



Expression of Interest (EOI)

For

***Empanelment of Coaching Institute for
Providing Coaching of UPSC – Civil Services
Examination (Pre + Main + Interview) for 100
ST Candidates at Delhi and Maharashtra.***

Tender Notification No.: TRTI/2023/UPSC/ Delhi & Maharashtra/DESK-04/2023 Dated 29/06/2023

Issued By

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



Tribal Research & Training Institute
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E-TENDER No. TRTI/2023/UPSC-Coaching/ Delhi & Maharashtra /DESK-04/ 2023

Dated 29/06/2023

Invitation of Expression of Interest (EOI) For Empanelment of Coaching Institute for Providing Coaching of UPSC – Civil Services Examination (Pre + Main + Interview) for 100 ST Candidates at Delhi & Maharashtra.


Inviting Request for Proposal for Selection of Coaching Institutes for providing coaching to the candidates to be sponsored by Tribal Research And Training Institute, Pune (TRTI), for Providing Coaching of UPSC – Civil Services Examination (Pre + Main + Interview Personality Test) for 100 ST Candidates at Delhi & Maharashtra. Interested Coaching Institutes having adequate resources can submit their Technical Bid Online on website <https://mahatenders.gov.in>

Name of the Service	Estimated cost Inc. all Taxes (in Rs)	Tender Fee (in Rs)	Earnest Money Deposit (EMD) (in Rs)
Providing Coaching of UPSC – Civil Services Examination (Pre + Main + Interview) for 100 ST Candidates at Delhi & Maharashtra.	Rs 2,00,00,000/-	Rs 20,000/-	Rs 2,00,000/-

- 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> for the Bid Process.
- The interested Bidders will have to submit all the required documents through online Submission.
- The Tender Fee of Rs.20,000/-is required to be deposited Online through Net Banking/NEFT.
- The EMD of Rs.2,00,000/-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 12/07/2023, 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:

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 and 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 (EOI)

Tribal Research And Training Institute, Pune, herein after referred to as TRTI, Pune invites Expression of Interest (EOI) from reputed Coaching Institutes for Providing Coaching of UPSC – Civil Services Examination (Pre + Main + Interview) for 100 ST Candidates at Delhi and Maharashtra.

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

The complete Bid Document is available on the website <https://mahatenders.gov.in> 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

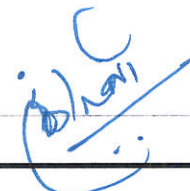
Sr. No.	Event	Date & Time
1	Publish Date	29/06/2023, 11:00 AM
2	Document Download / Sale Start Date	29/06/2023, 11:00 AM
3	Bid Submission Start Date	29/06/2023, 11:00 AM
4	Clarification Start Date	29/06/2023, 11:00 AM
5	Clarification End Date	05/07/2023, 14:00 PM
6	Pre Bid Meeting Date	05/07/2023, 15:00 PM
7	Bid Submission End Date	12/07/2023, 17.00 PM
8	Technical Bid Opening	13/07/2023, 17.00 PM
9	Commercial Bid Opening	To be intimated later

2. Other Important Information Related to Bid

Sr. No	Item	Description
1.	Earnest Money Deposit (EMD) (To be paid Online)	Rs. 2,00,000/- (Two Lakh Rupees Only)
2.	Tender Fee (To be paid Online)	Rs. 20,000/- (Rs. Twenty Thousand Rupees 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







Section- 3: Instructions to Bidders

1 DISCLAIMER:

This Expression of Interest (EOI) document is neither an agreement and nor is an offer to the prospective bidders. The purpose of this EOI document is to provide prospective bidders information that may be useful to them in the formulation of their bid for qualification pursuant to this EOI document. The assumptions, assessments, statements and information contained in this EOI document may not be complete, accurate, adequate or correct. Each bidder shall, therefore, conduct its own investigations and analysis and shall check the accuracy, adequacy, correctness, reliability and completeness of the assumptions, assessments, statements and information contained in this RFP document and obtain independent advice from appropriate sources.

Information provided in this EOI document to the bidders is not intended to be an exhaustive account of statutory requirements and shall not be regarded as a complete or authoritative statement of law. Therefore Tribal Research and Training Institute, Pune will not hold any responsibility for the accuracy or otherwise for any interpretation or opinion on law expressed herein.

