



Request for Proposal (RFP)

for

***Selection of Coaching Institute for Providing
Online Coaching on Android Mobile Tablet for
Judicial Magistrate First Class (JMFC)
Competitive Exams for 100 ST Candidates***

Tender Notification No.: TRTI/2021/JMFC/DESK-04/3143

Dated 25/11/2021

Issued By

**The Commissioner
Tribal Research and Training Institute,
Pune**



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

Tel- 020-26362772
Fax- 020-2636 0026
email trti.mah@nic.in
trti.maharashtra.gov.in

E-TENDER No. TRTI/2021/JMFC/DESK-04/3143

Date: 25/11/2021

Invitation of Request for Proposal (RFP) for Providing Online Coaching on Android Mobile Tablet for Judicial Magistrate First Class (JMFC) Competitive Exams for 100 ST Candidates


Inviting Request For Proposal (in two Bid system - Technical Bid & Commercial Bid) are invited for Selection of Coaching Institutes for providing coaching to the candidates to be sponsored by Tribal Research And Training Institute, Pune (TRTI), for Providing Online Coaching on Android Mobile Tablet for Judicial Magistrate First Class (JMFC) Competitive Exams for 100 ST Candidates. Interested Coaching Institutes and having adequate resources can submit their Technical Bid & Commercial Bid Online on website <https://mahatenders.gov.in>

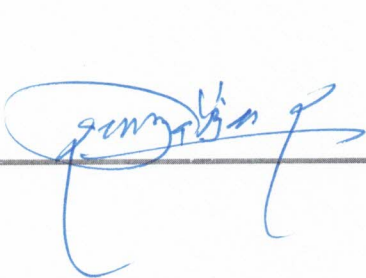
Name of the Service	Estimated cost (in Rs)	Tender Fee (in Rs)	Earnest Money Deposit (EMD) (in Rs)
Providing Online Coaching on Android Mobile Tablet for Judicial Magistrate First Class (JMFC) Competitive Exams for 100 ST Candidates (Number of ST candidates may increase or decrease)	Rs. 50,00,000/-	Rs. 5,000/-	Rs. 1,00,000/-

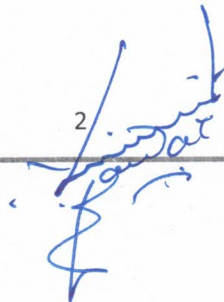
- The Institute shall be selected based on the selection criteria decided by TRTI as mentioned in the Bid Document.
- Joint Venture Consortium is not permitted.
- The Bid Documents are available on website <https://mahatenders.gov.in>
- The interested Bidders will have to register and enroll on website <https://mahatenders.gov.in>.
- The interested Bidders will have to submit all the required documents through online.
- The Tender Fee of Rs. 5,000/-** is required to be deposited Online through Net Banking / NEFT.
- The EMD of Rs. 1,00,000/-** is required to be deposited Online through Net Banking / NEFT.
- The detailed Bid Document can be download from the website <https://mahatenders.gov.in>
- Interested Institutes / Bidders shall submit their Bid on or before **15/12/2021, 17:00 hrs.**
- The advertisement is also available on office website <https://trti.maharashtra.gov.in> for information only.
- Right to reject any or all the Bids is reserved by the Commissioner, TRTI, Pune

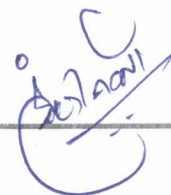
Notice:

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







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

Tribal Research And Training Institute, Pune, hereinafter referred to as TRTI, Pune invites Request for Proposal (RFP), in two Bid systems (Technical Bid & Commercial Bid) from Coaching Institutes for Providing Online Coaching on Android Mobile Tablet for Judicial Magistrate First Class (JMFC) Competitive Exams for 100 ST Candidates.

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

The complete Bid Document is available on the website <https://mahatenders.gov.in> for the purpose of downloading. The downloaded Bid Document shall be considered valid for participation in the electronic Bidding process (e-Tendering) subject to the submission of required tender/ Bid Document fee and EMD.

