



***Request For Proposal
(RFP)***

for

*Selection of Agency for Online Coaching Of
400 Scheduled Tribe Candidates (On Android
Tablets) for Competitive Exams (MPSC)*

Tender Notification No.: T RTI/2022/MPSC/DESK-04/ 832 01/02/2022

Issued By

**The Commissioner
Tribal Research & Training Institute,**

Pune



Tribal Research & Training Institute
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TENDER No-TRTI / COACHING INSTITUTE/MSPC/ PUNE/04/2021-22/ 832

Date: 01/02/2022

Invitation of Request For Proposal (RFP) for Selection of Coaching Institutes for online Competitive Examination Coaching of 400 ST candidates (MPSC) with provided Android Tablets

Request For Proposal (in two bid system - Technical Bid & Commercial Bid) are invited for Selection of **Coaching institutes** for providing coaching to the 400 Scheduled Tribe candidates to be sponsored by Tribal Research and Training Institute, Maharashtra State, Pune (here in after referred to as TRTI, Pune), for **Coaching Online Competitive (MPSC) Examination with provided Android Tablets**

Interested registered coaching institute located at Maharashtra can submit their **Technical Bid & Commercial Bid** online on website <https://maharashtra.etenders.in>

Name of the Service	Tender Fee	Earnest Money Deposit (EMD)
Providing Coaching to about 400 candidates to be sponsored by TRTI, Pune for Online Competitive (MPSC) Examination (Number of candidates may increase or decrease.)	Rs. 10,000/- (Rupees TenThousands only)	Rs. 3,00,00/- (Rupees Three lacks only)

Terms and Condition

1. The institute shall be selected based on the selection criteria decided by the TRTI, Pune
2. The Bid documents are available on website <https://maharashtra.etenders.in>
3. The interested bidders will have to register and enroll on website <https://maharashtra.etenders.in>
4. In case of any difficulties to enroll or to obtain digital certificate, bidders should contact **Account Officer, TRTI, Pune (email:- trg.trti-mh@nic.in)**
5. The interested bidders will have to submit all the required documents by online submission.
6. **The Tender fees of Rs. 10,000/-** is required to be deposited online.
7. **The EMD of Rs. 3,00,000/-** is required to be deposited online.
8. The detailed bid document is available on the website <https://maharashtra.etenders.in>
9. Interested Institutes / bidders shall submit their bid on or before 15/02/2022, 17:00 hrs.
10. The advertisement is also available on TRTI, Pune website trti.maharashtra.gov.in for information only.
11. 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 / agency for any purpose other than the purpose specified herein, it is strictly prohibited as it shall amount to copyright violation and thus shall be punishable under the Indian Law.


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

Section-1: Invitation for Request For Proposal(RFP)

Tribal Research and Coaching Institute, Maharashtra State, Pune here in after referred to as TRTI, Pune invites online Request For Proposal(RFP), in two bid systems (Technical Bid & Commercial Bid) from Registered and Prestigious coaching institute located at Pune, for Selection of Coaching Institute to provide coaching to candidates to be sponsored by TRTI, Pune for Competitive Examination.

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://maharashtra.etenders.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-4000 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	SWD Stage	Vendor Stage	Start	End
1	Release Tender	-	01/02/2022 11.00 Hrs	15/02/2022 17.00 Hrs
2.	Pre- Bid Meeting	-	07/02/2022 14.00 Hrs	-

2. Other Important Information Related to Bid

Sr. No.	Item	Remark
1	Earnest Money Deposit (EMD)(To be paid online)	Rs 3,00,000/- (Rs.Three Lakh only).
2	Tender Fee - (To be paid online)	Rs 10,000 /- (Rs. Ten Thousand only).
3	Bid Validity Period	One-hundred-and-twenty (120) days from the date of submission of Bid.
4	Last date of signing contract	As intimated in work order of TRTI, Pune.

Section- 3: Instructions to Bidders

1. Background of TRTI, Pune

Tribal Research and Coaching Institute, Maharashtra State, Pune (TRTI, Pune) is an Autonomous Institute of Tribal Development Department , Government of Maharashtra Registered under Bombay Public Trust Act, 1950

2. Purpose

Selection of Coaching Institutes for online Competitive Examination Coaching of 400 ST candidates (MPSC) with provided Android Tablets. The proposed coaching should serve as a platform to provide quality coaching to the ST candidates to be sponsored by TRTI, PUNE.

3. Bid Process

The Bidder has to submit a bid on line in two envelope systems, one containing Technical Bid and other the Commercial Bid for "Selection of coaching institutes to provide online coaching for MPSC Examination".

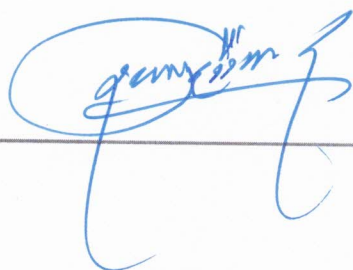
4. Tender Fee (Non Refundable)

The bidders are requested to deposit the Tender fee of **Rs.10,000/- (Rupees Ten Thousands)** 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.

