reasons, payment delayed, no interest is payable.
- f) Coaching Fee/Payment of individual candidate will be disbursed only after the completion/achievement of minimum average 75% attendance during whole session of GRE/TOEFL/IELTS/GMAT. However, first and second instalment of Coaching Fee/Payment of individual candidate will be disbursed irrespective of average percentage of attendance during the period of first and second instalment. Third instalment will not be disbursed in case the candidate does not maintain minimum average 75% attendance during the period of coaching till third instalment. However, if the candidate does not maintain 75% attendance at the time of third installment but maintain 75% attendance during whole session of GRE/TOEFL/IELTS/GMAT Coaching, the Fourth instalment will be released together with third installment. Fourth installment will be released only if the attendance of the candidate is having minimum average 75% attendance during the whole session of GRE/TOEFL/IELTS/GMAT Coaching. Coaching Institute must do proper counseling of the student and motivate them to attend lectures to maintain at least 75 % attendance during the whole session of GRE/TOEFL/IELTS/GMAT Coaching.
- g) Empanelment is for a **period of 3 years or up to the completion of running batch** if any, whichever is later. However, Commissioner, TRTI will conduct review on the performance of Coaching Institute on yearly basis & will provide extension subject to satisfactory performance of the coaching institute.
- h) On completion of coaching, the institute will have to submit following reports to the respective organization from which work order is issued
  - ✓ Detail Project Completion Report.
  - ✓ Results of Test conducted by the Coaching Institute
  - ✓ Biometric attendance
- i) Face Detection Attendance, compatible machine needs to be installed at the coaching institute by selected bidder. The coaching institute should have facility of minimum 1 biometric machine per 50 students after the empanelment of institute.
- j) Initially the MoU will be done for the period of one year however, it may be extended annually 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. However, Decision of the Commissioner, TRTI in this regard, will be final.
- k) The respective organization from which work order is issued have the power to issue notices in writing and to instruct/direct the coaching institute to make alterations/variations in the assigned Coaching work.
- l) Empaneled bidder needs to maintain the daily basis face recognition Biometric Attendance, CCTV footage, Geo - Tagging Photographs of during the Coaching & must able to provide the access of CCTV footage over the internet to monitor the live coaching class session whenever required. Coaching institute should have facility to maintain the CCTV footage & will submit to TRTI whenever required.

**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 respective organization from which work order is issued with such penalties as specified in the Bidding document and the Agreement.

**27. 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.

**28. Performance Bank Guarantee (BG):**

Successful Bidder has to submit performance bank guarantee/Demand Draft of 3% of the awarded contract value (basis number of students allotted for coaching to the particular coaching institute) from any scheduled bank in India, within 15 days of award of work order or within time period as specified in the work order to the respective organization from which work order is received. Performance Bank Guarantee (BG) shall be retained by respective organization from which work order is issued till the end of the contract and shall be released on successful completion of coaching during Contract period.

**29. Physical Verification:**

TRTI will perform the surprise visit on any day after the last date of submission of bid during the office hours of the Coaching institute at the address provided in the technical bid and will perform the physical verification of all infrastructure and other facility required as per EOI document. If the required infrastructure and other facility as per EOI document is not available then the bids of the bidder will be rejected and no further evaluation will be done. If the infrastructure and other facility claimed by the bidder in the bid document is not available, false document submitted by the bidder or wrong address is provided by the bidder or the Coaching Institute is not available at the address provided by the bidder in bid document then the bid will be rejected and the bidder will be blacklisted & EMD will be forfeited.

**30. Start of Coaching:**

Bidder (Coaching Institute) must impart coaching for GRE/TOEFL/IELTS/GMAT and the Coaching must be started within 10 days from the date of issue of list of the candidates sponsored to the coaching institute or as may be instructed by TRTI.