To participate in Bidding process, Bidders must procure a Digital Signature Certificate (Class - III) 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.	Stage	Start Date & Time	End Date & Time	Envelopes
1	Published Date	01/12/2021 11:00 AM	15/12/2021 17:00 PM	-
2.	Pre- Bid Meeting	10/12/2021 14:00 PM	-	-
3.	Technical Bid Opening	17/12/2021 14:00 PM	-	Technical Envelop T1
4.	Commercial Bid Opening	To be intimated later		Commercial Envelop C1

2. Other Important Information Related to Bid

Sr. No.	Item	Description
1	Earnest Money Deposit (EMD) (To be paid Online)	Rs. 1,00,000/- (Rs. One Lakh Only)
2	Tender Fee (To be paid Online)	Rs. 5,000/- (Rs. Five 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

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Section- 3: Instructions to Bidders

1. Background of TRTI

TRTI (TRTI), Pune is an Autonomous Institute of Tribal Development Department; Government of Maharashtra. Purpose of selection of Coaching Institutes is providing Online Coaching on Android Mobile Tablet for Judicial Magistrate First Class (JMFC) Competitive Exams for 100 ST Candidates. The proposed coaching should serve as a platform to provide quality coaching to the ST candidates to be sponsored by TRTI.

2. Bid Process

The Bidder has to submit a Bid on line in **Two envelope systems**, one containing **Technical Bid** and other containing **Commercial Bid** for “**Selection of Providing Online Coaching on Android Mobile Tablet for Judicial Magistrate First Class (JMFC) Competitive Exams for 100 ST Candidates**”.

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

3. Tender Fee (Non-Refundable)

The Bidders are requested to deposit the **Tender Fee of Rs. 5,000/-**. 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.

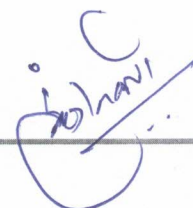
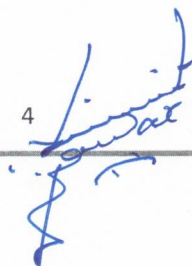
4. Earnest Money Deposit

The Earnest Money Deposit (EMD) of Rs. 1,00,000/- is required to be deposited Online. Proof of the same should be attached with the Technical Bid.

- a. The EMD shall be denominated in Indian Rupees only.
- b. No interest will be payable to the Bidder on the amount of the EMD.
- c. Bids submitted without adequate EMD is liable for rejection.
- d. EMD of unsuccessful Bidders will be refunded after completion of Bid process and the EMD of successful Bidders whose institute is not opted by any of the candidate, for the Providing Online Coaching on Android Mobile Tablet for Judicial Magistrate First Class (JMFC) Competitive Exams for 100 ST Candidates, will be refunded after completion of admission process. EMD of Successful Bidders, whose institute is opted by the candidates, for the Providing Online Coaching on Android Mobile Tablet for Judicial Magistrate First Class (JMFC) Competitive Exams for 100 ST Candidates, will be refunded after successful completion of course.



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- 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 the time specified by TRTI.
 - 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 regarding forfeiture of the Bid Security shall be final and binding upon Bidders.

5. 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.

6. Consortium and Joint Ventures

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

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 in the Office of Tribal Research And Training Institute, 28 Queens Garden, Pune, 411001 on the scheduled dates.

9. Bid Preparation Costs

The Bidder shall submit the Bid at its cost and TRTI 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 and TRTI shall be at liberty to cancel or modify any or all Bids without giving any reason thereof. All materials submitted by the Bidder shall be the absolute property of TRTI and no copyright /patent etc. shall be entertained by TRTI.

10. Amendment of RFP Document

- a) If TRTI 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://mahatenders.gov.in> and also on TRTI website <https://trti.maharashtra.gov.in> and shall be part of the document.
- c) The Bidders are advised to visit the aforementioned website on regular basis for checking latest updates of this RFP document. TRTI 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 **10/12/2021 at 14:00 hrs.**, in the Office of Tribal Research And Training Institute, 28 Queens Garden, Pune -411001.

12. TRTI's Right to Terminate the Process

TRTI may terminate the RFP process at any time and without assigning any reason. TRTI shall not be held responsible for any cost incurred by the Bidder in Bid preparation. TRTI reserves the right to amend/edit/add or 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 then that will be accepted as it is.