The issue of this EOI document does not imply that the concerned, Tribal Research And Training Institute, Pune is bound to select and to appoint the Selected Bidder as Service Provider and the concerned, Tribal Research And Training Institute, Pune henceforth used reserves the right to reject all or any of the bid without assigning any reason whatsoever.

The bidders shall bear all the costs associated with or relating to the preparation and submission of their bid including but not limited to preparation, copying, postage, delivery fees, expenses associated with any demonstrations or presentations which may be required by the Concerned, Tribal Research And Training Institute, Pune shall not be liable in any manner, whatsoever, for the same or for any other costs or other expenses incurred by any bidder in preparation and submission of the bid, regardless of the conduct or outcome of the Bidding Process.

2 Background of TRTI:

TRTI, Pune is an Autonomous Institute of Tribal Development Department; Government of Maharashtra. Purpose of Empanelment of Coaching Institutes for Providing Coaching of UPSC – Civil Services Examination (Pre + Main + Interview) for 100 ST Candidates at Delhi and Maharashtra. The proposed coaching should serve as a platform to provide quality coaching to the ST candidates to be sponsored by TRTI.

3 Bid Process

The Bidder has to submit a Bid online in one envelope systems, one containing Technical Bid for **“Empanelment of coaching institute for Providing Coaching of UPSC – Civil Services Examination (Pre + Main + Interview) for 100 ST Candidates at Delhi and Maharashtra”**.

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

4 Tender Fee (Non-Refundable)

The Bidders are requested to deposit the Tender Fee of Rs.20,000/- . 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)

5 Earnest Money Deposit

The Earnest Money Deposit (EMD) of Rs 2,00,000/- 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 Coaching of UPSC – Civil Services Examination (Pre + Main + Interview) for 100 ST Candidates at Delhi and Maharashtra, will be refunded after completion of admission process (without any interest). EMD of Successful Bidders, whose institute is opted by the candidates, for the Providing Coaching of UPSC – Civil Services Examination (Pre + Main + Interview) for 100 ST Candidates at Delhi and Maharashtra, will be refunded 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 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.

6 Transfer of Bid

The Bid / EOI Document are not transferable. The Bidder who purchases the Bid Document and submits the Bid shall be the same.

1. Consortium and Joint Ventures

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

2. 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 EOI should be full and complete in all respects. Failure to furnish all information required by the EOI document or submission of a proposal not substantially responsive to the EOI document will be at the Bidder's risk and may result in rejection of their Proposal.

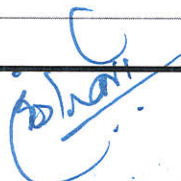
3. Scope of Work –

The coaching should contain the following subjects as decided by TRTI:

- a) General Studies for UPSC (Civil Services) Preliminary Examination
- b) C-SAT for UPSC (Civil Services) Preliminary Examination







- c) General Studies for UPSC (Civil Services) Mains Examination
- c) Optional Subject for UPSC (Civil Services) Mains Examination
- d) Test Series for UPSC (Civil Services) Preliminary Examination
- e) Test Series for General Studies of UPSC (Civil Services) Mains Examination.
- f) Test Series for Optional Subject of UPSC (Civil Services) Mains Examination.
- g) Online coaching and making recorded lectures availability in any natural calamities or pandemic situation e.g. Covoid-19, to those students who are unable to attend offline lectures due to any Personal unavoidable reasons.

- 3.1 Hon'ble Commissioner, TRTI reserves the right to increase or decrease the number of students / candidates to be deputed to the institutions, to ensure Qualitative Coaching.
- 3.2 Selection of the candidates: The selection of candidates to be sponsored for the Coaching of UPSC (Civil Services) Examination will be done by TRTI.
- 3.3 The empanelled Coaching Institutions should provide qualitative coaching to the candidates for UPSC (Civil Services) Examination, deputed by TRTI, Pune.
- 3.4. The Coaching Institutions should conduct periodic tests.
- 3.5. The Coaching Institutions should cover the complete syllabus of UPSC (Civil Services) Preliminary Examination and Main Examination. If the coaching is incomplete or not properly imparted, the Coaching Institute will be blacklisted and complete fee due will not be paid.
- 3.6 The 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
- 3.7 The Coaching Institutions shall provide study material/ Class notes (at no extra cost) to the candidates, as and when the study materials/ class notes are given to other candidates taking coaching in the institute.
- 3.8 The selected institutions shall enter into a contract/agreement on a non-judicial stamp paper of applicable value (Rs) as per Maharashtra stamp duty act, depending upon the total value of work order (Rs) with terms and conditions as per the format specified by TRTI, within 10 days from the date of award of contract, failing which the EMD will be forfeited and the Institution will be removed from the empanelled list of institutes.
- 3.9 The selected institution shall provide study at least 12 hrs. With Wi-Fi Connection, latest magazines, journals, daily newspaper related to UPSC syllabus and Separate section for girls.
- 3.10 Selected institution should provide group Health Insurance policy for trainees which will be minimum Amount of Rs.3 Lakhs for 1 year.
- 3.11 The Coaching Institute has to buy and pay the Premium for the Health, Accident, Travel, Theft or any other may be appropriate of an enrolled Students.

