

**Mahatma Jyotiba Phule Research & Training Institute
(MAHAJYOTI)**

(An Autonomous Institute of Government of Maharashtra)

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E-TENDER No. UPSC COACHING INSTITUTE EMPANELMENT/ 03/2020-21

Date: 04/03/2021

INVITATION OF EXPRESSION OF INTEREST (EOI) FOR EMPANELMENT OF COACHING INSTITUTES, TO PROVIDE COACHING FOR UPSC (CIVIL SERVICES) EXAMINATION

Online Expression of Interest (in **two bid system - Technical Bid & Commercial Bid**) are invited from the eligible Coaching Institutes registered and located in Delhi or Pune and specialized in Coaching for UPSC (Civil Services) Examination and having proven track record and experience, for empanelment of coaching institutes for providing coaching to the candidates to be sponsored by Mahatma Jyotiba Phule Research and Training Institute", **Nagpur**, (here in after referred to as **MAHAJYOTI**), for **UPSC (Civil Services) Examination**.

Interested coaching institute having excellent track record and adequate resources can submit their **Technical Bid & Commercial Bid** online on website <https://mahatenders.gov.in>

Name of the Service	Tender Fee	Earnest Money Deposit (EMD)
Providing Coaching to the candidates to be sponsored by MAHAJYOTI, for UPSC (Civil Services) Examination	Rs. 5,000/-	Rs. 5,00,000/-

- The institute shall be selected based on the selection criteria decided by the MAHAJYOTI, Nagpur 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> to participate in the bid process.
- In case of any technical difficulties' bidders should contact on **0120-4001002, 01204001005, 01206277787**
- The interested bidders will have to submit all the required documents by online submission only.
- The Tender fee of Rs. 5,000/-** is required to be deposited online through Credit / Debit Card / Net Banking.
- The EMD of Rs. 5,00,000/-** is required to be deposited online through Credit / Debit Card / Net Banking.
- Interested Institutes / bidders shall submit their bid on or before 20/03/2021, 17:00 hrs.
- The advertisement is also available on MAHAJYOTI website [https:// mahajyoti.org.in](https://mahajyoti.org.in) for information only.
- Right to reject any or all the Bids is reserved by The Managing Director, MAHAJYOTI, Nagpur.**

**Managing Director,
MAHAJYOTI,
Nagpur**

Section-1: About Mahatma Jyotiba Phule Research & Training Institute (MAHAJYOTI), Nagpur

The great men sacrificed their lives for the creation of a modern Indian society in Samatadhishti. Mahatma Jyotiba Phule was the forerunner of this social revolution. He fought for social revolution from his own home to establish a modern society based on the trinity of equality, justice and brotherhood.

The Government of Maharashtra has taken a vow to fulfil the dream of Mahatma Jyotiba Phule of modern society. For this, an autonomous organization "Mahatma Jyotiba Phule Research and Training Institute" (MAHAJYOTI) was established on 8th August 2019 for the all-round sustainable development of the weaker sections of other backward classes, deprived castes and nomadic tribes and special backward classes.

Objective of MAHAJYOTI

- ❖ Agricultural research, assessment, skills development training and employment capacity building.
- ❖ Establishment and development of industrial units including self-employment, entrepreneurship, agro-industrial units.
- ❖ Establishment of data banks, libraries (development and maintenance), conducting various surveys.
- ❖ Agricultural and Cooperative Research, Guidance and Counselling Centre for students, scholars, entrepreneurs, farmers and disadvantaged sections of women.
- ❖ Coaching for various competitive exams, training for career development, etc.
- ❖ Knowledge, study and coordination circles in various fields.
- ❖ Initiatives to improve the social, educational and economic conditions of the target groups.
- ❖ Academic Scholarships, Fellowships, etc. Achieving goals through organizations and grants.

Section-2: Invitation for Expression of Interest (EOI)

Mahatma Jyotiba Phule Research and Training Institute", **Nagpur**, here in after referred to as **MAHAJYOTI, Nagpur** invites Online Expression of Interest (in **two bid system - Technical Bid & Commercial Bid**) from the eligible Coaching Institutes registered and located in Delhi or Pune and specialized in Coaching for UPSC (Civil Services) Examination and having proven track record and experience, for empanelment of coaching institutes for providing coaching to the candidates to be sponsored by **Mahatma Jyotiba Phule Research and Training Institute", Nagpur** for **UPSC (Civil Services) Examination**.

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

The complete bid document is available on the website **<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 online 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.

In case of any technical difficulties' bidders should contact on 0120-4001002, 01204001005, 01206277787

Section-3: Key Events & Dates

1. Key Events and Dates

Sr. No.	SWD Stage	Vendor Stage	Start Date & Time	Expiry Date & Time	Envelopes
1	Release Tender	-	04-03-2021 10:00	04-03-2021 17:00	-
	Pre- Bid Meeting	-	09-03-2021 15:00	09-03-2021 16:00	-
2	-	Tender Download	04-03-2021 17:01	17-03-2021 16:00	Commercial Envelop C1, Technical Envelop T1
3	-	Bid Preparation	04-03-2021 17:01	18-03-2021 15:00	Commercial Envelop C1, Technical Envelop T1
4	Close for Technical Bid	-	18-03-2021 15:01	18-03-2021 17:00	Technical Envelop T1
5	Close for Commercial Bid	-	18-03-2021 15:01	18-03-2021 17:00	Commercial Envelop C1
6	-	Bid Submission	18-03-2021 17:01	20-03-2021 17:00	Commercial Envelop C1, Technical Envelop T1
7	Technical Bid Opening		20-03-2021 17:01	24-03-2021 17:00	Technical Envelop T1
8	Commercial Bid Opening	-	20-03-2021 17:01	24-03-2021 17:00	Commercial Envelop C1

2. Other Important Information Related to Bid

Sr. No.	Item	Description
1	Earnest Money Deposit (EMD) (To be paid online)	Rs. 5,00,000 /- (Rs. Five 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 MAHAJYOTI.

Section- 4: Instructions to Bidders

1. Purpose of inviting Expression of Interest (EoI)

To empanel reputed coaching institutes registered and located in Delhi or Pune, for providing coaching to the candidates to be sponsored by MAHAJYOTI, Nagpur for UPSC (Civil Services) Examination. The coaching institute should be specialized in Coaching for UPSC (Civil Services) Examination and having proven track record and experience. The proposed coaching institute should serve as a platform (both online and offline) to provide quality coaching to the candidates to be sponsored by MAHAJYOTI, Nagpur.