5. Earnest Money Deposit

The Earnest Money Deposit (EMD) of **Rs 3,00,000/- (Rs. Three Lakh 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) EMD of Successful bidders, whose institute selected by TRTI PUNE, for the coaching will be returned after successful completion of course.
- e) EMD shall be non-transferable.





f) The EMD may be forfeited:

- i. If a Bidder withdraws his bid or revises/ increases his quoted 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.

6. Transfer of Bid

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

7. Completeness of Response

- a) Bidders are advised to study all instructions, forms, 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.
- b) The response to this RFP should be full and complete in all respects. Failure to furnish all information required by the RFP document or submission of a proposal not substantially responsive to the RFP document will be at the Bidder's risk and may result in rejection of their Proposal.

8. Place of opening of RFP

The RFP will be opened online in the Office of Tribal Research and Coaching 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 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.

10. Amendment of RFP Document

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

11. Pre- Bid Meeting

Pre- Bid meeting is open to all prospective bidders. The same will be held on **07/02/2022** at 14:00 hrs., in the Office of Tribal Research and Coaching 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 RFP 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.

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 two envelopes (Two envelope systems shall be followed for the bid):

- A. Technical Bid (Proposal)
- B. Commercial Bid (Proposal).

16. Technical Bid

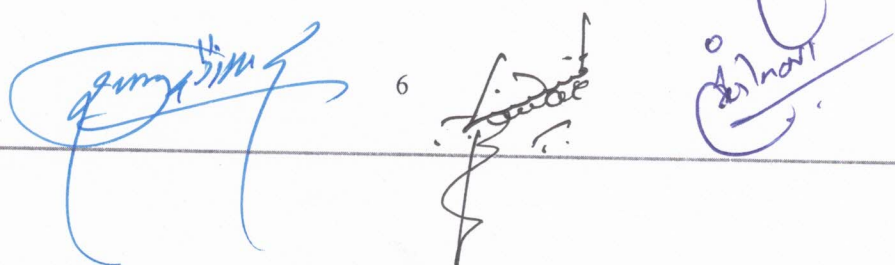
The **Technical Bid** should consist of all details, save and except the price as per **Annexure- I**. Technical Bid should be clearly super scribed as

**Technical Bid for Selection of Agency for Online Coaching Of 400
Scheduled Tribe Candidates(On Android Tablets) for Competitive
Exams(MPSC)**

a) Pre-qualification Requirements of the coaching institute is as under:

- i. Coaching Institute should be registered under Company ACT-1956/2013 OR Bombay Public Trust Act-1950 OR Proprietorship OR Partnership Act-1932 and should have online /offline coaching facility for Competitive (MPSC) Examination.(Proof of registration should be submitted..)
- ii. Coaching Institution, should have well equipped audio-visual classroom and library, Web Application and Mobile App for online coaching .
- iii. The Coaching Institute must have Basic Infrastructure, Qualified teaching staffs, Domain LAB.
- iv. Details of course material (self published) and trainers(On roll) profile should be submitted.

6



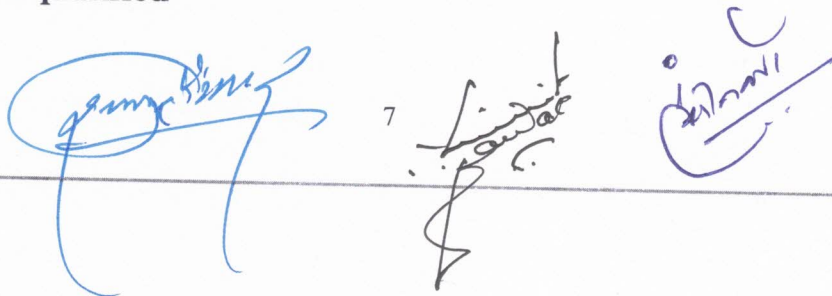
b) Mandatory Documents to be uploaded with Technical Bid (Envelope No. 1)

- i. Technical Bid Form (Annexure I).
- ii. Copy of valid Registration Certificate/Incorporation certificates as per Indian Laws. (Company ACT-1956/2013 OR Bombay Public Trust Act-1950 OR Proprietorship).
- iii. Computer generated deposit receipt for Tender Fee & EMD.
- iv. GST Registration Certificate, PAN Card Copy
- v. Income tax returns for current last 03 assessment year (2018-19,2019-20,2020-21). The institute can submit up to 3 years Income tax returns. If IT exempted ,, proofs of exemption should be submit.
- vi. Document supporting Average Annual Turn-over (2018-19,2019-20,2020-21) minimum **Rs.500 lacs** (Rupees Five Hundred Lacs): - Relevant Financial statement should be submitted.
- vii. Document supporting Basic Infrastructure: -The Coaching Institute must have minimum 10,000 square feet built-up area with all the facilities. MPSC online/offline Coaching Centers facilities available at Maharashtra Only. Supportive document of built-up area of the Institute to be submitted is Lease and License copy for rented accommodation and property tax bill for own building. Due Diligence Report at TRTI level will be done.
- viii. Supporting document for having selected by state/central/semi government organization/department/autonomous organization, etc of the government for providing coaching to sponsored candidate for competitive (MPSC) Examinations. Photograph of Coaching Centre, Library, Classrooms and Audio Visual room.
- ix. Details of course material (Own published) and List of faculty members (On Roll) with their bio- data.
- x. Self-declaration for Not black listed by any of the Govt. /Semi Govt. Organization, PSU, etc.
- xi. Self-declaration for Not having criminal case/FIR against any Governing member / Partner/Director.
- xii. Year wise details of successful candidates in competitive (MPSC) Examination. Details of the selected candidates to be submitted in following format