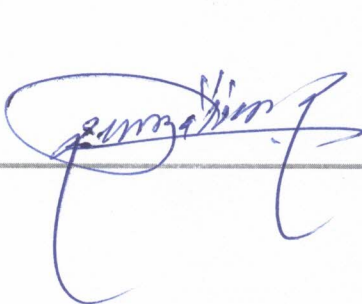
14. Bid Submission Format

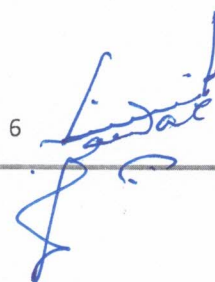
The entire proposal shall be submitted strictly as per the format specified in this Bid Document. Bids with deviation from this format are liable for rejection.

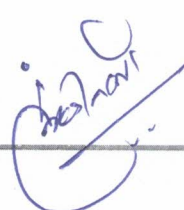
15. Submission of Bids

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). Including relevant credentials
- B. Commercial Bid (Proposal).



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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 Providing Online Coaching on Android Mobile Tablet for Judicial Magistrate First Class (JMFC) Competitive Exams for 100 ST Candidates**”.

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

- i. Coaching Institute should be registered and should have Online coaching facility.
- ii. Coaching Institution should have a minimum 3 years of coaching experience. Period before the date of registration of the institute will not be considered.
- iii. Coaching Institute should have average financial turnover of at least **Rs 50,00,000** (Rupees Fifty Lakhs) last three financial years and should be an Income Tax payer. Proof of payment of income taxes for last 3 years to be enclosed.
- iv. Coaching Institution should provide Online Coaching on Android Mobile Tablet for Judicial Magistrate First Class (JMFC) Competitive Exams for 100 ST Candidates
- v. Coaching Institution should have well equipped classroom.
- vii. The Coaching Institute must have minimum 500 square feet built-up area.
- viii. Details of course material and trainers' profile should be submitted.

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

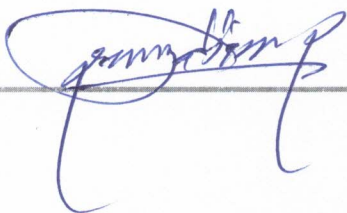
- i. Technical Bid Form (Annexure I).
- ii. Copy of valid Registration Certificate (Bombay Public Trust Act-1950/Company Act-1956) of the Coaching Institute.
- iii. Computer generated deposit receipt for Tender Fee & EMD.
- iv. GST Registration Certificate.
- v. PAN Card Copy
- vi. Income tax returns for last 3 financial years
- vii. Document supporting Annual Turnover: Income and Expenditure Statement / Statement of Profit & loss and Balance Sheet of last 3 financial years.
- viii. Document supporting Built-up area:-The Coaching Institute must have minimum 500 square feet built-up area with all the facilities. Supportive document of built-up area of the Coaching Institute, to be submitted is Lease and License copy for rented accommodation and property tax bill for own building.
- ix. Supporting document (If any) for having selected by any Government Organization/Department/Autonomous Organization of the Government for providing coaching to the sponsored candidates.
- x. Photograph of Coaching Centre, Classrooms and other infrastructure facilities.
- xi. Details of course material and list of faculty members with their bio data
- xii. Self-declaration for not black - listed by any of the Govt. /Semi Govt. Organization.
- xiii. Self-declaration for not having criminal case against any Governing member / Partner/Director.
- xiv. Document supporting Built-up area:-The Coaching Institute must have minimum 500 square feet built-up area with all the facilities. Supportive document of built-up area of the Coaching Institute, to be submitted is Lease and License copy for rented accommodation and property tax bill for own building.
- xv. Supporting document (If any) for having selected by any Government Organization/Department/Autonomous Organization of the Government for providing coaching to the sponsored candidates.
- xvi. Photograph of Coaching Centre, Classrooms and other infrastructure facilities.
- xvii. Details of course material and list of faculty members with their bio data
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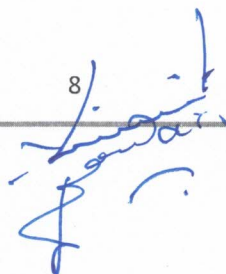
xx. Coaching Institution should be Providing Online Coaching on Android Mobile Tablet for Judicial Magistrate First Class (JMFC) Competitive Exams for 100 ST Candidates.

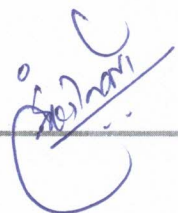
**Note: The Commercial Bid will be opened only after the opening and scrutiny of the Technical Bid.
The Commercial Bids of only those Bidders will be opened whose Technical Bids are qualified.**

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 Providing Online Coaching on Android Mobile Tablet for Judicial Magistrate First Class (JMFC) Competitive Exams for 100 ST Candidates.