2. Bid Process

The Bidder has to submit a bid on line **in two envelope systems**, one containing **Technical Bid** and other the **Commercial Bid** for “**Empanelment of coaching institutes to provide coaching for UPSC (Civil Services) Examination**”.

3. Tender Fee (Non-Refundable)

The bidders are requested to deposit the Tender fee of **Rs. 5, 000/-** online through Credit Card / Debit Card / Internet Banking. Proof of the same should be attached with the Technical Bid. It is to be noted that the Tender Fee is non- refundable.

4. Payment through online mode only: Bidder should note than payment of Tender fee and EMD has to be made only by online mode. Payment by cheque, DD, etc. is not accepted

5. Earnest Money Deposit

The Earnest Money Deposit (EMD) of **Rs.5, 00,000/-** is required to be deposited online through Credit / Debit Card / Net Banking. Proof of the same should be attached with the Technical Bid. Realization of NEFT / RTGS payment takes 2 to 24 hours, so it is advised to make sure that NEFT / RTGS payment activity should be completed well before time.

- 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 will be liable for rejection.
- d) The EMD of unsuccessful bidders will be refunded after completion of Bid process and empanelment of Coaching Institute
- e) EMD of Successful bidder will be returned after successful completion of course (Coaching).
- f) EMD shall be non-transferable.

g) The EMD may be forfeited:

- i.** If a Bidder withdraws his bid or revises/ increases his quoted prices during the period of bid validity or its extended period, if any.
- ii.** If successful bidder fails to sign the Contract within time specified by MAHAJYOTI.
- 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 MAHAJYOTI regarding forfeiture of the EMD shall be final and binding upon bidders.

6. Security Deposit (SD):

EMD of the successful bidder will be adjusted against Security Deposit. This shall be retained by MAHAJYOTI till the end of this contract and shall be released on successful completion of coaching during Contract period.

7. 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.

8. Consortium and Joint Ventures

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

9. Preparation of Proposal and Completeness of Response

- a)** Bidders are advised to study all instructions, forms, terms & conditions, guidelines, 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.
- c)** The Proposal shall be signed by the Agency or duly authorized person(s) to bind the Agency to the Work Order. The letter of authorization shall be indicated by written power of attorney and shall accompany the Proposal.
- d)** No Agency is allowed to modify, substitute, or withdraw the Proposal after its submission.

10. Place of opening of EOI

The EOI will be opened online in the Office of **Mahatma Jyotiba Phule Research & Training Institute (MAHAJYOTI)**, Dr. Babasaheb Ambedkar Samajik Nyay Bhavan, MA/15/1, S Ambazari Rd, Vasant Nagar, Nagpur, Maharashtra 440020 on the scheduled dates.

11. Bid Preparation Costs

The bidder shall submit the bid at its cost and MAHAJYOTI 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 MAHAJYOTI and MAHAJYOTI 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 MAHAJYOTI and no copyright /patent etc. shall be entertained by MAHAJYOTI.

12. Amendment of EOI Document

a) If MAHAJYOTI 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 document.

b) All the amendments made in the document would be published on the website of **<https://mahatenders.gov.in> or and also on MAHAJYOTI website <https://mahajyoti.org.in/> and shall be part of this document.**

c) The bidders are advised to visit the aforementioned website on regular basis for checking latest updates of this EOI document. MAHAJYOTI also reserves the rights to amend the dates mentioned in this EOI for successful bid process.

13. Pre- Bid Meeting

a. Pre- Bid meeting is open to all prospective bidders (Coaching Institute).

b. If the agencies (Coaching Institute) who have purchased tender document have any query regarding the scope of work or terms and condition of this work, they are free to submit their queries in writing, addressed to the Mahatma Jyotiba Phule Research & Training Institute (MAHAJYOTI), Nagpur at least two days before the date of pre-bid meeting.

c. The Pre- Bid meeting will be held on scheduled date in the Office of Mahatma Jyotiba Phule Research & Training Institute (MAHAJYOTI), Dr. Babasaheb Ambedkar Samajik Nyay Bhavan, MA/15/1, S Ambazari Rd, Vasant Nagar, Nagpur, Maharashtra 440020.

14. MAHAJYOTI's right to Clarifications & Amendments of Tender Document / termination of the tender process.

During the process of submission or evaluation of Proposals:

- a) Managing Director, MAHAJYOTI, may, at its discretion, ask Agency (Coaching Institute) for clarifications about its proposal. The Agency is required to respond within the prescribed time frame.
- b) Managing Director, MAHAJYOTI, may for any reason, modify the Tender Document from time to time. The amendment(s) to the Tender Document would be clearly spelt out and the Agency may be asked to amend its proposal due to such amendments.
- c) Managing Director, MAHAJYOTI may terminate the Tender process at any time and without assigning any reason. MAHAJYOTI shall not be held responsible for any cost incurred by the bidder in bid preparation. MAHAJYOTI reserves the right to amend/edit/add delete any clause of this Tender Document. However, this will be informed to all and will become part of the bid.

15. Language of Bids

This bid / proposal and all associated correspondence should be submitted in English language only and shall conform to prescribed formats. Any interlineations, erasures or over writings shall be valid only if they are initialed by the authorized person signing the Proposal.

If any supporting documents submitted are originally in Marathi or Hindi language than that will be accepted as it is.

16. 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.