Sr. No	Exam Roll number	Name of the candidate who got selected in Examination	Address & Phone Number	Type of Coaching imparted to the candidate	Year of passing (MPSC) Examination	Name of the Service allotted
1						

Note: The Commercial Bid will be opened only after the opening and scrutiny of the Technical Bid. The Commercial Bids of only those Bidders will be opened whose Technical Bids are qualified

7



17. Commercial Bid:

The Commercial Bid will contain only the Commercial Bid as per **Annexure -II**, duly filled in and signed and must be clearly super scribed as

**“Commercial Bid for Selection of Coaching Institutes for online
Competitive Examination Coaching of 400 ST candidates (MPSC)
with provided Android Tablets”**

18. Disqualification:

The bidder should ensure that all the required documents, as mentioned in this RFP / 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 Bid /RFP 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 his quoted 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 EMD
- Bids without signature of person (s) duly authorized on require pages of the bid.
- Bids without power of authorization and any other document consisting of adequate proof of the ability of the signatory to bind the Bidder.
- If the information provided by the Bidder is found to be incorrect / misleading at any stage / time during the Tendering Process.
- Technical Bid containing commercial details or revelation of prices in any form or by any reason before opening the commercial Bid.
- Commercial Bids that do not conform to the Tender's Commercial Bid format (Annexure- II).
- The Bidder not conforming to unconditional acceptance of full responsibility of providing services in accordance with the Agreements of this tender.
- If the bid does not conform to the timelines indicated in the bid.
- If the purchaser of the bid (i.e., who pay Tender Fee and EMD) and submitter of the bid is different.
- 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.
- Bidder fails to enter into a Contract within 10 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.
- 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 RFP floated by the TRTI, PUNE.

- Bidder doesn't agree to the Terms and Conditions of the Bid.

19. 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 RFP.

b) **Envelope No. 2** containing **Commercial Bid** of the bidders, who have been qualified in the technical Bid, shall only be opened, 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 RFP.

20. Evaluation of Technical and Commercial Bid:

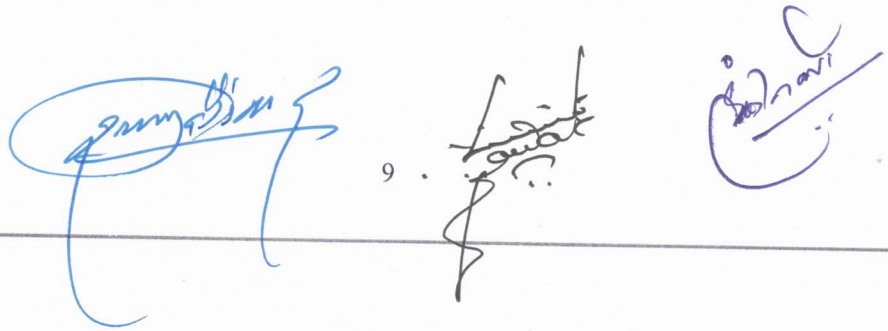
Bid Evaluation Committee formed by Commissioner, TRTI, PUNE will evaluate the Technical and Commercial Bid and submit its recommendation to Commissioner, TRTI, PUNE. Decision of the Commissioner, TRTI, PUNE would be final and binding upon all the Bidders.

A. Evaluation of Technical Bid

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

- i. 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.
- ii. At any time during the Bid evaluation process, the Committee may seek written clarifications from the Bidders.
- iii. The Committee may seek inputs from their professional and technical experts in the evaluation process.
- iv. 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.
The technical scores of the Bidders will be announced prior to the opening of the Commercial Bid.
- v. The Commercial Bid will be opened only after the opening and scrutiny of the Technical Bid. The Commercial Bids of only those Bidders will be opened whose Technical Bids are qualified.

9 .



Technical Evaluation Criteria:

Sr. No.	Criteria	Supporting Document	Description	Max Marks
1.	Previous year's Results of the Institute	<p>a. List of candidates qualified in Prelims, Mains and Personality test in last 2 years along with their Roll Numbers</p> <p>b. Result declared by MPSC in the respective years.</p> <p>c. Final Selection List declared by MPSC in last 2 years.</p> <p>d. Any confirmatory document (Admission form, Fee receipt, etc.,) about selected candidate's registration with the institute.</p>	<p>1. Total number of successful candidates in the MPSC Preliminary Examination in last 2 years:</p> <p>a. Up to 10 Candidates- 2 Marks.</p> <p>b. More than 10 Candidates ----- 5 Marks.</p> <p>c. More than 30 Candidates ----- 8 Marks.</p> <p>d. More than 60 Candidates ----- 12 Marks.</p> <p>e. More than 80 Candidates ----- 20 Marks.</p> <p>2. Total number of successful candidates in the MPSC Mains Examination in last 2 years:</p> <p>a. Up to 10 Candidates ----- 2 Marks.</p> <p>b. More than 10 Candidates ----- 5 Marks.</p> <p>c. More than 20 Candidates ----- 8 Marks.</p> <p>d. More than 50 Candidates ----- 12 Marks.</p> <p>e. More than 70 Candidates ----- 20 Marks.</p> <p>3. Total number of successful candidates in the MPSC Final Result in last 2 years:</p> <p>a. Up to 10 Candidates ----- 2 Marks</p> <p>b. More than 10 Candidates ----- 5 Marks</p> <p>c. More than 20 Candidates ----- 8 Marks</p> <p>d. More than 30 Candidates ----- 12 Marks</p> <p>e. More than 60 Candidates ----- 20 Marks</p>	60

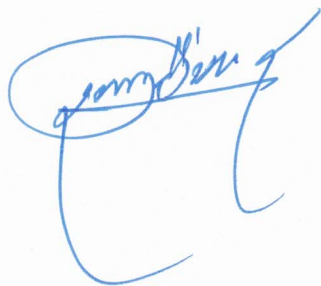
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2.	Quality of study material (Self published)	Set of booklets / study material / books provided by the Institute to the students.(Books and study material published by coaching Institutes)	<p>a. Study materials/ booklets/ books covering all the topics in the syllabus---- ----- 4 Marks</p> <p>b. Study materials/ booklets/books covering Multiple Choice Questions- ---- ----- 3 Marks</p> <p>c. Study materials/ booklets/books covering Descriptive Questions----- ----- 3 Marks</p>	10
3.	Regularity and quality of Test.	<p>a. Test Series implemented in the previous years</p> <p>b. Test Series planned in the proposed period.</p>	<p>Plan of regular test series followed by detailed discussion and answer key- --- ----- 10Marks</p> <p>Web application and Mobile App developed ----- 10 Marks</p>	20
4.	Timely completion of syllabus, schedule of lectures and regularity in implementation	<p>a. Academic Plan and Course Completion Report of Previous years</p> <p>b. Academic Plan of the proposed period.</p>	<p>a. Successful completion of the syllabus in earlier years (At-least 1 months before the exam) ----- 5 Marks</p> <p>b. Meticulously drafted academic plan covering complete syllabus at-least 1 months before the exam ---- ----- 5 Marks</p> <p>c. Meticulously drafted academic plan covering complete syllabus at-least 2months before the exam - ----- 10 Marks</p> <p>d. Project Presentation(PPT) to AEC----- ----- 30 Marks</p>	50
5.	Well equipped, adequate audio visual classroom	Photos of seating capacity in class room and audio visual facility.	<p>a. Seating capacity less than 50 ----- ----- 3 Marks</p> <p>b. Seating capacity 50 or More ----- ----- 5 Marks</p> <p>c. Audio and sound facility --- 5 Marks</p> <p>d. Video lecture facility----- 5 Marks</p>	15
6.	Number of lecturers	List of lecturer with their qualification and subject they are teaching:	<p>a. Number of lecturers more than 5----- 5Marks</p> <p>b. Number of lecturers more than 10 10Marks</p> <p>c.Number of lecturers more than 15 - ----- 15Marks</p>	15
7.	Experience of Lecturers for coaching of MPSC Examination	Bio-data of lecturers with number of years of experience of coaching for MPSC Examination.	<p>a. At least 5 lecturer having experience more than 5 years ----- ----- 4 Marks</p> <p>b. At least 3 lecturer having experience more than 7 years----- ----- 6 Marks</p> <p>c.At least 2 lecturer having experience more than 10 years ---- ----- 10 Marks</p>	20

8.	Number of subjects in which coaching provided for MPSC Examination.	List of subjects for which coaching is provided (Institute must provide coaching for complete General Studies syllabus of MPSC Preliminary and Mains Examination)	<p>a. At least 2 subject study books published -----5 Marks</p> <p>b. At least 4 subject study books published -----10 Marks</p> <p>c. At least 6 subject study books published -----15 Marks</p>	15
9.	No. of years from which coaching institute is providing coaching for MPSC Examination	a. Documents of establishment/ Registration of the institute.	<p>a. Institute providing coaching for MPSC Examination from up to 3 years 5 Marks</p> <p>b. Institute providing coaching for MPSC Examination from last 3 to 6 years 8 Marks</p> <p>c. Institute providing coaching for MPSC Examination from more than 6 years ----- 15 Marks</p>	15
10	Financial Turnover of the Institute	<p>a. Audited Financial statement/s</p> <p>b. Income Tax Return (ITR)/s</p>	<p>a. Average Financial Turnover of the institute is at-least Rs. 500 lakhs in last 3 financial years ----- 5 Marks</p> <p>b. Average Financial Turnover of the institute more than Rs.500 lakhs in last 3 financial years ----- 10 Marks</p>	10
11	Efforts to improve performance of the weak students	<p>a. Student counseling record (Previous years)</p> <p>b. Extra lectures conducted for weak students (Previous Years)</p> <p>a. Regular counseling the students - <= 5 Marks</p> <p>b. Efforts to improve performance of weak students - <= 5 Marks</p>		10