**31. Cancellation of Admission:**

a) If any selected candidate leaves / quits the coaching within seven days of joining the coaching institute or the start of coaching then the Government Institute will provide the replacement candidate from the waiting list and the coaching fee if any already paid will be adjusted against the coaching fee of new candidate.

b) If the candidates are not available in waiting list or candidate leaves / quits the coaching after 7 days or more days of joining the coaching institute or the start of coaching then the coaching fee for the remaining duration of coaching will not be paid and the excess fee if any already paid on pro-rata basis, the same will be adjusted against the total fee payable to the coaching institute.

### **32. Inspection of Coaching institute:**

TRTI will have powers to review the Coaching Classes and visit the Coaching Institute for inspection and if at any time, it comes to the conclusion that the Coaching Classes are not being conducted satisfactorily, and the coaching institute fails to improve the performance within reasonable period as may be specified in the notice of intimation or the extended period as may be given by the organization which has issued work order. The Coaching Institute shall neither be entitled to any payment towards coaching fee or any damages.

### **33. Fraud & Corrupt Practice**

It is required that the bidder (Coaching Institute) submitting bid and bidder (Coaching Institute) empaneled through this tender process must observe the highest standards of ethics during the process of selection and during the performance and execution of Coaching Programme.

For this purpose, definitions of the terms are set forth as follows:

a. "**Corrupt Practice**" mean offering, giving, receiving, or soliciting of anything of value to influence the action of TRTI or its personnel while executing this work.

b. "Fraudulent Practice" means a misrepresentation of facts, in order to influence a Selection process or the execution of a Work Order, and includes collusive practice among Agency (prior to or after Proposal submission) designed to establish Proposal prices at artificially high or non-competitive levels and to deprive TRTI of the benefits of free and open competition.

c. "Unfair trade practice" means supply of services different from what is ordered on, or change in the Scope of Work.

d. "Coercive practice" means harming or threatening to harm, directly or indirectly, persons or their property to influence their participation in the selection process or execution of the Work Order.

TRTI has rights to reject a proposal even after the award and blacklist the bidder, if it is found that the bidder is engaged in corrupt, fraudulent, unfair, or coercive practices.

### **34. Force Majeure:**

If, at any time, during the continuance of the agreement, the performance in whole or in part by either party of any obligation under this agreement shall be prevented or delayed by the reason of any war, hostility, acts of public enemy, civil commotion, sabotage, fires, floods, explosions, epidemics, quarantine restriction, Lockdown, strikes, or act of God (hereinafter referred to as "event"), provided notice of happening of any such eventuality is given by either party to the other within 21 days from the date of occurrence thereof, neither party shall by the reason of such event, be entitled to terminate this agreement nor shall either party have any claim for damages against the other in respect of such nonperformance or delay in performance; and service under the agreement shall be resumed as soon as practical after such event has come to an end or ceased to exist, and the decision of the TRTI as to whether the service have been so resumed or not shall be final and conclusive.

Provided further that if the performance in whole or part of any obligation under this agreement is prevented or delayed by reason of any such event by a period exceeding 120 days, either party may at its option terminate the agreement. The successful bidder shall not be liable for forfeiture of its

Performance Security, liquidated damages, or termination for default if and to the extent that its delay in performance or other failure to perform its obligations under the Contract is the result of an event of Force Majeure. Force Majeure shall not cover the price fluctuation of components / service.

For purposes of this Clause, Force Majeure means an event or situation beyond the control of coaching institute, that is not foreseeable, is unavoidable, and its origin is not due to negligence or lack of care on the part of the coaching institute.

If a Force Majeure situation arises, the coaching institute shall promptly notify TRTI in writing of such condition and the cause thereof. Unless otherwise directed by TRTI in writing, the coaching institute shall continue to perform its obligations under the Contract as far as it is reasonably practical and shall seek all reasonable alternative means for performance not prevented by the Force Majeure event.