17. 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 and supporting documents

B. Commercial Bid (Proposal).

18. 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 Empanelment of coaching institutes to provide coaching for UPSC (Civil Services) Examination**”,

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

- i. Coaching Institution shall be a registered Institution under Indian Company Act or Indian Partnership Act. Proof of registration should be submitted.
- ii. Coaching Institution shall be registered and located in Delhi or Pune
- iii. Coaching Institution should have a minimum 10 years (From the date of registration) experience in providing Coaching for UPSC (Civil Services) Examination.
- iv. Coaching Institute should be an Income tax and GST payer. Proof of payment of tax (Income Tax Return) for last 3 years to be enclosed.
- v. Last 3 year's (FY 2017-18, 2018-19, 2019-20) average financial turnover of the Coaching Institute should be at least Rs. 10.00 crore. Audited financial statement, Audit report and Income tax returns with PAN and TIN number should be submitted.
- vi. Coaching Institution, should be coaching in minimum of 3 optional subjects along with General Studies and CSAT.
- vii. Coaching Institute should have facility of providing online coaching for UPSC (Civil Services) Examination and currently must be providing online coaching for UPSC (Civil Services) Examination. The coaching institute will have to provide demo of online coaching on the date of opening of Technical Bid or on any other date as will be notified by Managing director, MAHAJYOTI.
- viii. Minimum 100 candidates of the Coaching Institute must have got selected in UPSC (Civil Services) Examination in last 3 years. Details of selected candidates along with their name, roll number, year in which coaching taken, Subject for which coaching taken, admission form, year of passing UPSC (Civil Services) Examination along with roll number to be submitted.
(**Note:** Admission of candidate only for test series or the personality Test training will not be considered while calculating successful candidates)
- ix. Coaching Institution, should have well equipped audio-visual classroom.
 - x. The Coaching Institute must have minimum 2000 square feet built-up area.
 - xi. Details of course material and trainers' profile should be submitted.
- xii. The Coaching Institute should not have been black listed by any Government agency / Department / Autonomous Institute of any state Government and Central Government.
- xiii. Partners/Director of the Coaching Institute should not be having any criminal case against them.

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

- i. Technical Bid Form (Annexure I).
- ii. Copy of valid Registration Certificate of Institution under Indian Company Act or Indian Partnership Act or whichever applicable should be submitted.
- iii. Lease / Rent agreement copy for rented accommodation and property tax bill for own building to support the location of Coaching Institute in Delhi or Pune.
- iv. Computer generated deposit receipt for Tender Fee & EMD.
- v. GST Registration Certificate.
- vi. PAN Card Copy
- vii. Income tax returns for last 3 financial years.
- viii. Profit & Loss A/C / Income and Expenditure Statement and Balance Sheet for previous 3 financial years (FY 2017-18, 2018-19, 2019-20) with audit report by a Chartered Accountant.
- ix. Document supporting Annual Turnover: - Coaching Institute should have an average turnover of at least Rs. 10 crores in last 3 years. Certified audit report and Income tax returns should be submitted.
- x. Document supporting Built-up area:-The Coaching Institute must have minimum 2000 square feet built-up area with all the facilities. Supportive document of built-up area of the Institute to be submitted is Lease and License copy for rented accommodation and property tax bill for own building.
- xi. Supportive document for experience (Work Order from previous Govt. Departments/agencies.). Mandatory only if the Coaching Institute is empaneled by any state govt. / Central Govt. / Govt. Department / Autonomous Institute of Govt.
- xii. Photograph of Coaching Centre, Classrooms, Infrastructure Facility and Audio Visual room.
- xiii. Details of course material and List of faculty members with their bio data and number of years of experience for the coaching of UPSC (Civil Services) Examination.
- xiv. Undertaking / Declaration as per annexure - III
- xv. Self-declaration for not black listed by any Government agency / Department / Autonomous Institute of any state Government and Central Government. (Annexure- IV).
- xvi. Self-declaration for not having criminal case against any Governing member / Partner/Director (Annexure- V).
- xvii. 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 3 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 The UPSC (Civil Services) Examination	Roll Number of UPSC (Civil Services) Examination

xvi. Coaching Institution, should be providing coaching in minimum of 3 optional subjects along with General Studies and CSAT. Self-Declaration along with name of subject and name of faculty should be provided.

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

19. 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 Empanelment of coaching institutes to provide coaching for UPSC (Civil Services) Examination.**

20. 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 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 or Tender Fee
- Bids without signature of person (s) duly authorized on require pages of the bid.
- Bids without power of authorization and any other document consisting of adequate proof of the ability

of the signatory to bind the Bidder.

- If the information provided by the Bidder is found to be incorrect / misleading at any stage / time during the Tendering Process.
- Technical Bid containing commercial details or revelation of prices in any form or by any reason before opening the commercial Bid.
- Commercial Bids that do not conform to the Tender's Commercial Bid format (Annexure- II).
- The Bidder not conforming to unconditional acceptance of full responsibility of providing services in accordance with the Agreements of this tender.
- If the bid does not conform to the timelines indicated in the bid.
- If the purchaser of the bid (i.e., who pay Tender Fee and EMD) and submitter of the bid is different.
- Any effort on the part of a Bidder to influence the bid evaluation, bid comparison or contract award decisions by unlawful/corrupt/fraudulent means at any point of time during the Bid process.
- Bidder fails to enter into a Contract within 10 Days of the date of issue of Letter of empanelment / award of contract or within such extended period, as may be specified by the MAHAJYOTI.
- While evaluating the Proposals, if it comes to the MAHAJYOTI knowledge expressly or implied, that some Bidders may have colluded in any manner whatsoever or otherwise joined to form an alliance resulting in delaying the processing of Proposal then the Bidders so involved are liable to be disqualified for this contract as well as for a further period of three years from participation in any of the EOI floated by the MAHAJYOTI.
- Bidder doesn't agree to the Terms and Conditions of the Bid.

21. Opening of Bid

a) **Envelope No. 1** containing the **Technical Bid (Technical Proposal)** shall be opened online in the head office of MAHAJYOTI, Nagpur in the presence of the bidder/ representatives of bidder who choose to attend the opening of bids.

b) **Envelope No. 2** containing **Commercial Bid** (Commercial Proposal) of the bidders, who have been qualified in the Technical Bid, shall only be opened, in the head office of MAHAJYOTI, Nagpur in the presence of the bidder/ representatives of bidder who choose to attend.

c) Tenders will be opened on or after scheduled time specified in the tender notice in presence of the bidder who may choose to be present.

d) Tenders will be opened by Tender Committee / Bid Evaluation Committee formed by Managing Director, MAHAJYOTI.

e) Initially the payment of Tender Fee and EMD will be verified, if it is correctly paid then only the opening of technical bid will be done and evaluation of technical bid will be carried out.

f) 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 who fulfils the qualifying criteria and qualifies in Technical Bid Evaluation