12	Selected by any Govt./Semi Govt. Organization/ Department/ Autonomous organization/ PSU for providing coaching to sponsored candidate for MPSC Examination.	Supporting document (Work Order, Selection letter) for having selected by any government organization/department/autonomous organization of the government for providing coaching to sponsored candidate for MPSC Examination.	<p>a. Selected by at least one Govt. Organization/Department/ Autonomous organization for providing coaching to sponsored candidate for MPSC Examination.----- ----- 5 Marks</p> <p>b. Selected by at least three Govt. Organization/Department/ Autonomous organization for providing coaching to sponsored candidate for MPSC Examination.----- -- 10 Marks</p>	10
total				250

The minimum qualifying marks required in technical criteria is 200 Marks (i.e., 80 %). The bidders who score minimum 100 Marks shall be considered for Commercial Bid evaluation. The bidders who do not score minimum qualifying marks of 80 %, their bids shall be rejected and will not be considered for Commercial Bid evaluation.

Technical Score (X)

The bidder who secures maximum marks shall be given a technical score of 100. The Technical Scores of other Bidders for the project shall be computed as follows.

$$\text{Technical Score of Bidder for the Project (X)} = 100 \times \frac{\text{Marks secured by the respective}}{\text{Highest Marks received by the Bidder}}$$

The score secured based on evaluation of the Technical Bid as above shall be the Technical Score of the Bidder for the project being considered for evaluation (X).

B. Evaluation of Commercial Bid

Bid Evaluation Committee formed by Commissioner, TRTI, PUNE will evaluate the Commercial Bid (The bidders who score minimum 200 Marks (i.e., 80 %) in Technical Bid as stated above, shall be considered for Commercial Bid evaluation) and submit its recommendation to Commissioner, TRTI, PUNE. Decision of the Commissioner, TRTI, PUNE would be final and binding upon all the Bidders.

Financial Score: (Y)

The bidders shall submit their **Commercial Bid** as per the format provided in **Annexure II**. The Commercial Bid shall be evaluated on the basis of total cost submitted by the bidder. The bidder who quotes the lowest cost will be given a financial score of 100.

In cases of discrepancy between the prices quoted in words and in figures, higher of the two shall be considered. For any other calculation/ summation error etc. the bid may be rejected. The financial scores of other bidders for the project shall be computed as follows:

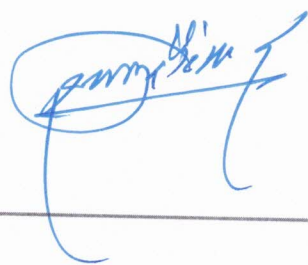
Financial score of Bidder for the project(Y)	= 100 X	$\frac{\text{Lowest cost quoted by the bidder for the project (Rs.)}}{\text{Cost quoted by Respective Bidder for the project (Rs.)}}$
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The marks secured as above shall be the Financial Score of the bidder for the project (Y).

C. 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					





20. Award of contract

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

21. Signing of Contract

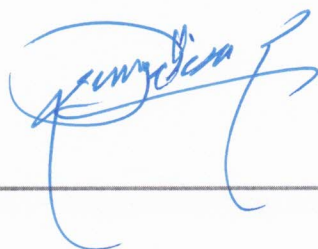
Once TRTI, PUNE notifies the successful bidder that it's bid / proposal has been accepted, TRTI, PUNE shall enter into a separate Agreement, incorporating the conditions of the Bid / RFP and its amendments and any special conditions during negotiations between the TRTI, PUNE and the successful bidder. In case the successful bidder is unable to execute contract within 10 days, TRTI, PUNE shall forfeit the Earnest Money Deposit (EMD) and cancel its Bid. Bidder should note that the allotment of candidates to the coaching institute (successful bidder) will be done on the basis of the preference of the coaching institutes given by the candidate, However, 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.

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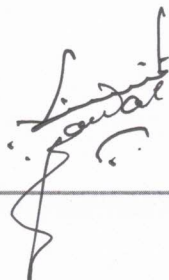
Section-4: General Conditions of Contract

GENERAL TERMS AND CONDITIONS

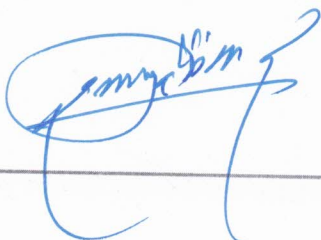
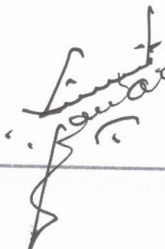