4. Place of opening of EOI

The EOI will be opened in the Office of Tribal Research And Training Institute, 28 Queens Garden, Pune, 411001 on the scheduled dates.

5. 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.

6. Amendment of EOI Document

- a) If TRTI deems it appropriate to revise any part of this EOI or to issue additional data to clarify an interpretation of provisions of this EOI, it may issue supplements to this EOI. Any such corrigendum shall be deemed to be incorporated by this reference into this EOI.
- b) All the amendments made in the document would be published on the website of Government of Maharashtra <https://mahatenders.gov.in> and 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 EOI document. TRTI also reserves the rights to amend the dates mentioned in this EOI for successful Bid process.

7. Pre- Bid Meeting

Pre - Bid meeting is open to all prospective Bidders. The same will be held on 05/07/2023 at 15:00 hrs. In the Office of Tribal Research and Training Institute, 28 Queens Garden, Pune -411001.

8. TRTI's Right to Terminate the Process

TRTI may terminate the EOI 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.

9. 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.

10. 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.

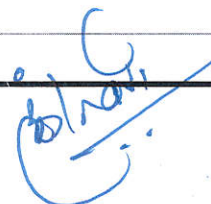
11. Submission of Bids

The Bidder should submit the Bid Online, which shall comprise of the following one envelope.

- A. Technical Bid (Proposal). Including relevant documents







12. Technical Bid

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

Sr. No	Technical Qualification criteria	Documentary Proof
1	The bidder shall be: company/Partnership firm registered for this purpose under any Law/Act of Govt. of India since last 5 years, OR An LLP firm registered under The LLP Act 2008 since last 5 years	Certificate of Incorporation/Registration / Registration / or any equivalent certify/ any Supporting documentary evidence OR LLP firm registered certificate
2	The Bidder shall have an average annual turnover of overall business of minimum Rs. 5 Cr. for last five financial years (FY 2018-19,FY 2019-20,FY 2020-21, FY2021-22, FY2022-23)	Certificate duly signed by Statutory Auditor of the Bidder or Certified Chartered Accountant for average annual Turnover) for last 5 financial years (FY 2018-19,FY 2019-20,FY 2020-21, FY2021-22, FY2022-23)
3	The Bidder shall have filed Income Tax Returns for the Five Financial years (FY 2018-19,FY 2019-20,FY 2020-21, FY2021-22, FY2022-23)	Certified copies of ITR filed by the entity for the immediately preceding five financial years (FY 2018-19,FY 2019-20,FY 2020-21, FY2021-22, FY2022-23)
4	The bidder should have positive net worth as per the audited consolidated financial statements in each of the last three financial years	Audited Balance sheet and Profit & Loss account statement of the Bidder for each of the last 5 audited financial years (FY 2018-19,FY 2019-20,FY 2020-21, FY2021-22, FY2022-23)
5	The Bidder Should not have been blacklisted by any Central/State Government Organization or Department in India at the time of submission of the bid for fraudulent or corrupt practices.	An Affidavit on Rs.500/- (Rupees Five Hundred only) stamp paper signed by the Authorized Signatory of the Bidder.
6	ISO 9001:2015 - Quality management systems	Copy of certificate signed by bidder's authorized signatory
7	Merit list of the successful candidates in the UPSC Civil Services Examination	Full Time Student Filled Application form with mobile no.
8	The bidder shall have a valid GST number as on last date of submission	Copy of GST registration certificate signed by bidder's authorized signatory
9	The bidder shall have a valid PAN number as on last date of submission.	Copy of PAN registration certificate signed by bidder's authorized signatory
10	The Bidder should have made Tender Fee payment INR 20,000/- (Rupees Twenty Thousand only) including GST.	Proof of Tender form fee payment of INR 20,000/- (Rupees Twenty Thousand only) including GST (non-refundable) by payment gateway online/RTGS/NEFT/ECS must be furnished.