22. Evaluation of Technical and Commercial Bid:

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

A. Evaluation of Technical Bid (Proposal)

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 Bid Evaluation Committee may seek written clarifications from the Bidders. The Committee may seek inputs from their professional and technical experts in the evaluation process.
- iii. Managing Director, MAHAJYOTI may, at its discretion, call for additional information from the Agency/Bidder. Such information has to be supplied within the set out time-frame, otherwise the Bid Evaluation Committee shall make its own reasonable assumptions at the total risk and cost of the agency/ bidder and the Proposal is liable to be rejected. Seeking additional information or clarifications cannot be treated as acceptance of the proposal.
- iv. For verification of information submitted by the agency, the Bid Evaluation Committee may visit agency's/ bidders' offices at its own cost. The agency shall provide all the necessary documents, samples and reference information as desired by the Committee. The Agency shall also assist the Committee in getting relevant information from the Agency references, if desired.
- v. 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.
- vi. 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. I.e., Only technically qualified Proposals / Bids shall be considered for Financial bid Opening.
- vii. The Technical Evaluation shall be based on the parameters and weightages as mentioned in the Table below.

Technical Evaluation Criteria:

Sr. No.	Criteria	Supporting Document	Description	Maximum Marks
1.	Previous year's Results of the Institute	<p>a. List of candidates qualified in Final Result of UPSC (Civil Services) Examination in last 3 years.</p> <p>Note: provide the list of successful candidates who has done coaching in your institute for general studies and or optional subject. Students taken admission for only Test Series or Personality Test will not be considered</p> <p>b. Copy of final result after personality test declared by UPSC in the respective years, highlighting the name and roll number of the candidate in the list.</p> <p>c. Admission form of the candidates to prove that the candidate has joined coaching for General studies and or optional subject in your institute.</p>	<p>Total number of successful candidates in the UPSC (Civil Services) Examination Final Result in last 3 years:</p> <p>a. Less than 100 Candidates- 0 Marks</p> <p>b. 100 to 150 Candidates- 10 Marks</p> <p>c. 151 to 200 Candidates- 20 Marks</p> <p>d. 201 to 250 Candidates – 35 Marks</p> <p>e. More than 250 Candidates – 55 Marks</p>	55
2.	Quality of study material	<p>Set of booklets / study material / books provided by the Coaching Institute to the students.</p> <p>Note: Study Material / Books / Booklets should reach the office of MAHAJYOTI, Nagpur on or before the date of opening of Technical Bid</p>	<p>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)- 10 Marks.</p> <p>b. Study materials/ booklets/books covering Multiple Choice Questions as per syllabus of UPSC (Civil Services) Preliminary Examination - 5 Marks.</p> <p>c. Study materials/ booklets/books covering Descriptive Questions of General studies for UPSC Civil Services (Mains Examination) – 10 Marks.</p> <p>d. Study materials/ booklets/books covering Descriptive Questions of optional subjects for UPSC Civil Services (Mains Examination) – 10 Marks.</p>	35

3.	Credibility of the Coaching Institute based on Registration Category	Registration certificate	<p>a. Coaching Institute is registered as Partnership, Sole proprietorship or any other: 3 Marks</p> <p>b. Coaching Institute is registered as Private Limited company: 5 Marks</p> <p>c. Coaching Institute is registered as Public Limited company: 10 Marks</p>	10
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.	Empanelment Letter and Work Order	<p>a. Coaching Institute is empaneled by up to 2 State Govt, Autonomous institute of Govt. or department of Govt for the Coaching of UPSC (Civil Services) Examination – 5 Marks</p> <p>b. Coaching Institute is empaneled by up to 5 State Govt, Autonomous institute of Govt. or department of Govt for the Coaching of UPSC (Civil Services) Examination – 10 Marks</p> <p>c. Coaching Institute is empaneled by more than 5 State Govt, Autonomous institute of Govt. or department of Govt for the Coaching of UPSC (Civil Services) Examination – 15 Marks</p>	15
5.	Timely completion of syllabus, schedule of lectures and regularity in implementation	Academic Plan of the proposed period.	Meticulously drafted academic plan covering all points of the syllabus - 10 Marks	10
6.	Well equipped, adequate audio visual classroom	Photos of seating capacity in class room and audio visual facility.	<p>a. Seating capacity less than 200 - 5 Marks</p> <p>b. Seating capacity 200 or More - 5 Marks</p> <p>c. Audio and sound facility in classroom - 5 Marks</p>	10
7.	Online lecture facility	Demo of online lecture should be provide on the date of opening of Technical Bid or as and when intimated by Managing Director, MAHAJYOTI	Online lecture facility – 30 Marks	30
8.	Online Test Series facility	Demo of online test should be provide on the date of opening of Technical Bid or as and when intimated by Managing Director, MAHAJYOTI	Online Test Facility – 10 Marks	10
9.	Number of lecturers	List of lecturers with their qualification and subject they are teaching	<p>a. Number of lecturers more than 5 - 5 Marks</p> <p>b. Number of lecturers more than 10 - 10 Marks</p>	10

10.	Experience of Lecturers	Bio-data of lecturers with number of years of experience of coaching for UPSC (Civil Services) Examination.	a. At least 4 lecturer having experience more than 5 years - 5 Marks b. At least 2 lecturer having experience more than 10 years - 5 Marks	10
11.	Number of subjects in which coaching is provided for UPSC (Civil Services) Examination.	List of subjects 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	a. At least 3 Optional Subject - 5 Marks b. At least 5 Optional Subject - 10 Marks	10
12.	No. of years of experience of Coaching Institute in providing coaching for UPSC (Civil Services) Examination	a. Documents of establishment/ Incorporation /Registration/ commencement of Business of the institute.	a. Institute is in operation and providing coaching for UPSC (Civil Services) Examination from last 10 to 12 years - 5 Marks b. Institute is in operation and providing coaching for UPSC (Civil Services) Examination from more than 12 years - 10 Marks	10
13.	Financial Turnover of the Institute	a. Audited Financial statement of last 3 years (FY 2017-18, FY 2018-19, FY 2019-20) b. Income Tax Return (ITR) of Last 3 Years	a. Average Financial Turnover of the institute is at-least Rs 10 Crores in last 3 Financial years - 5 Marks b. Average Financial Turnover of the institute is at-least Rs 15 Crores in last 3 Financial years - 10 Marks c. Average Financial Turnover of the institute is at-least Rs 20 Crores in last 3 Financial years - 15 Marks	15
Total				230

The minimum qualifying marks required in technical criteria is 161 Marks (i.e., 70 %). The bidders who score minimum 161 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.