1. Conditional Bid (RFP Proposals) are liable for rejection.
2. Intending bidders can have detailed information from the office of TRTI, PUNE, during office hours.
3. The Bid Evaluation Committee formed by Commissioner, TRTI, PUNE will shortlist the institutes and will recommend to the Commissioner, TRTI, PUNE for Selection, in order to sponsor the candidate for coaching..
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, Commissioner, TRTI, PUNE has the rights to restrict the maximum number of candidates that can be sponsored to the institute and the decision of the Commissioner, TRTI, PUNE will be binding on all the bidders.
5. The Selection Committee constituted by Commissioner, TRTI, PUNE, reserves the right to reject any or all tenders without assigning any reason.
6. The duration of the Coaching program will be of minimum **06 months** .
7. Coaching will be imparted to the candidates sponsored by TRTI, PUNE.
8. The coaching should contain all subjects relevant to competitive examination conducted by Govt. of Maharashtra.
9. The Commissioner, TRTI, PUNE reserves the right to increase or decrease the number of students / candidates to be deputed to the institutions, to ensure Qualitative Coaching.
10. Selection of the candidates: As per 10th, 12th, degree, post degree marks,, calculation mentioned on TRTI official website
11. The selected Coaching Institutions shall provide qualitative coaching to the candidates for MPSC Examination, deputed by TRTI, Pune. The Coaching should be given for Prelim-cum-Mains Examination for complete syllabus.
12. The selected Coaching Institutions shall impart quality coaching, conduct periodic tests and shall inform the result of the same to the TRTI, PUNE, as and when the tests are conducted.



17




13. The selected Coaching Institutions shall cover the complete syllabus of MPSC Preliminary Examination and Main Examination. If the coaching is incomplete or not properly imparted, the Institute will be **blacklisted** and complete fee due will not be paid.
14. The selected Coaching Institutions shall allow the candidates to change the optional subject, within the same coaching institute, if the candidate so desire within 10 days of start of the coaching for optional subject
15. The selected Coaching Institutions shall provide online 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.
16. The selected 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.
17. The selected Institutions shall enter into a contract agreement on a non-judicial stamp paper of Rs 500, with terms and conditions as per the format specified by The Commissioner, TRTI, PUNE, 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.
18. Coaching fee will be paid in three installments;.....
- 1) **First installment of twenty- five percent (25 %)** of the total fee will be paid on signing of contract/agreement.
 - 2) **Second installment of fifty percent (50 %)** of the total fee will be paid on or before the completion of Two (02) months of coaching.....
 - 3) **Third and final installment of twenty- five percent (25%)** of the total fee will be paid after completion of coaching. TRTI, PUNE reserves the right to change the payment terms.....
 - 4) Android Tablets provided to candidates bills will be reimbursed by TRTI Pune after validation from TRTI/CVC officials and Delivery challans submitted herewith.
19. TRTI, PUNE reserves the rights of overall monitoring of the Coaching program.
20. The coaching institutes should submit their requisition / bill for each installment, in duplicate with the list of candidates. The payments shall be made within 10 days. If, due to any reasons, payment delayed, TRTI, PUNE is not liable to pay any kind of interest.
21. The contract is for a period of one year (12 months) or up to the completion of syllabus of MPSC Prelims and Mains Examination, whichever is later. On completion of coaching, the institute will have to submit following reports to TRTI, PUNE,
- Course Completion Report
 - Test Results

22. 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/variations in the assigned work.

23. 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.

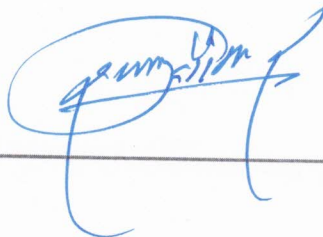
24. Confidentiality of the Document

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.

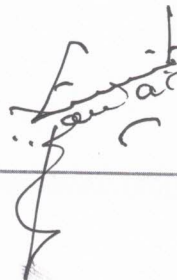
25. Jurisdiction and applicable Law

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.

.....



19



Annexure – I

(To be submitted on bidder letter head)

“Technical Bid for Selection of Coaching Institutes for online Competitive Examination Coaching of 400 ST candidates (MPSC) with provided Android Tablets) ”.

To,
The Commissioner,
Tribal Research and Training Institute,
Maharashtra State, Pune -411001

Subject: Selection of Coaching Institutes for online Competitive Examination Coaching of 400 ST candidates (MPSC) with provided Android Tablets

Reference: Tender No. Dated

Respected Sir,

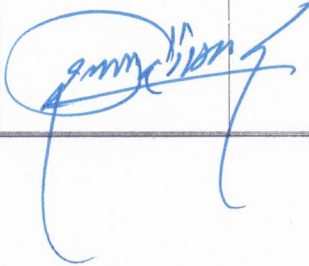
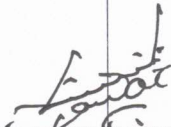

I / We hereby offer to submit the Technical Bid for providing coaching to the candidates sponsored by TRTI, PUNE for **Selection of Coaching Institutes for online Competitive Examination Coaching of 400 ST candidates (MPSC) with provided Android Tablets)**

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

I / We submit the Technical Bid as under:

1.	Name and address of the head office of the Coaching Institute and the Address of the Coaching Institutes	
2.	a) Name of Head / Chairperson / President/Partner/Director	
	b) Name of Secretary	
3.	Contact Person's Name and Designation	
	Contact No.	