Sr. No	Technical Qualification criteria	Documentary Proof
11	The Bidder should have submitted an Earnest Money Deposit of INR 2,00,000/- (Rupees Two Lakh Only)	Earnest Money Deposit must be paid through Online Payment via net banking mode.

TECHNICAL BID EVALUATION

The bidder should be evaluated on the basis of following parameters

Sr. No	Evaluation Criteria	Maximum Marks	Documents
1	Previous year result of the Institute – List of the candidates qualified in Final Result of UPSC (Civil Services) Examination in last 5 years. -50 Marks	Less than 50 Candidates – 0 Marks Less than 51 to 100 Candidates – 20 Marks Less than 101 to 200 Candidates – 30 Marks Less than 201 to 300 Candidates – 40 Marks More than 300 Candidates – 50 Marks	1) Provide the list of successful Students who has done coaching in your institute for general studies & optional subject. 2) Copy of final result after personality test declared by UPSC in the respective years, highlighting the name & roll no of the candidate in the list. 3) Admission form of the candidates to prove that the candidate has joined coaching for General Studies or optional subject in your institute. Note - Student taken admission for only Test Series & Personality Test will not be considered.
2	Quality of Study Material Set of booklets / study material / books provided by the Coaching Institute to the students. -20 Marks	a. Study materials/ booklets/ books of the Coaching Institute covering all the topics in the General Studies and optional subject syllabus of UPSC Civil Services (Preliminary & Mains Examination) - 5 Marks. b. Study materials/ booklets/ books covering Multiple Choice Questions as per syllabus of UPSC (Civil Services) Preliminary Examination - 5 Marks. c. Study materials/ booklets/ books covering Descriptive Questions of General studies for UPSC (Civil Services) Mains Examination	Set of booklets / study material / books provided by the Coaching Institute to the students.

31/03/2014

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		-5 Marks. d. Study materials/ booklets/ books covering Descriptive Questions of optional subjects for UPSC Civil Services (Mains Examination) -5 Marks	
3	Credibility of the Coaching Institute based Registration Category. - 10 Marks	a. Coaching institute registered as Partnership, Sole Proprietorship or any other - 3 Marks b. Coaching institute is registered as Private Limited Company - 5 Marks c. Coaching institute is registered as Public Limited Company - 10 Marks	Registration Certificate
4	Credibility of the Coaching Institute based on empanelment of Coaching Institute by any State/ Central Govt, Autonomous institute or department of Govt for the Coaching of UPSC (Civil Services) Examination. - 15 Marks	a. Coaching Institute is empaneled by at least 1 state Govt, autonomous institute of Govt. or department of Govt for the Coaching of UPSC (Civil Services) Examination - 5 Marks b. Coaching Institute is empaneled by at least 2 state Govt, Autonomous institute of Govt. or department of Govt for the Coaching of UPSC (Civil Services) Examination - 10 Marks c. Coaching Institute is empaneled by more than 2 State Govt, Autonomous institute of Govt. or department of Govt for the Coaching of UPSC (Civil Services) Examination - 15 Marks	Work Orders / Work Completion certificate
5	Timely completion of syllabus, schedule of lectures and regularity in implementation -5 Marks	Meticulously drafted academic plan (lecture Plan) covering all points of the syllabus of UPSC (Civil Services) Preliminary and Mains Examination -5 Marks	Academic Plan of the proposed period.
6	Well equipped, adequate audio-visual classroom -25 Marks	a. Total Seating capacity ≥ 200 - 5 Marks b. Audio and sound facility in classroom - 5 Marks d. at least 2 digital board - 5 Marks e. at least 2 cameras for high resolution recording and live telecast of lectures - 5 Marks	Photos of seating capacity in class room and audio-visual facility like (Digital Board, Camera, Speaker, etc.)