Technical Score (X)

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

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

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

B. Evaluation of Commercial Bid

Bid Evaluation Committee formed by Managing Director, MAHAJYOTI will evaluate the Commercial Bid of the bidders who score minimum 161 Marks (i.e., 70 %) in Technical Bid as stated above, and submit its recommendation to Managing Director, MAHAJYOTI. Decision of the Managing Director, MAHAJYOTI would be final and binding upon all the Bidders.

Financial Score: (Y)

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

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

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

C. Composite Score of the Bidders

Composite score of the Bidders for the bid shall be worked out as under:

Bidder	Technical Score (X)	Financial Score (Y)	Weighted Technical Score (60% of X)	Weighted Financial Score (40% of Y)	Composite Score (F=D+E)
A	B	C	D	E	F
1					
2					
3					
4					

23. Award of contract

- a) Bid Evaluation Committee formed by Managing Director, MAHAJYOTI will evaluate the Commercial Bid and Technical Bid as stated above, and submit its recommendation to Managing Director, MAHAJYOTI.
- b) The Bid Evaluation Committee may invite the selected agency (Coaching Institute) for negotiations, if considered necessary.
- c) MAHAJYOTI may empanel one or more eligible bidder (Coaching Institute) or cancel all the bid/s or any of the bid/s on the basis of their composite score and recommendation of the Bid Evaluation Committee.
- d) Decision of the Managing Director, MAHAJYOTI would be final and binding upon all the Bidders.
- e) MAHAJYOTI will notify the acceptance of bids by issuing empanelment letter to the successful bidder (Coaching Institute).

24. Signing of Contract

Once MAHAJYOTI notifies the successful bidder that it's bid / proposal has been accepted, MAHAJYOTI shall enter into a Agreement, incorporating the conditions of the tender document and its amendments and any special conditions during negotiations between the MAHAJYOTI and the successful bidder.

The contract will be entered for the period of 1 year or the completion of coaching whichever is later, from the date of signing of contract, However the Managing Director, MAHAJYOTI may extend the contract for the period of second year by mutual consent on the basis of performance of the bidder in first year of contract.

MAHAJYOTI may forfeit the Earnest Money Deposit (EMD) and cancel the Bid, in case the successful bidder is unable to execute contract within 10 days of the date of issue of Letter of empanelment / award of contract or within such extended period, as may be decided by the MAHAJYOTI.

Section- 5: General Terms and Conditions

Agency (Coaching Institute) should read these Terms and Conditions carefully and comply strictly while submitting the Proposals/Bid/Expression of Interest

1. Conditional Bid (EOI Proposals) are liable for rejection.
2. Intending bidders can have detailed information from the office of MAHAJYOTI, Nagpur during office hours.
3. Agency (Coaching Institute) shall not assign or sublet the Work Order or any part thereof to any other agency, nor can the agency have arrangement with other company for bidding purpose. Joint venture is not permitted. If the Coaching Institutions are found to have sublet the contract, the contract will be terminated at the risk and cost of the Coaching Institutions concerned.

4. Validity of Proposal

The following will be considered for the validity of the proposals deemed submitted:

- a. Proposals shall remain valid for a period of 120 days from the date of opening of Proposal.
 - b. MAHAJYOTI reserves the right to reject a proposal valid for a shorter period as non-responsive.
 - c. In exceptional circumstances MAHAJYOTI may solicit the Agency's consent to an extension of the period of validity. The request and the response thereto shall be made in writing.
5. Rates (Coaching Fee) quoted will be valid up to 120 days from the submission of the bid.
6. Rate (Coaching Fee) shall be written both in words and figures. There should not be errors and /or over-writings and corrections, if any, should be made clearly and initialed with dates. The rates quoted in words will be considered in case of difference in the rates quoted in words and figures.
7. Direct or indirect canvassing on the part of the Agency (Coaching Institute) or his representative will lead to disqualification.
8. If an Agency (Coaching Institute) imposes conditions, which is in addition to or in conflict with the conditions mentioned herein, his Bid is liable to rejection. In any case none of such conditions will be deemed to have been accepted unless specifically mentioned in the letter of acceptance of Bid issued by the Managing Director, MAHAJYOTI.
9. The Bid Evaluation Committee formed by Managing Director, MAHAJYOTI will shortlist the Coaching institutes and will recommend to the Managing Director, MAHAJYOTI for empanelment of Coaching Institute, in order to sponsor the candidate for coaching.
10. The Selection Committee constituted by Managing Director, MAHAJYOTI, reserves the right to reject any or all bids without assigning any reason and accept bid for all or anyone.
11. The Agency (Coaching Institute) shall not use the MAHAJYOTI logos or MAHAJYOTI Name, in any way. MAHAJYOTI will cancel the contract and the coaching fee will not be paid If, it comes to the notice of MAHAJYOTI, that the Agency (Coaching Institute) is using the Name or Logo of MAHAJYOTI on any physical or virtual space, platforms / applications / Webpages /websites / Social Media, WhatsApp and deceiving the public to believe that they are in anyway associated with the MAHAJYOTI. MAHAJYOTI, may also initiate the prosecution and Blacklist the Coaching Institute.

12. Fraud & Corrupt Practice

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

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

- a. **"Corrupt Practice"** mean offering, giving, receiving or soliciting of anything of value to influence the action of MAHAJYOTI or its personnel while executing this work.
- b. **"Fraudulent Practice"** means a misrepresentation of facts, in order to influence a Selection process or the execution of a Work Order, and includes collusive practice among Agency (prior to or after Proposal submission) designed to establish Proposal prices at artificially high or non-competitive levels and to deprive MAHAJYOTI of the benefits of free and open competition.
- c. **"Unfair trade practice"** means supply of services different from what is ordered on, or change in the Scope of Work.
- d. **"Coercive practice"** means harming or threatening to harm, directly or indirectly, persons or their property to influence their participation in the selection process or execution of the Work Order.

Mahajyoti will reject a proposal even after the award, if it is found that the Agency is engaged in corrupt, fraudulent, unfair or coercive practices.