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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 the Bid 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 required 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.
- While evaluating the proposals (Bids), if it comes to the knowledge of TRTI, 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.
- Bidder doesn't agree to the any one or more 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, 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 qualified in the Technical Bid, shall only be opened, in the office of TRTI, 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 will evaluate the Technical and Commercial Bid and 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:

- 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. The Committee may seek inputs from their professional and technical experts in the evaluation process.
- iii. 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.
- iv. 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.

The minimum qualifying marks required in technical criteria is 105 Marks (i.e., 70 %). The Bidders who score minimum 105 Marks shall be considered for Commercial Bid evaluation. The Bidders who do not score minimum qualifying marks of 70 %, their Bids shall be rejected and will not be considered for Commercial Bid evaluation. Total number of score should be equivalent to 100.

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Technical Evaluation Criteria:

Sr. No.	Criteria	Supporting Documents	Description	Maximum Marks
1	Overall approach towards coaching.	As per Evaluation Committee Summary	As per PPT (Presentation)	30
2	Quality of study material	Set of booklets /studymaterial / books provided by theInstitute to the students.	a. Study materials/ booklets/ books covering all the topics in the syllabus- 5 Marks b. Study materials/ booklets/books covering Multiple Choice Questions- 5 Marks c. Study materials/ booklets/books covering Descriptive Questions- 10 Marks	20
3	Regularity and quality of Test	Test Series planned in the proposed period	Plan of regular test series followed by detailed discussion and answer key- 3 Marks	03
4	Timely completion of syllabus, schedule of lectures and regularity in Implementation	a. Academic Plan and Course completion Report of Previous years b. Academic Plan of the proposed period	Meticulously drafted academic plan covering all points of the syllabus at-least 10 days before the upcoming exams -5 Marks	05
5	Well equipped, adequate audio visual classroom	Photos of seating capacity in class room and audio visual facility.	a. Seating capacity less than 50 candidates - - 0Marks b. Seating capacity 50 to 100 candidates - -5 Marks c. Seating capacity more than 100 candidates - -10Marks c. Audio and sound facility - -2 Marks	12
6	Number of lecturers	List of lecturers with their qualification and subject they are teaching.	a. Number of lecturers more than 5 – 5 Marks b. Number of lecturers more than 8 - 10 Marks c. Number of lecturers more than 10 - 15 Marks	15
7	Experience of Lecturers for coaching for Online coaching Competitive Exams	Bio-data of lecturers with number of years of experience of for Online coaching for Judicial Magistrate First Class (JMFC) Competitive Exams	a. At least 4 lecturers having experience more than 3 years - 5 Marks b. At least 3 lecturer having experience more than 5 years - 10 Marks c. At least 2 lecturer having experience more than 7 years - 10 Marks	25

8	No. of years from which Coaching Institute is providing coaching	a. Documents of establishment / Registration of the institute. (Period before the date of registration of the institute will not be considered).	a. Institute providing for Online coaching Competitive Exams from up to 3 years - 10 Marks b. Institute providing for Online coaching Competitive Exams from more than 3 years - 10 Marks	10
9	Financial Turnover of the Institute	a. Audited financial statement/s. b. Income Tax Return (ITR)/s	a. Average Annual Financial Turnover of the institute is at-least Rs 50 lakhs in last 3 FY- 5 Marks` b. Average Annual Financial Turnover of the institute is at-least Rs 60 lakhs in last 3 financial years - 10 Marks c. Average Annual Financial Turnover of the institute is at-least Rs 70 lakhs in last 3 financial years - 15 Marks	15
10	Efforts to improve performance of the weak students	a. Student counseling record (Previous years) b. Extra lectures conducted for weak students (Previous Years)	a. Regular counseling the students - <= 2 Marks b. Efforts to improve performance of weak students - <= 3 Marks	05
11	Selected by any Govt. Organization/Department/Autonomous organization for providing coaching to sponsored candidate for any Competitive Examination.	Supporting document (Work Order, Selection letter, MOU) for having selected by any government organization/department/autonomous organization of the government for providing coaching to sponsored candidate.	a. Selected by at least one Govt. Organization / Department / Autonomous organization for providing coaching to sponsored candidate for any Competitive Examination - 5 Marks b. Selected by at least three Govt. Organization / Department / Autonomous organization for providing coaching to sponsored candidate for any Competitive Examination - 10 Marks	10
TOTAL				150

B. Selection Method: Quality Cost Based System (QCBS)

The Bidder criteria for awarding the contract will be calculated based on the QCBS methodology.