		Library & Study room - 5 Marks	
7	Online lecture facility and the recorded video of past lectures -10 Marks	Online lecture facility and the facility to view the recorded video of past lectures along with the depository of the past lectures of the institute -10 Marks	Demo of online lecture should be provided on the date of opening of Technical Bid or as and when intimated by TRTI
8	Online Test facility -10 Marks	Online Test Facility - 10 Marks	Demo of online test should be provided on the date of opening of Technical Bid or as and when intimated by TRTI
9	Number of lecturers -10 Marks	a. Number of lecturers more than 5 - 5 Marks b. Number of lecturers more than 10 - 10 Marks	List of lecturers with their qualification and subject they are teaching (Lecturer should not be in the full-time employment in any college, University, Government department, private company or elsewhere.)
10	Experience of Lecturers -10 Marks	a. At least 4 lecturers having experience more than 5 years - 5 Marks b. At least 2 lecturers having experience more than 10 years - 10 Marks	Bio-data of lecturers with number of years of experience of coaching for UPSC (Civil Services) Examination.
11	Number of Subjects in which coaching is provided for UPSC (Civil Service) Examination -10 Marks	a. At least 3 optional subject - 5 Marks b. At least 5 optional subject -10 Marks	List of Subject for which coaching is provided (Institute must provide coaching for complete General Studies Syllabus of UPSC(Civil Services) Preliminary and Mains Examination and at least 3 Optional Subject for Mains Examination
12	No. of years of experience of coaching institute in providing coaching for UPSC (Civil Services) Examination -15 Marks	a. Institute is in operation and providing coaching for UPSC (Civil Services) Examination from 5 to 10 years - 10 Marks b. Institute is in operation and providing coaching for UPSC (Civil Services) Examination more than 10 years -15 Marks	Document of establishment /Incorporation/Registrati on/Commencement of Business of the institute

Subbimaly

Samir

Chaitanya

13	The Bidder shall have an average annual turnover of overall business of minimum INR 5 Cr. for last five financial years (FY 2018-19, FY 2019-20, FY 2020-21, FY 2021-22, FY 2022-23) -25 Marks	Turnover	Marks	Turnover Certificate & Audited Financial statement of last from Chartered Accountant
		≥ 5 Cr to 10 Cr	15	
		>10 Cr to 15 Cr	20	
		>15 Cr	25	
14	Certification – - ISO 9001-2015: Quality management systems -5 Marks	5 Marks		Certificates for the same
15	<i>Technical Presentation to Committee.</i> - Background of the Bidder - Clarity of Understanding of the Project requirements & risks and Walk-through of the proposal in the presentation - Approach and Methodology and Detailed explanation of overall project plan - Relevant Experience along with Online Demonstration of the proposed products -30 Marks	30 Marks		Technical Presentation to Committee.
	Total		250	

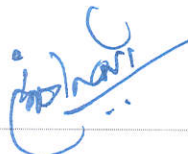
Note: The minimum qualifying marks required in technical criteria is 175 Marks (i.e., 70 %). The bidders who score minimum 175 Marks shall be considered for Commercial Bid evaluation & empanelment. The bidders who do not score minimum qualifying marks of 70 %, their bids shall be rejected and will not be considered for Commercial Bid evaluation.

13. Commercial Bid:

As the fees to be reimbursed to the academy is pre-defined in the guidelines mentioned and sanctioned in the GR issued by the Tribal Development Department No. Training 2021/CN34/D-9 dated 20th April, 2021. The fee for each student, per batch will be maximum **Rs. 2,00,000/- (In words Rs. Two Lakh Only)** inclusive all taxes for 12 months duration. This fee includes Tuition fee for all i.e. General Study & Optional Subject Coaching of UPSC – Civil Services Examination (Pre + Main + Interview/ Personality Test+ Optional Subject + Test series).







Coaching Fee will be paid in four installments-

- ✓ First installment of Twenty- Five percent (25%) of the total fee will be paid on signing a contract.
- ✓ Second installment of Twenty percent (25 %) of the total fee will be paid on or after the completion of 03 months of offline coaching and will submit regarding 03 months training related documents & 1st Installment UC. online coaching in any natural calamities or pandemic situation e.g. Covid-19 & Making online lectures available to students who are unable to attend lectures due to natural or sudden reasons
- ✓ Third installment of Twenty- Five percent (25%) of the total fee will be paid on or after the completion of 06 months of offline Coaching and will submit regarding 06 months training related documents & 2nd Installment UC. online coaching in any natural calamities or pandemic situation e.g. Covid-19 & Making online lectures available to students who are unable to attend lectures due to natural or sudden reasons
- ✓ Fourth and final installment of Twenty- Five percent (25%) of the total fee will be paid on or after the completion of 09 months of offline coaching and will submit regarding course completion Reports and 3rd Installment UC and other related documents. (online coaching in any natural calamities or pandemic situation e.g. Covid-19 & Making online lectures available to students who are unable to attend lectures due to natural or sudden reasons.