13. The duration of the Coaching program will be as per agreement between MAHAJYOTI and the Coaching Institute

14. Coaching will be imparted in online and or offline mode to the candidates sponsored by MAHAJYOTI, as per agreement between MAHAJYOTI and the Coaching Institute

15. The coaching should contain the following subjects in online \ Offline mode or as decided by Managing Director, MAHAJYOTI:

- a) General Studies for UPSC (Civil Services) Preliminary Examination
- b) CSAT 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.

16. The Managing Director, MAHAJYOTI reserves the right to increase or decrease the number of students / candidates to be deputed to the institutions, to ensure Qualitative Coaching.

17. **Selection of the candidates:** The selection of candidates to be sponsored for the Coaching of UPSC (Civil Services) Examination, will be done by MAHAJYOTI.

18. The empaneled Coaching Institutions shall provide qualitative coaching to the candidates for UPSC (Civil Services) Examination, deputed by MAHAJYOTI, Nagpur.

19. The empaneled Coaching Institutions shall conduct periodic tests and shall inform the result of the same to the MAHAJYOTI, as and when the tests are conducted.

20. The empaneled Coaching Institutions shall cover the complete syllabus of UPSC (Civil Services) Preliminary Examination and Main Examination or as decided by Managing Director, MAHAJYOTI. If the coaching is incomplete or not properly imparted, the Coaching Institute will be **blacklisted** and complete fee due will not be paid.

21. The empaneled 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

22. The empaneled Coaching Institutions shall provide study material (at no extra cost) and or tab to the candidates, immediately after admission and further, as and when the study materials and or tab are given to other candidates taking coaching in the institute.

23. The selected Institutions shall enter into a contract agreement on a non-judicial stamp paper of Rs 500, with terms and conditions as per the format specified by The Managing Director, MAHAJYOTI, Nagpur, within 10 days from the receipt of written communication of letter of empanelment to this effect, failing which the EMD will be forfeited and the Institution will be removed from the empaneled list of institutes.

24. Payment Terms:

a). **Coaching fee will be paid in three installments;** first installment of twenty- five percent (25 %) of the total fee will be paid on or before the completion of two months of Coaching. Second installment of twenty-five percent (25 %) of the total fee will be paid on or before the completion of five months of coaching. Third and final installment of fifty percent (50%) of the total fee will be paid after completion of coaching. Managing Director, MAHAJYOTI reserves the right to change the payment terms.

b). Payment of Coaching Fee shall be made after deducting all statutory deductions in lieu of the taxes levied by the state government, central government and other authorities.

c). MAHAJYOTI is not liable to pay any kind of interest on delayed payment.

25. MAHAJYOTI, Nagpur reserves the rights of overall monitoring of the training program.

26. The coaching institutes should submit their requisition / bill for each installment, in duplicate with the list of candidates with attendance. The payments shall be made within 30 days of receipt of invoice. If, due to any reasons, payment delayed, no interest is payable.

27. The contract is for a period of one year or up to the completion of syllabus of UPSC (Civil Services) Prelims and Mains Examination, whichever is later. On completion of coaching, the institute will have to submit following reports to MAHAJYOTI, Nagpur

- Course Completion Report
- Results of Test conducted by the Coaching Institute
- Attendance of the candidates sponsored by MAHAJYOTI

28. Contract may be extended for next three financial years by mutual consent with the same terms and conditions of the agreement executed.

27. The base rate of coaching fee may be increased by maximum 6% per year. However, decision of Managing director, MAHAJYOTI, in this regard, will be final.

29. The Managing Director, MAHAJYOTI, Nagpur including the authorized Officers of the MAHAJYOTI shall have the power to issue notices in writing and to instruct/direct the Institutions to make alterations/variations in the assigned Coaching / Test Plan.

30. 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 MAHAJYOTI with such penalties as specified in the Bidding document and the Agreement.

31. Confidentiality of the Document

This Tender Document is confidential and the MAHAJYOTI shall ensure that anything contained in this Tender Document shall not be disclosed in any manner, whatsoever.

32. Termination of Contract and withholding of payment:

a. If the Agency (Coaching Institute) fails to perform as per the terms and conditions of this tender document and or as per the agreement between MAHAJYOTI and the Coaching Institute, The Managing Director, MAHAJYOTI by giving a written notice to the Coaching institute, may withheld payments to Agency (Coaching Institute), provided that the notice shall specify the nature of failure and request the Agency to remedy such failure within 8 working days.

b. Managing Director, MAHAJYOTI may give a notice in writing to the Agency (Coaching Institute) by not less than 15 days to terminate contract of the Agency. The Agency (Coaching Institute) will have right to represent for withdrawal of notice to the Managing Director, MAHAJYOTI.

Notice of Termination by MAHAJYOTI, may be served for one or more of the following reasons or any other reason as the Managing director, MAHAJYOTI may think fit.

- i.** The Agency (Coaching Institute) fails to remedy a bad performance within the period specified in the notice of suspension / termination or the period as may be extended.
- ii.** The Agency becomes insolvent or bankrupt or goes into liquidation whether compulsory or voluntary.
- iii.** As a result of 'Force Majeure', the Agency is unable to perform its his obligations under this contract for 30 days or more.

c) Notice of Termination by Agency (Coaching Institute): Agency may give a notice of not less than 45 days to MAHAJYOTI, to terminate his contract for any of the following reason/s. MAHAJYOTI will have right to represent its case and request for withdrawal of notice.

- i.** If MAHAJYOTI fails to pay any money due to the Agency in pursuant to this contract.
- ii.** If MAHAJYOTI is in material breach of its obligations pursuant to this contract and has not remedied the same within 45 days (or extended period as the Agency may have approved) of the notice.
- iii.** If as a result of 'Force Majeure', MAHAJYOTI is unable to perform services for 90 or more days.

d. Payment on Termination: On termination of the contract MAHAJYOTI shall pay the dues for which the agency is lawfully entitled.

33. Dispute Resolution Through Arbitration:

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 District Courts of Nagpur.

Any dispute which arises out of this contract shall as far as possible be resolved mutually. If it cannot be resolved mutually, the Managing Director, MAHAJYOTI may appoint an Arbitrator and his decision shall be final.