The weightage of Technical Score to Financial Score would be in the ratio of 80: 20

Kindly refer the illustration below for understanding of the evaluation process

ILLUSTRATION

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

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

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

Where

CTFS is Combined Technical and Financial Score;

TS = Technical bid Score;

FS = Financial bid Score

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

Stage 1: Technical Bid Evaluation (TS)

Bidder Details	Technical Marks obtained	Applying weightage of 80% to the TS
Bidder 1	95	$95 * 0.8 = 76$
Bidder 2	87	$87 * 0.8 = 69.6$
Bidder 3	68	Will not be assessed
Bidder 4	79	$79 * 0.8 = 63.2$

* Since the eligible Technical Score should be 70 and above Bidder 3 is rejected

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

Bidder Details	Financial Bid Amount	Financial Score (LFB/F*100)	Financial Score after applying 20% weightage (FS * 0.2)
Bidder 1	150000	$110000/150000 * 100 = 73.33$	$73.33 * 0.2 = 14.66$
Bidder 2	130000	$110000/130000 * 100 = 84.61$	$84.61 * 0.2 = 16.92$
Bidder 4	110000	$110000/110000 * 100 = 100$	$100 * 0.2 = 20$

LFB – Lowest Financial Bid

F – Quoted Amount

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

Bidder Details	Technical Score- TS (after applying 80% weightage)	Financial Score- FS (after applying 20% weightage)	CTFS = TS+FS
Bidder 1	76	14.66	87.99
Bidder 2	69.6	16.92	86.52
Bidder 4	63.2	20	83.2

*Contract would be awarded to Bidder 1

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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					

21. Award of contract

Bid Evaluation Committee formed by Commissioner, TRTI will evaluate the Commercial Bid and Technical Bid as stated above, and submit its recommendation to Commissioner, TRTI. TRTI 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 would be final and binding upon all the Bidders. TRTI will notify the acceptance of Bid to the successful Bidder.

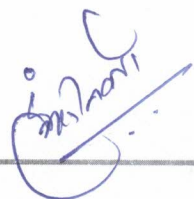
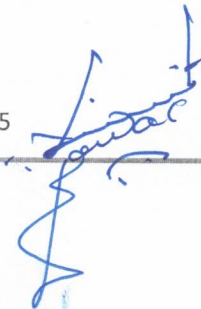
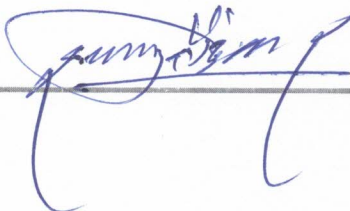
22. Signing of Contract

Once TRTI notifies the successful Bidder that its Bid / proposal has been accepted, TRTI shall enter into a separate Agreement, incorporating the conditions of the Bid / RFP and its amendments and any special conditions during negotiations between the TRTI and the successful Bidder. In case the successful Bidder is unable to execute contract within 10 days, TRTI shall forfeit the Earnest Money Deposit (EMD) and cancel its Bid. 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 has the right to restrict the maximum number of candidates that can be sponsored to the single institute and the decision of the Commissioner, TRTI will be binding on all the Bidders.

