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TRTI/2024/Training-UPSC DELHI/Desk-4/1698

Date: 24/06/2024

**MINUTES OF PRE-BID MEETING FOR TENDER REFERENCE NO:
TRTI/2024/Training-UPSC DELHI/Desk-4**

For “Expression of Interest (EOI) for Empanelment of Professional Coaching Institute for providing Non- Residential Coaching in Delhi for UPSC (Civil Services) Examination for the target group of TRTI, BARTI, SARTHI and MAHAJYOTI”

[Tender ID: 2024_TRTIP_1040886_1]

Date & Time: 20th June 2024 at 16:00 hrs.

Venue: Meeting held at Conference Hall, Tribal Research & Training Institute, Pune, 411001

Agenda: Pre-bid meeting for the tender: “Expression of Interest (EOI) for Empanelment of Professional Coaching Institute for providing Non- Residential Coaching in Delhi for UPSC (Civil Services) Examination for the target group of TRTI, BARTI, SARTHI and MAHAJYOTI” (Tender ID: 2024_TRTIP_1040886_1, dated 12th June 2024). Total 10 bidder’s representatives were present in the Pre-bid meeting.

The pre-bid meeting was organized to address the queries raised by the bidders for the said EOI. The tender is for “Expression of Interest (EOI) for Empanelment of Professional Coaching Institute for providing Non- Residential Coaching in Delhi for UPSC (Civil Services) Examination for the target group of TRTI, BARTI, SARTHI and MAHAJYOTI”. The Bid Evaluation Committee clarified the queries point wise raised by the bidder and the same is recorded. The queries received by bidder’s representatives with Bid Evaluation Committee remarks are placed as below. The Bid Evaluation Committee has also decided that the pre-bid meeting minutes should be treated as part of the EOI conditions and shall be binding to Bidders.

Sr No	Tender Page no.	Clause no.	Query raised by the bidder	Clarification given for the query
1	Page No-06	Other Important Information Related to Bid - Earnest Money Deposit (EMD) (To be paid online)- Rs. 5,00,000/-	Participant has requested that EMD should be Rs. 2,00,000/-	As per Government Resolution no. Bha.kha.sa-2014/ Pra. Kra. 82/Section-III/Industry-4 dated: 1/12/2016 issued by Department of Industry, Energy and Labour; EMD has been fixed. Hence, No Change in EOI conditions shall prevail
2	Page No-06	Other Important Information Related to Bid - Tender Fee – (To be paid online)- Rs 25,000/- (Non-Refundable)	Participant has requested that tender fee should be Rs. 10,000/-	As per Government Resolution no. Bha.kha.sa-2014/ Pra. Kra. 82/Section-III/Industry-4 dated: 1/12/2016 issued by Department of Industry, Energy and Labour; tender fee has been fixed. Hence, No Change in EOI conditions shall prevail
3	Page No-10	Earnest Money Deposit (EMD)	When will be EMD refund?	Please read as below: “EMD of unsuccessful bidders will be refunded after completion of Bid Process/AOC/Empanelment”
4	Page No-10	Consortium, Joint Ventures and Sub-Contracting	Is Joint Ventures allowed?	No Change in EOI conditions shall prevail
5	Page No-12	Technical Bid- Pre-qualification Requirements of the Professional Coaching Institute is as under: Sr. No-1 Technical Bid- Pre-qualification Requirements of the Professional Coaching Institute is as under: Sr. No-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	Participant has requested that Colleges/Schools/NGOs should be allowed to participate in bid having experience of less than 3 years or have no experience from the date of registration. Participant has requested that Priority and special reservation should be given for 80G / 12A registered NGOs.	No Change in EOI conditions shall prevail