-TRTI reserves the right to change the payment terms.


-Payment of Coaching Fee shall be made after deducting all statutory deductions (TDS) in lieu of the taxes levied by the State Government, Central Government and other authorities.

-TRTI is not liable to pay any kind of interest on delayed payment.

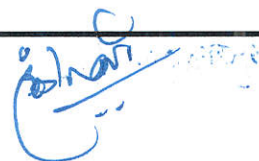
14. Disqualification:

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

- In case the Bidder fails to meet the Bidding requirements as indicated in this Bid /EOI 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.
- 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 EOIs floated by the TRTI.
- Bidder doesn't agree to the any one or more Terms and Conditions of the Bid.

15. Opening of Bid

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 EOI.

16. 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:

- 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.
- 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.
- 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.
- 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.





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 ration of 80: 20. Kindly refer the illustration below for understanding of the evaluation process.

ILLUSTRATION

The following is the procedure for evaluation for the award of tender: The technical and financial scores secured by each bidder will be added with weight of 80:20 Respectively and a Cumulative Bid Score arrived at, using the formula:

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

CTFS is Combined Technical and Financial Score;
TS = Technical bid Score;
FS = Financial bid Score

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

Stage 1: Technical Bid Evaluation (TS)

Bidder Details	Technical Marks obtained	Technical Score (X) = (Technical Marks gained by Respective Bidder / Higher Technical Marks secured by Bidder) X 100	Applying weightage of 80% to the TS (X)
Bidder 1	95	$X = [95/95] X 100 = 100.00$	$100 * 0.8 = 80.00$
Bidder 2	87	$X = [87/95] X 100 = 91.58$	$91.58 * 0.8 = 73.26$
Bidder 3	68	$X = [68/95] X 100 = 71.58$	Will not be assessed
Bidder 4	79	$X = [79/95] X 100 = 83.16$	$83.16 * 0.8 = 66.53$

* Since the eligible Technical Score should be 70 and 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	$110000/150000 * 100 = 73.33$	$73.33 * 0.20 = 14.67$
Bidder 2	130000	$110000/130000 * 100 = 84.62$	$84.61 * 0.20 = 16.92$
Bidder 4	110000	$110000/110000 * 100 = 100.00$	$100 * 0.20 = 20.00$

LFB – Lowest Financial Bid F – Quoted Amount

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

Bidder Details	Technical Score after applying 80% weightage	Financial Score after applying 20% weightage	CTFS = TS+FS
Bidder 1	80.00	14.67	94.67 (H1)
Bidder 2	73.26	16.92	90.19 (H2)
Bidder 4	66.53	20.00	86.53 (H3)

*Contract would be awarded to Bidder 1

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					

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.

- a. Only fixed price financial bids indicating total price for all the deliverables and services specified in this bid document will be considered.
- b. The bid price will exclude all taxes and levies and shall be in Indian Rupees and mentioned separately.
- c. Any conditional bid would be rejected.
- d. Errors & Rectification: Arithmetical errors will be rectified on the following basis: "If there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail and the total price shall be corrected. If there is a discrepancy between words and figures, the amount in words will prevail".

Signing of Contract

Once TRTI notifies the successful Bidder that it's 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.





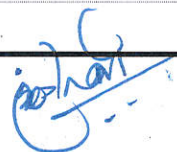
Section-4: General Conditions of Contract