## Annexure – I

(To be submitted on bidder's letter head)

**“Expression of Interest for Empanelment of Coaching Institutes for providing Coaching for GRE (Graduate Record Examination) / TOEFL (Test of English as a Foreign Language)/IELTS (International English Language Testing System)/ GMAT (Graduate Management Admission Test) for the target group of TRTI in Maharashtra”**

To,

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

**Subject:** *Empanelment of Coaching Institutes for providing Coaching for GRE (Graduate Record Examination) / TOEFL (Test of English as a Foreign Language)/IELTS (International English Language Testing System)/ GMAT (Graduate Management Admission Test) for the target group of TRTI in Maharashtra*

**Reference:** Tender No

Dated .....

Respected Sir,

I / Whereby offer to submit the Technical Bid for providing Coaching for GRE (Graduate Record Examination) / TOEFL (Test of English as a Foreign Language)/IELTS (International English Language Testing System)/ GMAT (Graduate Management Admission Test) for the target group of TRTI in Maharashtra.

I / We have read, and understood the contents of the 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/Owner	
3	<b>Location</b> for which the bidder is submitting the bid for the coaching of GRE/TOEFL/IELTS/GMAT <b>Note:</b> 1. Provide rent agreement, shop act license/ Relevant document to prove the location of coaching classes	
4	Name of Secretary/Chairperson /MD /Owner/Proprietor	
5	Contact Person's Name and Designation	

Sr. No	Description	Remark	
6	Mobile Number and Email Address		
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)		
	c) Registration Number		
	d) Date of Registration		
	e) Date of Expiry		
9	a) Whether GST payee? (Yes/No)		
	b) Mention GST number		
10	a) Whether Income tax payee? (Yes/No)		
	b) Mention Permanent Account Number (PAN/TAN)		
11	<p>The Bidder should have <i>minimum average annual turnover of Rs. 25 Lakhs</i> from any 3 financial years from last five years i.e. FY 2019-20, FY 2020-21, FY 2021-22, FY 2022-23, FY 2023-24</p> <p><b>Note -</b> <i>Minimum average annual turnover will be considered from the GRE/TOEFL/ILTS/GMAT examination coaching ONLY.</i></p>	FY 2019-20	
		FY 2020-21	
		FY 2021-22	
		FY 2022-23	
		FY 2023-24	
12	Total no. of 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 carpet area in sq. feet of Coaching Institute		
15	Whether adequate Audio and Video facility is available in class room? (Yes/ No). Also specify the number of class room with the seating capacity of each class room		
16	<p><b>Details of faculty:</b> Note: Provide the list of all the faculty/lecturer with the details such as name, qualification, no. of year of experience, subject of teaching along with their Bio data.</p>		
17	Total number of successful candidates in		

Sr. No	Description	Remark
	final result of GRE/TOEFL/IELTS/GMAT in Last 5 years should be at least 25  <b>Note:</b> Students who has done coaching from the institute will only be considered.	Provide List of successful candidates from last five years i.e. FY 2019-20, FY 2020-21, FY 2021-22, FY 2022-23, FY 2023-24
18	Mobile Apps/Website – Test series, online tracking performance of registered candidates, APK/URL for recorded session	Provide details of mobile app/website having Test series, online tracking performance of registered candidates, APK/URL for recorded session
19	Printed Study Material (Self-published or Any reputed publisher / online content)	Bidder must submit the Study materials/ booklets/ books/online content covering all the topics in the syllabus.
20	No. of student taken admission in the coaching institute in last five years	Provide List of admitted candidates from last five years i.e. FY 2019-20, FY 2020-21, FY 2021-22, FY 2022-23, FY 2023-24

**Date:**  
**Place:**

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



**Annexure – II**  
**(Pre-Bid Queries Format)**

**Name of the Bidder (Organization / Coaching Institute):**

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

**Contact Number:**

**Email Id:**

**EOI:** Expression of Interest for Empanelment of Coaching Institutes for providing Coaching for GRE (Graduate Record Examination) / TOEFL (Test of English as a Foreign Language)/IELTS (International English Language Testing System)/ GMAT (Graduate Management Admission Test) for the target group of TRTI in Maharashtra