20

4.	Date of Establishment of Institute as per Documents of establishment/ Registration of the institute		
5.	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		
6.	a) Whether GST payee.		
	b) Mention GST number		
7.	a) Whether Income tax payee.		
	b) Mention Permanent Account Number (PAN) of the Institution or Head of the Institution.		
8.	Total financial turnover per year for the last 3 financial years as per income tax return and financial statement.		
	2018-19	2019-20	2020-21
9.	Total years of experience of the Coaching Institution for the coaching of MPSC Examination. (Period before the date of registration of the institute is not considered).		
10.	Year wise details of successful candidates of the institute in MPSC Examination of last 2 years		
11.	Whether the Coaching Institute has provided / providing Coaching for MPSC Examination to the candidates sponsored by any state/ central /semi government organization or any autonomous institute of central or state government or any public sector undertaking (Yes / No). If yes furnish following details:		
	Note: Work order / Agreement should be submitted with Technical Bid to support the above information		
	Examination	2018	2019
	a) MPSC Preliminary Examination		
	b) MPSC Mains Examination		
	c) MPSC final result after personality test		
Name of the organization / institute that has sponsored the candidates	Maharashtra State	Category of candidate (SC/ST /OBC/Minority/others)	Total number of candidates sponsored to the coaching institute in last 2 years for the coaching of MPSC (Civil Services) Examination.
			

		2018	2019
12.	<p>a. Whether the Coaching Institute is functioning in its own building or in a rented accommodation.</p> <p>b. Total square feet of built-up area.</p> <p>c. Class rooms and other details:</p> <p>d. Whether adequate Audio and sound facility is available in class room (Yes/ No):</p> <p>e. Whether video lecture, Mobile App facility is available in class room (Yes/ No):</p>		
13.	<p>Details of faculty:</p> <p>Note: List of all the faculty/lecturer with above details should be provided along with their Bio data.</p>		
14.	Optional Subjects offered by the Institute.	1)	
		2)	
		3)	
		4)	
		5)	
15.	Library facilities, Web application, Mobile App:		
16.	Printed Study Material(Self published)	<p>Bidder must submit one copy of the following study material on or before the date of opening of Technical bid:</p> <p>a) Study materials/ booklets/ books covering all the topics in the syllabus.</p> <p>b) Study materials/ booklets/books covering Multiple Choice Questions for Preliminary exam</p> <p>c) Study materials/ booklets/books covering Descriptive Questions for mains examination</p>	
17.	Regularity and quality of Test	Plan of regular test series followed by detailed discussion and answer key	
18.	Timely completion of syllabus	<p>a) During last year, syllabus for the preliminary exam got completed, how many months before the prelims exam:-</p> <p>b) During last year, syllabus for the Mains exam got completed, how many months before the mains exam:-</p> <p>C) Month in which the complete syllabus of MPSC preliminary Examination- , will get complete.(Academic plant should be submitted)</p> <p>Month in which the complete syllabus of MPSC Mains Examination- , will get complete. (Academic plant should be submitted)</p>	

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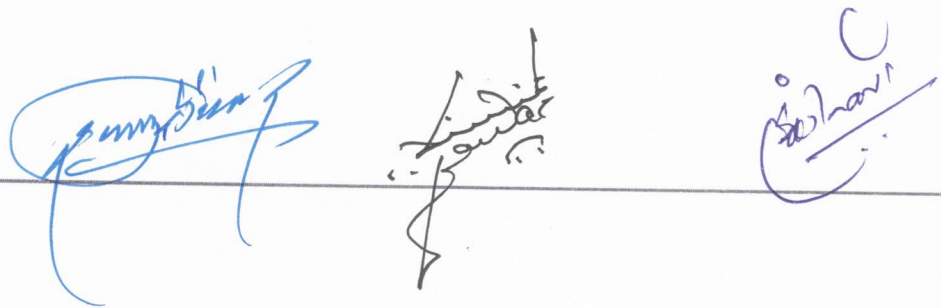
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19.	Stability of the institute and Credibility of the management	a) Constitution of the institute and Vision and mission statement should be submitted b) Declaration of the institute that there is no civil or criminal case on any Governing member / Partner/Director.
20.	Efforts to improve performance of the weak students	Efforts taken to improve the performance of the weak students by regular counseling, extra lecture, etc., to be Submitted along with Technical Bid.
21.	Number of candidates, the Institute is willing to take from this institute	
22.	Whether all the documents specified in point 17 (b) and 21 of section -3, of this tender document is uploaded with Technical Bid (Yes / No)	
23.	Any other details:	

Date:

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



Annexure – II

(To be submitted on Bidder letter-head)

“Commercial Bid for Selection of Coaching Institutes for online Competitive Examination Coaching of 400 ST candidates (MPSC) with provided Android Tablets)”

To,

**The Commissioner,
Tribal Research and Training Institute,
Maharashtra State, Pune 411001**

Subject: Commercial Bid for Selection of Coaching Institutes for online Competitive Examination Coaching of 400 ST candidates (MPSC) with provided Android Tablets”
Reference: Tender No. Dated

Respected Sir,

I / We hereby offer to submit the Commercial Bid for Selection of Coaching Institutes for online Competitive Examination Coaching of 400 ST candidates (MPSC) with provided Android Tablets .I / We have read, and understood the contents of the tender and further state that I / We unconditionally accept and abide by the terms & conditions specified therein.