Sr No	Tender Page no.	Clause no.	Query raised by the bidder	Clarification given for the query
		Limited Liability Partnership/Proprietorship/ registered societies under Co-operative Societies Act, 1960 or trust and having experience of minimum last 5 Years from the date of registration.		
6	Page No-12	Technical Bid- Pre-qualification Requirements of the Professional Coaching Institute is as under: Sr. No-2 (minimum average annual turnover)	Do you consider minimum average annual turnover as specified in EOI from respective institute or parent institute?	Minimum average annual turnover will be considered from the institute from which applying for bid
7	Page No-12	Technical Bid- Pre-qualification Requirements of the Professional Coaching Institute is as under: Sr. No-2 (minimum average annual turnover)	As EOI mentioned minimum average annual turnover from the competitive examination coaching only. Participant has requested to consider average annual turnover from other business also	No Change in EOI conditions shall prevail
8	Page No-12	Technical Bid- Pre-qualification Requirements of the Professional Coaching Institute is as under: Sr. No-3 (Infrastructure)	Participant has requested that notarized rent agreement may be allowed and the compulsion of a registered rent agreement should be removed	No Change in EOI conditions shall prevail
9	Page No-12	Technical Bid- Pre-qualification Requirements of the Professional Coaching Institute is as under: Sr. No-3 (Infrastructure)	Participant has requested to reduce the Carpet area of the Institute from 3,000 to 2000 square feet	No Change in EOI conditions shall prevail
10	Page No-12	Technical Bid- Pre-qualification Requirements of the Professional Coaching Institute is as under: Sr. No-3 (Infrastructure)	What is the minimum size of each class room?	Institute must have minimum 3 class room of minimum 50 students seating capacity in each class room

Sr No	Tender Page no.	Clause no.	Query raised by the bidder	Clarification given for the query
11	Page No-13	Technical Bid- Pre-qualification Requirements of the Professional Coaching Institute is as under: Sr. No-6 (GST Registration and PAN/TAN)	Participant has requested that if GST is not applicable to bidder/institute then GST should be optional or allowed for temporary GST	No Change in EOI conditions shall prevail
12	Page No-14	Opening of Bid – Sr. No-23 (a)	Where will be the technical bid open?	Envelope No. 1 containing the Technical Bid shall be opened online in the office of TRTI, Pune, on the date and time specified in the EOI
13	Page No-15	Technical Evaluation Criteria-Sr.No-2: Performance of Coaching Institute in last 5 years for UPSC (Civil Services) examination coaching Only. Note - 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	Which documents should be submitted by bidder to prove successful candidates	Any confirmatory document (Admission form/ Coaching Fee receipt, Result, Govt. Job ID Card/Appointment Letter) of selected candidates in last 5 years for UPSC (Civil Services) Examinations with the institute. Bidder must provide list of candidates qualified UPSC (Civil Services) along with their roll number and year of passing must be provided as per annexure VII
14	Page No-16	Technical Evaluation Criteria-Sr.No-6 Number of Optional Subjects in which coaching is provided	Is it required to submit the list of Optional Subjects for which coaching is provided along with faculty name and resume?	Yes, bidder must submit the list of Optional Subjects for which coaching is provided along with faculty name and resume
15	Page No-16	Technical Evaluation Criteria- Sr.No-10 Audio-visual classroom	What will be the supporting documents to prove audio visual system in class room?	Geo-Tag Photograph of installed Audio-visual classroom at Institute should be provided by bidder
16	Page No-17	Technical Evaluation Criteria Note - The minimum qualifying marks required in technical criteria is 60 Marks (i.e., 60 %).	Participant has requested that minimum marks for qualifying for empanelment should be increase from 60% to 80% in order to ensure to deliver good quality of coaching to candidates	No Change in EOI conditions shall prevail