34. Force Majeure:

If, at anytime, during the continuance of the agreement, the performance in whole or in part by either party of any obligation under this agreement shall be prevented or delayed by the reason of any war, hostility, acts of public enemy, civil commotion, sabotage, fires, floods, explosions, epidemics, quarantine restriction, strikes, lock-outs or act of God (hereinafter referred to as "event"), provided notice of happening of any such eventuality is given by either party to the other within 21 days from the date of occurrence thereof, neither party shall by the reason of such event, be entitled to terminate this agreement nor shall either party have any claim for damages against the other in respect of such non performance or delay in performance; and deliveries / service under the agreement shall be resumed as soon as practical after such event has come to an end or

ceased to exist, and the decision of the MAHAJYOTI as to whether the service have been so resumed or not shall be final and conclusive.

Provided further that if the performance in whole or part of any obligation under this agreement is prevented or delayed by reason of any such event by a period exceeding 120 days, either party may at its option terminate the agreement. The successful bidder shall not be liable for forfeiture of its Performance Security, liquidated damages, or termination for default if and to the extent that it's delay in performance or other failure to perform its obligations under the Contract is the result of an event of Force Majeure. Force Majeure shall not cover the price fluctuation of components / service.

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

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

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Annexure – I

TECHNICAL BID (PROPOSAL)

[Agency (Coaching Institute) is required to submit the Technical Bid as given under on their letter head, duly stamped and signed by authorized person]

To,
The Managing Director,
Mahatma Jyotiba Phule Research & Training Institute,
Nagpur.

Subject: Technical Bid for providing coaching to the candidates to be sponsored by MAHAJYOTI, Nagpur for UPSC (Civil Services) Examination.

Reference: Tender No. Dated

Respected Sir,

I / We hereby offer to submit the Technical Bid for providing coaching to the candidates sponsored by MAHAJYOTI, Nagpur for UPSC (Civil Services) Examination.

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

I / We submit the Technical Bid (Proposal) as under:

1.	Name and address of the head office of the Coaching Institute Note:- Certificate of Incorporation / Registration, Rent / Lease agreement should be submitted along with Technical Bid	
2.	Address and contact details of branch office of the Coaching Institute Delhi or in Pune, if at both the location than provide address and contact details of both location Note:- Rent / Lease agreement should be submitted along with Technical Bid	

3.	a) Name of Managing Director / CEO/ Chairperson / President/Partner/Director	
	b) Name of Secretary	
4.	Contact Person's Name and Designation	
	Contact No.	
5.	Date of Establishment or incorporation of organization / Coaching Institute as per Documents of establishment/ certificate of incorporation / registration of the organization Note:- Certificate of Incorporation / Registration, should be submitted along with Technical Bid	
6.	Date of Commencement of Business as per certificate of commencement of business or any other relevant document if applicable. Note:- Certificate of commencement of business or any other relevant document as applicable should be submitted along with Technical Bid	
7.	a) Whether the Coaching Institute is registered under relevant Act. Such as Company Act, Partnership Act, or any other Act.(Yes/No)	
	b) If Yes, under which act. Coaching Institution is registered (Legal status)	
	c) Specify, whether the Coaching Institute is a Public Limited Company, Private Limited Company, Partnership firm, any Other	
	d) Registration Number	
	e) Date of Registration	

	f) Date of Expiry if any											
8.	a) Whether GST payee (Yes / No).											
	b) If Yes, Mention GST number Note: Submit GST Registration Certificate along with Technical Bid.											
9.	a) Whether Income tax payee (Yes / No).											
	b) Mention Permanent Account Number (PAN) of the organization or as applicable. Note: Submit Copy of PAN card along with Technical Bid.											
10.	Total financial turnover for the last 3 financial years as per income tax return and financial statement.	2017-18	2018-19	2019-20								
11.	Total years of experience of the Coaching Institution for UPSC (Civil Services) Examination. Note: Period before the date of registration of the organization is not considered											
12.	Year wise details of successful candidates of the Coaching Institute in the final result of UPSC (Civil Services) Examination of last 3 years:											
	<table border="1"> <thead> <tr> <th>Particulars</th> <th>2017</th> <th>2018</th> <th>2019</th> </tr> </thead> <tbody> <tr> <td>Number of successful candidates of the Coaching Institute in the final result of UPSC (Civil Services) Examination</td> <td></td> <td></td> <td></td> </tr> </tbody> </table>				Particulars	2017	2018	2019	Number of successful candidates of the Coaching Institute in the final result of UPSC (Civil Services) Examination			
	Particulars	2017	2018	2019								
Number of successful candidates of the Coaching Institute in the final result of UPSC (Civil Services) Examination												
Note: List of the candidates, contact number, roll number, Proof of their admission in the institute, subject for which coaching is taken by the candidates, Year of passing UPSC (Civil services) Examination should be submitted with technical bid to support the above number.												

13. Whether the Coaching Institute has provided / providing Coaching to the candidates sponsored by any state/ central government organization or any autonomous institute of central or state government or any public sector undertaking (Yes / No). If yes furnish following details:

Name of the organization / institute that has sponsored the candidates	State	Category of candidate (SC/ ST / OBC/Min ority/.....	Total number of candidates sponsored to the coaching institute in last 3 years		
			2017	2018	2019

Note: Empanelment letter and Work order / Agreement should be submitted with Technical Bid to support the above information

14. a. Whether the Coaching Institute is functioning in its own building or in a rented accommodation.
- b. Total square feet of built-up area.
- c. Class rooms and other details:

Particulars	Number	Total seating capacity
Classroom		
Audio-visual room		

- d. Whether adequate Audio and sound facility is available in class room (Yes/ No):
- e. Whether Online lecture facility is available (Yes/ No), If Yes provide the website / Link of online lecture:
- f. Whether Online Test Series facility is available (Yes/ No), If Yes provide the website / Link of online Test Series:

15. Details of faculty:

Sl. No.	Name of faculty	Qualification	Teaching Subject	Experience in coaching for UPSC (Civil services) Examination (In years)	Any other credentials

Note: List of all the faculty (Visiting / Permanent) with above details should be provided along with their Bio data. Faculty should not be in any full-time employment in any College, University, State or Central Govt., private Company.

16. Optional Subjects offered by the Institute.

Note: Institute must provide coaching for complete CSAT and General Studies syllabus of UPSC (Civil Services) Preliminary and Mains Examination and at least 3 optional subject for Mains Examination

1)	
2)	
3)	
4)	
5)	

17. Library facilities:

a) No. of relevant reference books	
b) No. of journals/ magazines	
c) No. of daily news papers	
d) Working hours	

18. Printed Study Material

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.