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

**Date:**

**Place:**

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

## Annexure- III

### (Declaration to be given on Coaching Institute letterhead)

Date:

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

**Subject:** *Empanelment of Coaching Institutes for providing Coaching for GRE (Graduate Record Examination) / TOEFL (Test of English as a Foreign Language)/IELTS (International English Language Testing System)/ GMAT (Graduate Management Admission Test) for the target group of TRTI in Maharashtra*

**Reference:** Tender No

Dated .....

Respected Sir,

I/We .....do hereby submit EOI for *Empanelment of Coaching Institutes for providing Coaching for GRE (Graduate Record Examination) / TOEFL (Test of English as a Foreign Language)/IELTS (International English Language Testing System)/ GMAT (Graduate Management Admission Test) for the target group of TRTI in Maharashtra.*

We do accept the mentioned coaching fee 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. 2,00,000/- 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/- 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 hereby distinctly and expressly declare and acknowledge that maximum ceiling limit of number of students that can take admission in each institute is to be decided by Commissioner, TRTI and it will be binding on us and I understand that it will not be challenged by us in any court of Law.

I/We hereby distinctly and expressly declare and acknowledge that number of students that can be sponsored to the particular coaching institute may vary and there is no minimum number of

students that can be sponsored to our institute as the student will be allocated coaching institute as per the choice of coaching institute submitted by them and I understand that it will not be challenged by us in any court of Law.

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 email 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 respective organization specified in the bid document 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 respective organization specified in the bid document

**Date:**  
**Place:**

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

**Annexure- IV**

**(Declaration for Proprietor/Partner/Director/Trustee is not blacklisted by any Government agency, on their letter head)**

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

**Subject:** *Declaration for Proprietor/Partner/Director/Trustee/Organization is not blacklisted by any Government agency / Department / Autonomous Institute of any state Government and or Central Government*

**Reference:** Tender No \_\_\_\_\_ Dated .....

I/We ..... do hereby submit declaration/undertaking that our Coaching Institute (Name).....and any other coaching institute or coaching organization in which I am or any of my partner/director/trustee is a 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.

**Date:**  
**Place:**

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

## Annexure- V

**(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 Institutes for providing Coaching for GRE (Graduate Record Examination) / TOEFL (Test of English as a Foreign Language)/IELTS (International English Language Testing System)/ GMAT (Graduate Management Admission Test) for the target group of TRTI in Maharashtra*

**Reference:** Tender No.....

Dated .....

Respected Sir,

I/We.....do hereby submit declaration/undertaking that any of the Governing Member, Director, Partner, Managing Director, CEO of our Coaching Institute (Name)..... is not 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.

**Date:**

**Place:**

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

## Annexure- VI

### 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 **GRE/TOEFL/IELTS/GMAT etc examinations** and it is as mentioned below:

Particulars	Annual Financial Turnover from the coaching of <b><u>GRE / TOEFL /IELTS /GMAT etc examinations</u></b>
FY 2019-20 Amount (Rs) in both figures and words	
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	
FY 2023-24 Amount (Rs) in both figures and words	
Total Financial Turnover	
<b>Average Financial Turnover</b>	

**Name of CA Firm:**

**Name of Signing Partner:**

**Membership Number:**

**Unique Document Identification Number (UDIN)**

**Signature:**

**Office Seal:**

**Date:**

## Annexure- VII

**(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 Institutes for providing Coaching for GRE (Graduate Record Examination) / TOEFL (Test of English as a Foreign Language)/IELTS (International English Language Testing System)/ GMAT (Graduate Management Admission Test) for the target group of TRTI in Maharashtra*

**Reference:** Tender No

Dated .....