I / We submit the Commercial Bid as under:

Sr. No.	Subjects	Course fee (Excluding taxes) per candidate for Six Months (06 months)with provided Android Tablets.	
		Amount (Rs)	In words
1.	Selection of Coaching Institutes for online Competitive Examination Coaching of 400 ST candidates (MPSC) with provided Android Tablets		
TOTAL			

Note: Applicable Taxes will be in addition to the above fee.

Date:

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

Annexure- III

(Declaration of the Coaching Institution on the letter head)

To,
The Commissioner,
Tribal Research and Training Institute,
Maharashtra State, Pune

Date:

**Subject: Selection of Agency for Competitive Examination(MPSC)Online Coaching
Of 400 Scheduled Tribe Candidates (On Android Tablets)**

Respected Sir,

I/Wedo hereby submit
Tender /bid for providing coaching to the candidates sponsored by TRTI, PUNE, Bid for
Selection of Agency for Online Coaching Of 400 Scheduled Tribe Candidates(On Android
Tablets)

As per the quoted rates 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. 3,00,000 (Rupees Three Lakh only) towards EMD and
I/We are aware that the EMD will not bear any interest.

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 2022.

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

Annexure- IV
(To be given by the bidder on its letter head at the time of uploading the completed tender)

To,
The Commissioner,
Tribal Research and Training Institute,
Maharashtra State, Pune

Date:

DECLARARTION

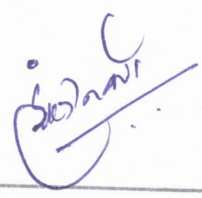
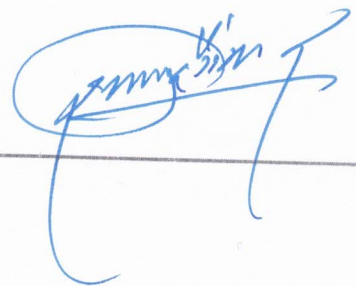
NATURE OF SERVICE: *To providing Online Coaching for Competitive Examination (MPSC) of 400 Scheduled Tribe Candidates (On Android Tablets)*

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.

The requirements of the tender agreement stated herein will be fulfilled by me/us to the satisfaction of the Commissioner, TRTI, Pune.

Place:

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



ANNEXURE- V

Specifications for Android Mobile Tablet

(To be given by the Bidder on its letter head at the time of uploading the completed tender)

To,

Date:

The Commissioner,
Tribal Research & Training Institute,
28 Queen's Garden,
Pune - 411001 .

Subject: Specifications for Android Mobile Tablet

Respected Sir,

I/Wedo hereby submit tender/Bid Providing Online Coaching on Android Mobile Tablet , as per the quoted rates and in all respects in accordance with the terms and conditions as mentioned in the Bid Document with Android Mobile Tablet.

If this tender is accepted, I/We agree to abide by and fulfill all the terms and conditions of the contract and will provide Android based Tablet to each trainee as per below technical specification with internet recharge(4G) 3GB per day.

Technical Specification of Android based Tablet and other related peripherals (10.5 inch or higher category).

HARDWARE	Description	Complied	
		Y/N	If No. Remarks
Make and Model of Tablet	Specify the Make and Model of Tablet		
CPU	Min. 2 Ghz Quad/Octa Core or higher.		
DISPLAY	10.5" OR Higher Screen Size with capacitive touchscreen & Multi touch, 16M Colors Display		
RESOLUTION	Min. 1280 x 800		
CHIPSET	Latest class compatible chipset		
RAM	Min.4GB		
INTERNAL MEMORY	Min. 64 GB		
EXPANDABILITY	Expandable to Min. 128 GB		
CAMERA	Primary – Min. 8 MP with Auto Focus & Flash, Secondary - Min 5.0 MP		
DATA CONNECTIVITY	2G, 3G,4G, LTE, WLAN 802.11 a/b/g/n/ac, Bluetooth 5.0, micro USB v2.0, GPS.		
BATTERY	Min. 7040 mAh Li - ion Battery of Android based Tablet with 15 W fast charging		
SOUND	Quad Loudspeaker with Dolby atoms speakers		

(Handwritten signatures and stamps)

OTG ENABLE	Yes		
Height	<15 cm		
TABLET CERTIFICATIONS	ISO 27001, ISO 2000-1: 2018, ISO 9001, ISO 14001, BIS, FCC, CE, RoHs, CB		
I/O Interface	1 Micro SD Socket, 1.5 pin Micro USB interface, Minimum 1 Sim Socket		
ACCESSORIES	AC Adapter, micro USB to USB Cable, OTG cable.		
OPERATING SYSTEM	Android OS 11.0 or higher		
WARRANTY	1 Year Comprehensive Warranty Support		

Note -

All standards to be followed will adhere to Bureau of Indian Standards (BIS) specifications or other acceptable Standards.

Place:

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