Section-4: General Conditions of Contract

GENERAL TERMS AND CONDITIONS

1. Conditional Bid (RFP Proposals) is 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 Selection, in order to sponsor the candidate for coaching. The candidate will be given the option of selecting the Institute of his/her choice, for admissions through counseling.
4. Bidder should note that the allotment of candidates to the Coaching Institute (successful Bidder) will be done on the basis of the preference of the Coaching Institutes given by the candidate, However, Commissioner, TRTI 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 will be binding on all the Bidders.
5. The Bid Evaluation Committee (Selection Committee) constituted by Commissioner, TRTI, reserves the right to reject any or all tenders without assigning any reason.
6. The duration of the Coaching program will be of **06 months**.
7. Coaching will be imparted to the candidates sponsored by TRTI.
8. Coaching should be provided for complete syllabus for Online Coaching on Android Mobile Tablet for Judicial Magistrate First Class (JMFC) Competitive Exams for 100 ST Candidates
9. The Commissioner, TRTI reserves the right to increase or decrease the number of ST students / candidates to be deputed to the Institution, to ensure Qualitative Coaching.
10. The selected Institution must submit attendance of the candidates (incoming and outgoing) to the Commissioner, TRTI, Pune, every month.
11. The selected Coaching Institution shall provide qualitative coaching to the candidates for Online coaching for Judicial Magistrate First Class (JMFC) Competitive Exams, deputed by TRTI Pune. The Coaching should be given for complete syllabus for Online coaching for Judicial Magistrate First Class (JMFC) Competitive Exams
12. The selected Coaching Institution shall impart quality coaching, conduct periodic tests and shall inform the result of the same to the TRTI, as and when the tests are conducted.
13. The selected Coaching Institution shall cover the complete syllabus for Online Coaching on Android Mobile Tablet for Judicial Magistrate First Class (JMFC) Competitive Exams for 100 ST Candidates. If the Online coaching is incomplete or not properly imparted, the Institute will be blacklisted and complete fee due will not be paid.
14. The selected Coaching Institution shall provide study material (at no extra cost) to the candidates, immediately after admission and further, as and when the study materials are given to other candidates taking coaching in the institute.
15. The selected Coaching Institution should not sublet the contract. If the Coaching Institution is found to have sublet the contract, the contract will be terminated at the risk and cost of the Coaching Institution concerned.



16. The selected Institution 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 within 07 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.
17. Coaching Fee will be paid in three installments; first installment of **Twenty- Five percent (25%)** of the total fee will be paid on signing a contract. Second installment of **Fifty percent (50 %)** of the total fee will be paid on or before the completion of 01 months of online coaching. Third and final installment of **Twenty- Five percent (25%)** of the total fee will be paid after completion of online coaching. TRTI reserves the right to change the payment terms.
18. TRTI reserves the rights of overall monitoring of the training program.
19. The Coaching Institutes should submit their requisition / bill for each installment, in duplicate with the list of candidates.
20. On completion of coaching, the Coaching Institute will have to submit following reports to TRTI, Pune
 - Course Completion Report
 - Test Results
21. Contract will be made for One year however; contract may be extended for next year by mutual consent with the same terms and conditions of the agreement executed.
22. The base rate of coaching fee may be increased by maximum 3% per year. However, decision of Commissioner, TRTI, in this regard, will be final.
23. The Commissioner, TRTI, Pune including the authorized Officers of the TRTI shall have the power to issue notices in writing and to instruct/direct the Institution to make alterations/variations in the assigned work.
24. 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 with such penalties as specified in the Bidding document and the Agreement.
25. Confidentiality of the Document -This Tender Document is confidential and the TRTI shall ensure that anything contained in this Tender Document shall not be disclosed in any manner, whatsoever.
26. 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.
27. Conditional Bid (RFP Proposals) is liable for rejection.
28. Intending Bidders can have detailed information from the office of TRTI, Pune during office hours.
29. The Bid Evaluation Committee formed by Commissioner, TRTI will shortlist the institutes and will recommend to the Commissioner, TRTI for Selection, in order to sponsor the candidate for coaching. The candidate will be given the option of selecting the Institute of his/her choice, for admissions through counseling.
30. 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 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 will be binding on all the Bidders.

ANNEXURE - I

(To be submitted on Bidder letter head)

“Technical Bid for Selection of Online Coaching on Android Mobile Tablet for Judicial Magistrate First Class (JMFC) Competitive Exams for 100 ST Candidates”.

To,
Tribal Research & Training Institute, Pune
28, Queen's Garden,
Pune - 411 001.

Subject: “Technical Bid for Providing Online Coaching on Android Mobile Tablet for Judicial Magistrate First Class (JMFC) Competitive Exams for 100 ST Candidates”.

Reference: E - Tender No. Dated ...

Respected Sir,

I / We hereby offer to submit the Technical Bid for Providing Online Coaching on Android Mobile Tablet for Judicial Magistrate First Class (JMFC) Competitive Exams for 100 ST Candidates.