		<p>c. Study materials/ booklets/books covering Descriptive Questions of General studies for UPSC Civil Services (Mains Examination).</p> <p>d. Study materials/ booklets/books covering Descriptive Questions of optional subjects for UPSC Civil Services (Mains Examination).</p>
19.	Academic Plan: Submit a Meticulously drafted academic plan covering all points of the syllabus	
20.	Stability of the institute and Credibility of the management	<p>a) Constitution of the institute and Vision and mission statement should be submitted</p> <p>b) Self Declaration on the letter head that the institute is not blacklisted by any of the Govt. /Semi Govt. Organization / Autonomous Institute of Govt. (Annexure – IV)</p> <p>c) Self-declaration on the letter head that none of the Governing member / Partner/Director is having criminal case against them. (Annexure – V)</p>
21.	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.
22.	Number of candidates of MAHAJYOTI, the Coaching Institute is willing to provide coaching for the year 2021.	
23.	Whether all the documents specified in point 18 (b) and 22 of section -4, of this tender document is uploaded with Technical Bid (Yes / No)	
24.	Any other details:	

Yours faithfully,

Signature of Authorized Representative

Designation

Date

Annexure – II

COMMERCIAL BID (PROPOSAL)

[Agency (Coaching Institute) is required to submit the Commercial Bid as given under, on their letter head, duly stamped and signed by authorized person]

To,
The Managing Director,
Mahatma Jyotiba Phule Research & Training Institute,
Nagpur.

Subject: Commercial Bid for providing coaching to the candidates to be sponsored by MAHAJYOTI, Nagpur for UPSC (Civil Services) Examination.

Reference: Tender No. Dated

Respected Sir,

I / We hereby offer to submit the Commercial Bid for providing coaching to the candidates sponsored by MAHAJYOTI, Nagpur for UPSC (Civil Services) Examination.

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

I / We submit the Commercial Bid (Proposal) as under:

Sr. No.	Subjects	Course Fee (Excluding taxes) per candidates of online coaching for UPSC (Civil Services) Examination		Course fee (Excluding taxes) per candidates of offline classroom coaching for UPSC (Civil Services) Examination	
		Amount (Rs)	Amount in words (Rs)	Amount (Rs)	Amount in words (Rs)
1.	Coaching for CSAT				
2.	Coaching for GS (Prelim Cum Mains)				
3.	Coaching for Optional Subject				
4.	Test Series for Prelims (GS + CSAT)				
5.	Test Series for Mains (General Studies)				
6.	Test Series for Mains (Optional Subject)				
TOTAL					

Note:

1. Above Course/ Coaching Fee are excluding GST. GST at the applicable rates as may be in force from time to time will be in addition to the above Course/ Coaching Fee.
2. Course/ Coaching Fee should be quoted for each of the above courses, combined Course/ Coaching Fee should not be quoted
3. The Course/ Coaching Fee quoted above are for 1st year of Coaching. The contract may be extended by another year, based on decision arrived at mutually between Mahatma Jyotiba Phule Research & Training Institute and the Agency (Coaching Institute).
4. The base rate of Course/ Coaching Fee may be increased by maximum 6% per year. However, decision of Managing director, MAHAJYOTI, in this regard, will be final.
5. For evaluation purpose the Total Amount excluding Taxes as quoted above shall be taken into consideration.

Yours faithfully,

Signature of Authorized Representative

Designation

Date

Annexure- III

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

**To,
The Managing Director,
Mahatma Jyotiba Phule Research & Training Institute,
Nagpur.**

Subject: Tender / Proposal for providing coaching to the candidates to be sponsored by MAHAJYOTI, for UPSC (Civil Services) Examination.

Respected Sir,

I/We do hereby submit tender/bid for providing coaching to the candidates to be sponsored by MAHAJYOTI, Nagpur for UPSC (Civil Services) Examination, as per the quoted Course / Coaching Fees and in all respects in accordance with the terms and conditions as mentioned in the Bid Document.

1. We have read all the provisions of Tender Document and confirm that these are acceptable to us.
2. We agree to abide by this Proposal, consisting of this letter, our Technical and Commercial Proposals, the duly notarized written power of attorney, and all attachments, for a period of 120 days from the date fixed for submission of Proposals as stipulated in the Tender Document and modifications if any, and it shall remain binding upon us and may be accepted by you at any time before the expiration of that period.
3. We hereby declare that all the information and statements made in this proposal are true and accept that any misrepresentation or misinterpretation contained in it may lead to our disqualification.
4. We understand you are not bound to accept any proposal you receive, not to give reason for rejection of any proposal and that you will not reimburse any expenses incurred by us in bidding.
5. 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.
6. The requirements of the tender agreement stated herein will be fulfilled by me/us to the satisfaction of the Managing Director, MAHAJYOTI, Nagpur.

7. We have paid the EMD of Rs 5,00,000 and Tender fee of Rs 5,000 and the proof of the same is submitted along with the Technical Proposal.
8. We are aware that Tender fee Of Rs 5000 is non refundable.
9. We are aware that the EMD of Rs 5,00,000 will not bear any interest and the EMD of the successful bidder will be adjusted against Security Deposit. This shall be retained by MAHAJYOTI till the end of this contract and shall be released on successful completion of coaching during Contract period.
10. If our Bid (Proposal) is accepted, I/We agree to abide by and fulfill all the terms and conditions of the contract.
11. We hereby distinctly and expressly declare and acknowledge that before submission of this tender (Proposal) we have carefully followed the instructions.
12. We distinctly agree that, we would hereafter make no claim or demand upon the Managing Director, MAHAJYOTI 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.
13. Any notice required to be served on me / us shall be sufficiently served on me / us by post (registered or ordinary), email or courier or left at my / our address given herein.

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

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 Managing Director,
Mahatma Jyotiba Phule Research & Training Institute,
Nagpur.**

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

Respected Sir,

I/Wedo 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/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

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

**To,
The Managing Director,
Mahatma Jyotiba Phule Research & Training Institute,
Nagpur.**

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

Respected Sir,

I/Wedo hereby submit declaration/ undertaking that None of the Governing Member, Director, Partner, Managing Director, 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