Sr No	Tender Page no.	Clause no.	Query raised by the bidder	Clarification given for the query
17	Page No-17	Award of Contract	What will be the maximum ceiling limit of number of student that can take admission in each institute?	The Bid Evaluation Committee formed by the Chairperson, CPETIMC, will decide the maximum ceiling limit of the student to be sponsored in each coaching institute based on available infrastructure facility, other technical evaluation parameter and last five years admissions of respective institute.
18	Page No-19	Section D- General Conditions of Contract – Sr. No-3	Either the candidate will be given the option of selecting the empaneled Institute of his/her choice for admissions or not?	The candidate will be given the option of selecting the empaneled Institute of his/her choice for admission on the basis of merit
19	Page No-21	Important Point to Note: Sr. No-f	Is 75% attendance is compulsory for payment to coaching?	Yes, 75% attendance is compulsory for payment to coaching
20	Page No-21	Important points to Note: Sr. No-i	Is it require for the coaching institute should have minimum 1 biometric machine per 50 students?	The coaching institute should have facility of minimum 1 biometric machine per 50 students
21	Page No-21	Important points to Note: Sr. No-i	Participant has requested that only biometric machine should be allowed instead of “Face recognition Aadhaar based biometric machine” to capture student attendance	Department seeking biometric machine which will compatible to conduct real time presenting (attendance) on the basis of Aadhaar
22	Page No-22	Physical Verification	When will be the physical verification done?	CPETIMC or persons authorized by the CPETIMC will perform the surprise visit on any day after the last date of submission of bid during the office hours of the Physical Training Cum Coaching institute at the address provided in the technical bid and will perform the physical verification of all infrastructures and other facility required as per EOI document

Sr No	Tender Page no.	Clause no.	Query raised by the bidder	Clarification given for the query
23	Page No-22	Performance Bank Guarantee (PBG)	How much will be PBG or Deposit amount?	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)
24	Page No-25	Annexure – I Location – Sr. No-3	Can bidder submit bid for multiple Location in same EMD and Tender amount?	Bidder can submit bid for multiple location but the location for which the bidder is submitting the bid for the coaching of UPSC (Civil Services) Examination in Delhi Note: 1. Provide rent agreement, shop act license/ Relevant document, Geo-tag Photographs to prove the location of coaching classes 2. The relevant supporting documents should be submitted for each of the location for which bidder is submitting the bid. The coaching institute should be operational at the time of submission of bid at the location for which bid is submitted
25	Other	Other	What will be the shortfall documents calling process?	Shortfall documents will be called from bidder by their provided email id in the submitted bid document/s ONLY. Hence, bidder are requested to correct their email id in mahatender login
26	Other	Other	Who will be eligible for technical evaluation criteria?	The bidder who will qualify in Pre-Qualification Criteria/requirement, will be eligible for technical evaluation criteria.
27	Other	Other	Tender inviting authority should allowed to make visibility of all online uploaded technical documents of each bidder in mahatender portal	Yes, Necessary action already taken in mahatender online portal

Sr No	Tender Page no.	Clause no.	Query raised by the bidder	Clarification given for the query
28	Other	Other	Is the tender allotment will be open in next year also?	Empanelment is for a period of 3 years or up to the completion of running batch if any, whichever is later.
29	Other	Other	Either stipend will be given to candidates or not	Yes, stipend will be given to candidates as per Government Guidelines
30	Other	Other	Either 700 students are UPSC Delhi or it is included UPSC Maharashtra	Students will be given option to either study in Delhi or Maharashtra depending upon no. of classes empaneled
31	Other	Other	Should Hybrid (Offline + Online) option be given to institute for coaching if candidate get suffered from any critical conditions	For current bid for there is no provision of hybrid module, all coaching will happen offline except in Covid like situation which is already mentioned in EOI
32	Other	Other	Is UPSC Maharashtra and UPSC Delhi both are different EOI?	UPSC Maharashtra and UPSC Delhi both are different EOI
33	Other	Other	Either UPSC Delhi candidates can be transfer to UPSC Maharashtra and vice-versa?	UPSC Delhi candidates can not be transfer to UPSC Maharashtra and vice-versa
34	Other	Other	When will be the session start tentatively?	Session will be start approximately in month of August 2024

It was also decided that the queries received after the deadline as per EOI & after pre-bid meeting, shall not be considered for reply and e-tender bidding. The meeting ended with a vote of thanks.

Sd-
MD - MAHAJYOTI
Member

Sd-
DG - BARTI
Member

Sd-
MD - SARTHI
Member

Sd-
JOINT DIRECTOR-TRTI
Member Secretary

Sd-
COMMISSIONER-TRTI
Chairperson