Respected Sir,

I/We ..... do hereby submit declaration/undertaking that Year wise details of successful candidates in GRE/TOEFL/IELTS/GMAT. Details of the selected/qualified candidates to be submitted in following format

Sr	Name of the candidate qualified in GRE/TOEFL/IELTS/GMAT	Mobile Number	Year of Coaching	Course for which coaching is provided	Year of Qualified	Name of Examination passed by the candidates
1						
2						

**Note:**

- 1) Students who have completed coaching from the institute will only be considered.
- 2) Provide List of successful candidates from last five years i.e. FY 2019-20, FY 2020-21, FY 2021-22, FY 2022-23, FY 2023-24

**Date:**

**Place:**

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

## Annexure- VIII

### Checklist for Empanelment of Coaching institute

Name of Coaching Institute:

Sr	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 <b><u>Minimum last 5 Years</u></b>	Certificate of Incorporation/ Registration /Partnership Deed/Shop act.  <b>Note</b> - Period before the date of registration of the institute will not be considered.		
2.	The Bidder should have <u>minimum average annual turnover of Rs. 50 Lakhs</u> from any 3 financial years from last five years i.e. FY 2019-20, 2020-21, FY 2021-22, FY2022-23, FY 2023-24  <b>Note</b> - <u>Minimum average annual turnover will be considered from the GRE/TOEFL/IELTS/GMAT coaching ONLY.</u>	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 from any 3 financial years from last five years i.e. FY 2019-20, FY 2020-21, FY 2021-22, FY 2022-23, FY 2023-24 & Income Tax Return for the year for which the turnover certificate is submitted to certify the criteria of <u>minimum average annual turnover requirement</u> <b>(Annexure VI)</b>		
3	Infrastructure	-Registered rent agreement should be valid minimum next 6 months from the last date of closure of technical bid. -Institute must have minimum 1 class room & 1 Computer Lab -Institute must have minimum 800 square feet carpet area as per registered rent agreement or ownership documents. - At least one Biometric Machine required -Geo-tag Photographs of Institute containing all Class rooms & infrastructure (CCTV, Bio Metric, Separate washrooms for Ladies & Gents etc)		
4	Website of Coaching Institute	Coaching Institute must have their own website. Provide the URL & Screenshot for the same.		
5	Total number of successful candidates in GRE/TOEFL/IELTS /GMAT in Last 5 years must be <b><u>at</u></b>	Attach <b>Annexure VII</b>		



Sr	Eligibility Criteria	Supporting Document	Eligible (Yes/No)	Supporting document page number /Remark (if any)
	<b><i>least 20 candidates.</i></b>			
6	Experience of lecturers of coaching for GRE/TOEFL/IELTS/GMAT	Attach their relevant Experience certificate from the current or previous employer with seal & sign		
7	Mobile Apps or Website for Online lecture facility and to view recorded video of past lectures	Test series, online tracking performance of registered candidates, APK/URL for recorded session		
8	Biometric Attendance of the candidates	Attach Geo-Tag Photograph of installed Biometric Attendance Machin at Institute.		
9	CCTV surveillance system	Attach Geo-Tag Photograph of installed CCTV surveillance system at Institute.		
10	Audio-visual classroom	Attach Geo-Tag Photograph of installed Audio-visual classroom at Institute.		
11	Wi-fi Facility	Attach Geo-Tag Photograph of installed Wi-fi Facility at Institute.		
12	Technical Bid	<b>As per Annexure- I</b>		
13	Declaration	<b>As per Annexure- III</b>		
14	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- <b>As per Annexure- IV</b>		
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 - <b>As per Annexure- V</b>		
16	Details of course material	Study Material / Course Material/ Online content		
17	No. of student taken admission in the coaching institute in last five years	Provide List of admitted candidates from last five years i.e. FY 2019-20, FY 2020-21, FY 2021-22, FY 2022-23, FY 2023-24		
18	Checklist	As per Annexure- VIII		

**Date:**

**Place:**

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