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

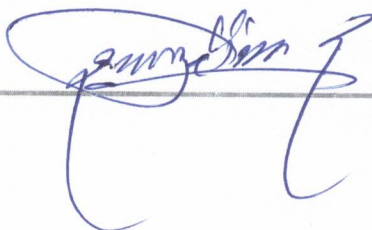
1.	Name and address of the head office of the Coaching Institute.	
2.	Name and contact number of Head / Chairperson / President/Partner/Director	
3.	Location at which the coaching is currently provided by the institute	
4.	Institute is willing to provide Online Coaching on Android Mobile Tablet for Judicial Magistrate First Class (JMFC) Competitive Exams for 100 ST Candidates	
5.	Contact Person's Name and Designation	
	Contact No.	
6.	Date of Establishment of Institute as per Documents of establishment/Registration of the institute.	
7.	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 if any	
8.	a) Whether GST payee.	
	b) Mention GST number	
9.	a) Whether Income tax payee.	
	b) Mention Permanent Account Number (PAN) of the Institution or Head of the Institution.	

10.	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												
11.	Total years of experience of the Coaching Institution for Online Coaching on Android Mobile Tablet Competitive Exams. (Period before the date of registration of the institute will not be considered). Also provide the date of registration/establishment															
12.	a. Whether the Coaching Institute is functioning in its own building or in a rented accommodation. b. Total square feet of built-up area.															
		<table border="1"> <thead> <tr> <th>Particulars</th> <th>Number</th> <th>Total seating capacity</th> </tr> </thead> <tbody> <tr> <td>Classroom</td> <td></td> <td></td> </tr> <tr> <td>Audio-Visual room</td> <td></td> <td></td> </tr> </tbody> </table>			Particulars	Number	Total seating capacity	Classroom			Audio-Visual room					
Particulars	Number	Total seating capacity														
Classroom																
Audio-Visual room																
	c. Class rooms and other details d. Whether adequate Audio and sound facility is available in class room (Yes/ No): e. Whether video lecture facility is available in class room (Yes/ No):															
13.	Details of faculty:															
		<table border="1"> <thead> <tr> <th>Sr. No.</th> <th>Name of faculty</th> <th>Qualification</th> <th>Teaching Subject</th> <th>Experience in coaching Competitive Examinations (In years)</th> <th>Any other credential:</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>			Sr. No.	Name of faculty	Qualification	Teaching Subject	Experience in coaching Competitive Examinations (In years)	Any other credential:						
Sr. No.	Name of faculty	Qualification	Teaching Subject	Experience in coaching Competitive Examinations (In years)	Any other credential:											
	Note: List of all the faculty/lecturer with above details should be provided along with their Bio data.															
14.	Library facilities:															
	a) No. of relevant reference books															
	b) No. of journals/ magazines															
	c) No. of daily news papers															
	d) Working hours															
15.	Printed Study Materials	Bidder must submit one copy of the following study material on or before the date of opening of Technical Bid: a) Study materials/ booklets/ books covering all the topics in the syllabus. b) Study materials/ booklets/books covering Multiple Choice Questions for Online coaching for Judicial Magistrate First Class (JMFC) Competitive Exams c) Study materials/ booklets/books covering Descriptive Questions for Online coaching for Judicial Magistrate First Class (JMFC) Competitive Exams														
16.	Regularity and quality of Test	Plan of regular test series followed by detailed discussion and answer key														

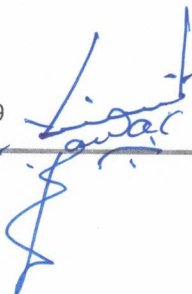
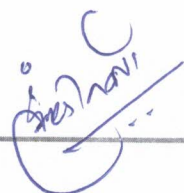
17.	Timely completion of syllabus	a) Month in which the complete syllabus of upcoming Judicial Magistrate First Class (JMFC) Competitive Examinations, will be completed. (Academic plant should be submitted) Month in which the complete syllabus of upcoming Judicial Magistrate First Class (JMFC) Competitive Examinations will be completed. (Academic plant should be submitted)
18.	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.
19.	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.
20.	Number of candidates, the Institute is willing to take from this institute (TRTI) for the coaching for Online coaching for Judicial Magistrate First Class (JMFC) Competitive Exams	
21.	Whether all the documents specified in tender document is uploaded with Technical Bid (Yes / No)	
22.	Any other details:	

Date:

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



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ANNEXURE - II

(To be submitted on Bidder letter head)

“Commercial Bid for Providing Online Coaching on Android Mobile Tablet for Judicial Magistrate First Class (JMFC) Competitive Exams for 100 ST Candidates”.

To,

The Commissioner,
Tribal Research & Training Institute,
28 Queen's Garden,
Pune, Maharashtra - 411 001

Subject: Commercial Bid for Providing Online Coaching on Android Mobile Tablet for Judicial Magistrate First Class (JMFC) Competitive Exams for 100 ST Candidates.

Reference: Tender No. Dated

Respected Sir,

I / We hereby offer to submit the Commercial Bid for Providing Online Coaching on Android Mobile Tablet for Judicial Magistrate First Class (JMFC) Competitive Exams for 100 ST Candidates.

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.	Examination	Online Coaching Fee with Mobile Tablet per candidate for 06 months	
		Amount (Rs.)	In words
1.	Providing Online Coaching on Android Mobile Tablet for Judicial Magistrate First Class (JMFC) Competitive Exams for 100 ST Candidates with Android Mobile Tablet (Number of ST candidates may increase or decrease)		

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

Date :

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

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ANNEXURE- III

(Declaration of the Coaching Institution on the letter head)

Date:

To,

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

Subject: Tender for Providing Online Coaching on Android Mobile Tablet for Android Mobile Tablet for Judicial Magistrate First Class (JMFC) Competitive Exams for 100 ST Candidates

Respected Sir,

I/Wedo hereby submit tender/Bid Providing Online Coaching on Android Mobile Tablet for Judicial Magistrate First Class (JMFC) Competitive Exams for 100 ST Candidates, 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.

I/We have paid an amount of **Rs 1,00,000 (Rupees One 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 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.

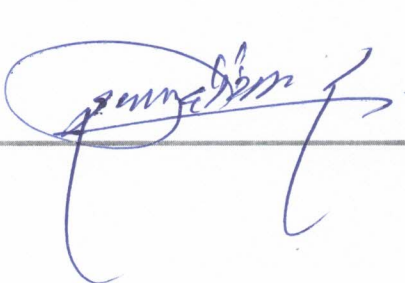
Any notice required to be served on me / us shall be sufficiently served on me / us by post (registered or ordinary) or courier or left at my / our address given herein.

I / We fully understand the terms and conditions of the contract to be entered into between me/us and the TRTI, Pune 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.

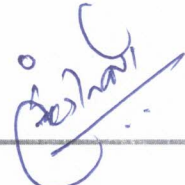
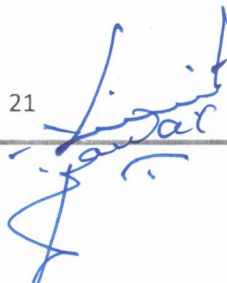
Dated this day of2021.

Place :

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



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ANNEXURE- IV

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

Date:

To,

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

DECLARARTION

NATURE OF SERVICE: Providing Online Coaching on Android Mobile Tablet for Judicial Magistrate First Class (JMFC) Competitive Exams for 100 ST Candidates.

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
Institute

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ANNEXURE- V

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

Date:

To,

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

Subject: Tender for Providing Online Coaching on Android **Mobile Tablet** for Judicial Magistrate First Class (JMFC) Competitive Exams for 100 ST Candidates

Respected Sir,

I/Wedo hereby submit tender/Bid Providing Online Coaching on Android Mobile Tablet for Judicial Magistrate First Class (JMFC) Competitive Exams for 100 ST Candidates, 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.**

Technical Specification of Android based Tablet and other related peripherals (8 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 Core or higher.		
DISPLAY	8" OR Higher Screen Size with capacitive touchscreen & Multitouch, 16M Colors Display		
RESOLUTION	Min. 1280 x 800		
CHIPSET	Latest class compatible chipset		
RAM	Min. 3 GB or More		
INTERNAL MEMORY	Min. 32 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. 4500 mAh Li - ion Battery of Android based Tablet. Separate charging port other than micro - USB Separate battery for peripheral jacket with minimum 8 hours of continuous operation.		
SOUND	Loudspeaker, 3.5 mm jack, microphone built in		
OTG ENABLE	Yes		
Z Height	<10 mm		
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 10 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



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