GENERAL TERMS AND CONDITIONS

1. Conditional Bid (EOI 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 12 months.
7. Coaching will be imparted to the candidates sponsored by TRTI.
8. The selected Coaching institution should undertake the optional subject training of 100 students through its own institution. If a student does not have optional subject training and the candidate has to take it from outside, then the cost of optional subject training should be borne by the selected institute. TRTI will not bear any additional cost regarding this.
9. No separate or additional cost will be paid by the institution for the **individual trainees' student Health Insurance** for 100 students admitted to the training program as mentioned of institute selection Norms in the GR issued by the Tribal Development Department No. Training 2021/CN34/D-9 dated 20th April, 2021.
10. 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.
11. The selected Institution must submit every month's Bio-Metric attendance of the candidates (incoming and outgoing) to the Commissioner, TRTI, Pune.
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. 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 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. If a Student leaves the Training after 04 months out of 12 months, the student in the waiting list will be admitted to the training in place of that student through TRTI. It will be the responsibility of the Institution to complete the full 12 months training of this student.
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 Module & Course Time Table
 - Test paper and Result of Test Conducted by the Coaching Institute.
 - Bio Metric attendance of the Candidates during the Training Program Sponsored by TRTI, Pune.
 - List of Faculty & Details (Resume)
 - All Photographs for Students Faculties related Training
 - Students Feedback Form
 - Faculty Feedback Form
 - Utilization Certificate
 - Course Completion Report in Prescribed Format as per TRTI requirement.
21. Contract will be made for One Year however, contract may be extended yearly for the next two years depending on the assessment of previous year's performance with the same terms and conditions of the agreement executed.
22. 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.
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 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 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.
26. Intending Bidders can have detailed information from the office of TRTI, Pune during office hours.
27. 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 (Delhi or Maharashtra) of his/her choice, for admissions through counseling.
28. Year wise details of successful candidates in UPSC (Civil Services) Examination. Minimum 100 candidates of the Coaching Institute must have been selected in UPSC (Civil Services) Examination in last 5 years. Details of the selected candidates to be submitted in following format



Sr. No	Name of the candidate who got selected in UPSC (Civil Services) Examination	Mobile Number	Year of Coaching	Subject for which coaching is provided	Year of passing UPSC (Civil Services) Examination	Rank in UPSC (Civil Services) Examination

29. 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.

30. TRTI, Pune reserves the rights of overall monitoring of the training program.

PENALTY :

If the Organization violates the terms and conditions of the training Program agreement, gives wrong information about the training program, does not complete the assigned work within the specified time and is not in accordance with the scope fixed by TRTI, Pune for the implementation of the training program, a penalty of 5 % of the total expenses incurred on the institution till date will be charged or the bank guaranty will be forfeited by TRTI.

ANNEXURE – I

(To be submitted on Bidder letter head)

“Technical Bid for Empanelment of Coaching Institute for Providing Coaching of UPSC – Civil Services Examination (Pre + Main + Interview) for 100 ST Candidates at Delhi and Maharashtra”.

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

Subject: “Technical Bid for Empanelment of Coaching Institute for Providing Coaching of UPSC – Civil Services Examination (Pre + Main + Interview) for 100 ST Candidates at Delhi and Maharashtra”.

Reference: E - Tender No. Dated ...

Respected Sir,

I / We hereby offer to submit the Technical Bid for Empanelment of Coaching Institute for Providing Coaching of UPSC – Civil Services Examination (Pre + Main + Interview) for 100 ST Candidates at Delhi and Maharashtra.

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	

S. S. S. S. S.

Amet

20/11/17


3.	Location at which the coaching is currently provided by the institute													
4.	Institute is willing to provide Online Coaching & offline Coaching?													
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 5 Financial years as per income tax return and financial statement.													
11.	Total years of experience of the Coaching Institution for for Providing Coaching of UPSC – Civil Services Examination (Pre + Main + Interview) 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 credentials</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 credentials							
Sr. No.	Name of faculty	Qualification	Teaching Subject	Experience in coaching Competitive Examinations (In years)	Any other credentials									
	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 of the Coaching Institute covering all the topics in the General Studies and optional subject syllabus of UPSC Civil Services (Preliminary & Mains Examination). b) Study materials/ booklets/books covering Multiple Choice Questions as per syllabus of UPSC (Civil Services) Preliminary Examination c) Study materials/ booklets/books covering Descriptive Questions of General studies for UPSC (Civil Services) Mains Examination d) Study materials/ booklets/books covering Descriptive Questions of optional subjects for UPSC Civil Services (Mains Examination)
16.	Regularity and quality of Test	Plan of regular test series followed by detailed discussion and answer key
17.	Timely completion of syllabus	a) 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 TRTI for Coaching of UPSC – Civil Services Examination (Pre + Main + Personality Test) for 100 ST Candidates at Delhi and Maharashtra	
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







ANNEXURE- II

(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 Empanelment of Coaching Institute for Providing Coaching of UPSC – Civil Services Examination (Pre + Main + Personality Test) for 100 ST Candidates at Delhi and Maharashtra

Respected Sir,

I/Wedo hereby submit tender/Bid for Providing Empanelment of Coaching Institute for Providing Coaching of UPSC – Civil Services Examination (Pre + Main + Interview) for 100 ST Candidates at Delhi and Maharashtra, 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 2, 00,000 (Rupees Two 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 of..... 2023.

Place:

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







ANNEXURE- III

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

To,

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

Subject: Undertaking / Declaration that, the Coaching Institute is not blacklisted.

I/We do hereby submit declaration/ undertaking that our Coaching Institute (Name) is not Blacklisted by any Government agency / Department / Autonomous Institute of any state Government and or Central Government.

I/Wedo hereby submit declaration/ undertaking that the Partner/ Director/ owner / proprietor /chairman of our Coaching Institute (Name)..... is not a Partner/Director/owner of any Coaching Institute/Organization Blacklisted by any Government agency / Department / Autonomous Institute of any state Government and or Central Government.

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

Yours faithfully,

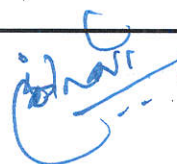
Signature of Authorized Representative

Designation

Date







ANNEXURE- IV

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

To,

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

Subject: Undertaking / Declaration that, none of the Partner / Director is having Criminal Case against them.

Respected Sir,

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

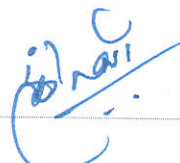
I/We have read the Tender documents and related matters carefully and diligently and that I / We have uploaded the tender having studied, understood and accepted the full implications of the agreement.

Yours faithfully,

Signature of Authorized Representative

Designation

Date



ANNEXURE- V

FINANCIAL TURNOVER CERTIFICATE

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

Particulars	FY 2018-19 Amount (Rs) in both figures and words	FY 2019-20 Amount (Rs) in both figures and words	FY 2020-21 Amount (Rs) in both figures and words	FY 2021-22 Amount (Rs) in both figures and words	FY 2022-23 Amount (Rs) in both figures and words
Annual Financial Turnover from the coaching of Competitive Examination					

Name of CA Firm:

Name of Signing Partner:

Membership Number:

Signature:

Office Seal:

Date:

[Handwritten signature]

[Handwritten signature]

[Handwritten signature]

ANNEXURE- VI
(To be submitted on the letter head of the coaching institute)

List of candidates qualified in Final Result of UPSC (Civil Services) Examination in last 5 years.

Sr. No	Name of the candidate qualified in UPSC (Civil Services) Examination	Mobile Number	Year in which coaching is taken by the candidate for UPSC (Civil Services) Examination	Course for which coaching is taken (GS/Optional/ Test Series/ Interview/ complete course)	Year of passing UPSC (Civil Services) Examination	Rank in UPSC (Civil Services) Examination

Summary of successful student in last 5 year

Year	Number of students qualified in UPSC (Civil Services) Examination final result
UPSC (CSE) - 2018	
UPSC (CSE) - 2019	
UPSC (CSE) - 2020	
UPSC (CSE) - 2021	
UPSC (CSE) - 2022	

Signature :

Designation:

Date:

[Handwritten Signature]

[Handwritten Signature]

[Handwritten Signature]

ANNEXURE- VII
(To be submitted on the letter head of the coaching institute)

List of lecturers for the coaching of UPSC (Civil Services) Examination

Sl. No.	Name of faculty	Qualification	Teaching Subject	Experience in coaching for UPSC (Civil Services) Examination	Mobile Number

Note:

1. List of all the faculty with above details should be provided along with their Bio data.
2. All the lecturers should be at least graduate.
3. Lecturer must not be full time employee of any college/University/ Govt. Organization/department/autonomous institute/ Private or public company, etc.

Signature:

Designation:

Date:

शिवशंकर





ANNEXURE- VIII
(To be submitted on the letter head of the coaching institute)

List of optional subjects for which coaching are provided for UPSC (Civil Services) Examination and Lecturer details

Sr. No	Name of optional subjects	Name of faculty	Qualification	Experience in coaching for UPSC (Civil Services) Examination	Mobile Number

Note:

1. List of all the faculty with above details should be provided along with their Bio data.
2. All the lecturers should be at least graduate.
3. Lecturer must not be full time employee of any college/University/ Govt. Organization/department/autonomous institute/ Private or public company, etc.

Signature:

Designation:

Date:







ANNEXURE- IX

Pre-Bid Queries Format

Name of the Bidder (Organization / Agency):

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

Contact Number:

Email Id:

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

Signature:

Designation:

Date:







