



SUNDARGARH

ଜିଲ୍ଲା ଖଣିଜ ପ୍ରତିଷ୍ଠାନ, ସୁନ୍ଦରଗଡ଼.

DISTRICT MINERAL FOUNDATION, SUNDARGARH.

RFP NO: -DMF/SNG/09-2020-21.

Empanelment

for

Selection of an Agency for “Establishment and Management of Pre – recruitment Competitive Exam Coaching Centre for providing coaching to educated unemployed youth in Sundargarh District”

TENDER SCHEDULE

Availability of RFPdocuments : 14.10.2020 at 11:00 A.M.

Last date for submission of Sealed RFP : 03.11.2020 up to 5:00 P.M.

Opening of Technical Bid & Financial bid : 04.11.2020 at 11:00 AM

Issued by:

Collector & Chairperson
DMF, Sundargarh.



District Mineral Foundation
Collectorate Campus, Sundargarh-770001
Email ID: dmfsundergarh@gmail.com
Tel No. - 06622-273846

ଜିଲ୍ଲା ଖଣିଜ ପ୍ରତିଷ୍ଠାନ, ସୁନ୍ଦରଗଡ଼ DISTRICT MINERAL FOUNDATION, SUNDARGARH

Letter No. 1931 / (DMF)

Dated the 12/10 / 2020

RFP NO: -DMF/SNG/09-2020-21

1.	The Collector-cum-Chairperson, District Mineral Foundation (DMF) Sundargarh, Government of Odisha invites technical and financial proposals from reputed implementing NGOs/Agencies/ Firms of National and International repute for "Establishment and Management of Pre – recruitment Competitive Exam Coaching Centre for providing coaching to educated unemployed youth in Sundargarh District" as detailed in the Scope of Work in this DTCN. The interested and eligible Firms with valid Registration Certificate as a Company, as detailed in DTCN, may apply for the same in OFF-LINE mode. (For details visit www.sundergarh.nic.in).		
2.	Nature of Works	:-	RFP document for Establishment and Management of Pre – recruitment Competitive Exam Coaching Centre for providing coaching to educated unemployed youth in Sundargarh District
3.	RFP (Bid) Cost	:-	Rs.6,000/-
4.	EMD	:-	Rs.50,000/-
4.	Availability of RFP document in the website	:-	From 11:00 A.M. of 14.10.2020 to 03.11.2020 up to 5:00 P.M.
5.	Last date of receipt of Bid	:-	03.11.2020 up to 5:00 P.M.
6.	Mode of Receipt of Bids	:-	Through Speed Post/ Registered Post (India Post)/ and by no other means.
7.	Date of opening of Technical Bid and Commercial Bid	:-	Date: 04.11.2020 at 11:00 A.M.
8.	Address for Business query and correspondence	:-	District Mineral Foundation, Collectorate Campus, Near Sub-Collector Office Sundargarh-770001, Tel No. - 06622-273846 Website- www.sundergarh.nic.in E-mail Id- dmfsundergarh@gmail.com
9.	The bidders have to participate in OFF-LINE bidding only. Further details can be seen from the Sundargarh District website (www.sundergarh.nic.in). Any addendum /corrigendum / cancellation of tender can also be seen in the said websites. If any query then contact E-mail ID - dmfsundergarh@gmail.com .		


Collector & Chairperson
DMF, Sundargarh

Memo No. 1932 /DMF

Dated. 12/10/2020 /

Copy forwarded to **The Editor, Times of India (Bhubaneswar Edition)** with a request to publish widely circulated Daily English Newspapers and to **The Editor, Prameya & Dharitri** with a request to publish in their widely circulated Daily Odia newspapers before **14.10.2020** for wide publication of the RFP. Complimentary copy of newspaper containing the Request for Proposal (RFP) should be submitted to this office for reference & record.


Collector & Chairperson,
DMF, Sundargarh

Memo No. 1933 /DMF

Dt. 12/10/2020

Copy to DIO, NIC, Sundargarh with a request to upload this Bid Identification Notice in the Sundargarh District Web-Site www.sundargarh.nic.in by **14.10.2020** for wide publication and timely response by the intending Contractors.


Collector & Chairperson,
DMF, Sundargarh

Memo No. 1934 /DMF

Dt. 12/10/2020

Copy to the A.D.M., Sundargarh/ Rourkela/ Sub-Collector, Sadar/Panposh/Bonai/All Block Development Officers of the District/Executive Engineer, R&B Division, Sundargarh/Rourkela/ Executive Engineer, RW Division, Sundargarh/Rourkela/ Executive Engineer Minor Irrigation Division, Sundargarh/ Executive Engineer, Irrigation Division, Sundargarh/ Executive Engineer, Rukura Irrigation Division, Panposh/ Executive Engineer, RWSS Division, Sundargarh/Rourkela/ Executive Engineer, OLIC, Sundargarh/ Rourkela/ Executive Engineer, PHED, Rourkela/Executive Officers of Urban Local Bodies of the district/ DI & PRO, Sundargarh/ Rourkela for information and with a request to display this Tender Notice in their respective office Notice Board for wide publication.

Copy to Addl. P.D.(Tech.), DRDA, Sundargarh/ Asst. Director, OREDA, DRDA, Sundargarh/ Asst. P.D.(Finance), DRDA, Sundargarh/ Asst. P.D.(RH), DRDA, Sundargarh/ Deputy Director of Horticulture, Sundargarh/Chief District Agriculture Officer, Sundargarh/PD, Watershed, Sundargarh/ DMF Cell, Sundargarh/ Notice Board of DRDA, Sundargarh for information & necessary action.

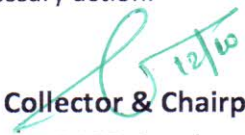

Collector & Chairperson,
DMF, Sundargarh

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DISCLAIMER

The information contained in this Request for Proposal (hereinafter referred to either as “RFP”) document provided to the Bidders, by the District Mineral Foundation, Sundargarh, hereinafter referred to as DMF, or any of their employees or advisors, is provided to the Bidder(s) on the terms and conditions set out in this RFP document and all other terms and conditions subject to which such information is provided.

The purpose of this RFP document is to provide the Bidder(s) with information to implement the following assignment: **“Selection of an agency for Establishment and Management of Pre – recruitment Competitive Exam Coaching Centre for providing coaching to educated unemployed youth in Sundargarh District under District Mineral Foundation”**. This RFP document does not purport to contain all the information each Bidder may require. This RFP document may not be appropriate for all persons, and it is not possible for the DMF, their employees or advisors to consider the business/investment objectives, financial situation and needs of each Bidder who reads or uses this RFP document

Each Bidder should conduct its own investigations and analysis and should check the accuracy, reliability and completeness of the information in this RFP document and wherever necessary obtain independent advice from appropriate sources. DMF, their employees and advisors make no representation or warranty and shall incur no liability under and law, statute, rules or regulations as to the accuracy, reliability or completeness of the RFP document.

DMF may, in its absolute discretion, but without being under any obligation to do so, update amend or supplement the information in this RFP document.

SECTION 1: Letter of Invitation

**Collector & Chairperson – cum - Managing Trustee,
District Mineral Foundation, Sundargarh,
Government of Odisha.**

Dear Agency,

1. The District Collector & Chairperson – cum - Managing Trustee, District Mineral Foundation (DMF), Sundargarh invites proposal from reputed organization those are empaneled under National Skill Development Council (NSDC)) for Selection of an agency for “Establishment and Management of Pre – recruitment Competitive Exam Coaching Centre in Sundargarh District under District Mineral Foundation”. The details of the required scope of work and services expected from the Agency are provided in the Section 5: Terms of Reference in this RFP document.
1. An Agency(s) will be selected as per Quality and Cost Based Selection (QCBS) criteria described in this RFP.
2. The RFP comprises the following sections:
 - Section 1 – Letter of Invitation
 - Section 2 – Definitions
 - Section 3 – Fact sheet
 - Section 4 – Background and the need for Competitive Exam Coaching Centre
 - Section 5 – Terms of Reference
 - Section 6 – Instructions to Agencies
 - Section 7 – Technical Proposal – Standard Forms
 - Section 8 – Financial Proposal – Standard Forms

**Collector & Chairperson,
DMF, Sundargarh**

Section 2: Definitions

- a) "DMF" means the District Mineral Foundation, Sundargarh
- b) "Client" is the District Collector -cum - Chairperson and Managing Trustee, DMF, Sundargarh, Government of Odisha.
- c) "Agency" means any entity or person that may provide or provides the Services to the Client under the Contract.
- d) "Coaching center" means pre – recruitment competitive exam coaching centers for employment in Govt. /Public sector undertakings.
- e) "Day" means calendar day.
- f) "Instructions to Agencies" means the document which provides interested Agencies with the information needed to prepare their respective Proposals.
- g) "LOI" means the "Letter of Intent" being sent by the Client.
- h) "Personnel" means professional and support staff provided by the Agency and assigned to perform the Services or any part thereof.
- i) "Proposal" means Technical Proposal and the Financial Proposal.
- j) "RFP" means the Request for Proposal circulated by the Client for the selection of Agency(s).
- k) "Assignment/job" means the work to be performed by the Agency pursuant to the Contract.
- l) "Terms of Reference" (ToR) means the information included in the RFP which explain the objectives, scope of work, activities, tasks to be performed, respective responsibilities of the Client and the selected Agency(s).
- m) "Competent Authority" means Collector & Chairperson – cum - Managing Trustee, DMF, Sundargarh, Government of Odisha.

Section 3: Factsheet

Empanel related document made available to the applicants	14.10.2020
Last date for receiving queries	21.10.2020
Last date for receipt of Technical and Financial Proposals (Sealed Envelope)	03.11.2020
Opening of Technical Proposals	04.11.2020
Technical Presentation	04.11.2020
Opening of Financial proposals of applicants who qualify in Technical Proposal / Bid	04.11.2020
Letter of Award	To be intimated to the Selected Agency
Start Date	To be intimated to the Selected Agency
Method of Selection	Quality & Cost Based Selection (QCBS)
Contact Details	Chief Executive Officer, DMF, Sundargarh, Odisha, PIN – 770001
Earnest Money Deposit (EMD)	Rs. 50,000.00 in shape of DD on any Nationalized Bank Payable at Sundargarh
Tender Fee / Bid Cost	Rs. 6,000/- in shape of D.D. on any Nationalized Bank Payable at Sundargarh

Note:

1. The Client reserves the right to change the above schedule by due intimation / information to the intended agencies. Please visit the website www.sundargarh.nic.in regularly for the updates.
2. Proposals must be submitted on or before the prescribed date, time and venue mentioned in the Fact Sheet. Proposals received after cut – off date will be summarily rejected.
3. **No. of student may increase or decrease depending upon the requirement**
4. **Scope may increase / decrease. Tender may be cancelled at any time by the Client.**

Sections 4: Background and need for Pre – recruitment Competitive Exam Coaching Centre

Competitive exams are gateways for aspiring youths to enter and become a part of the much-coveted Government service. Today, there are several competitive exams held in Government/public sectors like Banking, Staff Selection Commission, Insurance, Railways etc. for entry level jobs. However, most find it difficult to make headway because of lack of guidance, academic coaching. The conventional schooling system in India in preparing youth for these competitive exams is not sufficient to bridge the gap. Thus, it becomes inevitable for aspiring youth to seek professional coaching assistance to succeed in these exams.

In this scenario, youth from rural and tribal areas especially from directly mining affected areas face manifold disadvantages in accessing quality and professional support vis-à-vis their peers across the country. One of the possible solutions to address this challenge is for Government to directly intervene and provide/facilitate coaching for educated students from mining affected areas. One of the high priority activities of District Mineral Foundation is generation of employment opportunities through training and skill development. In this regard, the proposed activity i.e. **“Establishment and Management of Pre – recruitment Competitive Exam Coaching Centre for providing coaching to educated unemployed youth in Sundargarh District under District Mineral Foundation”** will transform a student into academically proficient, mentally robust individuals, vibrant with energy and confidence to face challenges for preparation of competitive exams and more specifically helps to get a job in labour market. Sponsoring those students will not only create employment but also reduce the financial burden of Households of the mining affected areas by availing job opportunities. Considering the lack of similar facility in the District (Private/Govt.), It has been planned to establish a Competitive Exam Coaching Centre in Sundargarh district under DMF through Public Private Partnership (PPP) mode.

Sections 5: Terms of Reference

A. Establishment and Management of Coaching Center:

The coaching centers will be established at 3 different locations of the district (Sundargarh, Rourkela & Bonai) which aims to target the youths who have completed +2/+3 courses and shall be between the age group of 17– 28 years for various competitive exams to get Government jobs.

Project Objectives:

- To provide residential coaching facilities to the aspiring candidates from Sundargarh District.
- To provide quality coaching based on current exam pattern.
- Undertake monthly mock tests to make the candidates familiar with the exam pattern and better time management with accuracy during exams.
- Counseling of students, personality development, motivation and success sharing by leaders.

B. Project Description:

The competitive exam coaching centre shall cater to the needs of youth who are aspiring to clear the following exams for jobs in Government Sector /Public Sector Undertakings.

1. Staff Selection Commission (Clerical)
2. Banking services (Clerical/Specialist officers/PO)/
3. Railway Recruitment Board

4. Army/Air Force/Naval, State Police & Para Military Forces
5. Insurance (Clerk/Officers)

C. Scope of Work & Responsibility of Coaching Centre:

I. Infrastructure Support:

1. The Agency shall provide adequate infrastructure support for smooth management of the Coaching Centre as specified below:
 - Office Room – 1 Nos. (Minimum 250 Sq ft.)
 - Class Room – 2 Nos. (Minimum 350 Sq ft. each)
 - Library Room – 1 Nos. (Minimum 600 Sqft.)
 - Toilet / Bath Room (Separately for Boys & Girls).

These should include the following basic amenities:

- Total seating capacity for 50 students (25 girls and 25 boys) in two classes with study table and chair.
 - Classroom should have adequate space to accommodate 25 students at a time along with proper ventilation and lighting and power back-up.
 - Centre shall have minimum teaching equipment/ tools like white board, markers/chalks, LCD Projectors or any other audio-visual aid.
 - Centre shall have a library and provide study material to the incumbents.
 - Centre shall have adequate toilets facilities, separate for girls and boys.
 - Centre shall have portable drinking water facilities.
 - Keeping ID card based bio-metric (face reader) attendance of Students.
 - Minimum fire safety measures shall be taken in coaching center as well as in Hostel.
 - The Coaching Centre and Hostel must be under CCTV surveillance.
2. Separate Hostel facility to be arranged by the agency for 25 batch at a time. The hostel should have minimum space provision for bed / mattress, well maintained toilet & bath rooms along with the space for dining hall with carpet area of 4000 sq ft. (approx.) for Boys and Girls Hostel respectively. Nutritious and quality foods (Breakfast, Lunch & Dinner) to be provided to the inmates and the weekly menu chart shall be intimated to the Monitoring Committee of District. Minimum first – aid facilities and a fire extinguisher to be kept at Hostel to meet the emergencies.

II. Educational Service Support:

1. The center shall act as a coaching cum counseling and personally improvement hub for the competitive exams. Additionally, the agency will also bring onboard renowned speakers/motivators/successful candidates for conducting special sessions.
2. The coaching shall cover modules/subjects as per the concerned exam standards / patterns.
3. The agency shall provide latest/updated study material to the students along with practice book.
4. The agency shall keep adequate nos. of relevant books and journals in the library for ready reference of Students.

5. The agency shall deploy experienced and trained personnel to impart quality coaching.
6. The agency shall maintain a data base of the candidates' enrolled (including ID card based attendance) and shall submit the same periodically (Batch – wise) to DMF for monitoring purpose. The selected agency shall also maintain the attendance (biometric) of personnel deployed in the coaching center.
7. The agency shall provide information about the exam dates and pattern of the competitive exams as mentioned above to the aspirants and shall ensure to apply the same by inmates.
8. The agency shall undertake monthly / periodical mock tests for the candidates enrolled in order to create a sense of real time exam environment.
9. The agency shall guide and counsel the candidates enrolled regarding competitive examinations and conduct personality improvement group discussion sessions.
10. The agency shall take up any other related work as directed by the Client from time to time.
11. The agency will provide one T-shirt per trainee as uniform.
12. The agency shall ensure post training support to all trainees for applying to various recruitment agencies and make them able to seat in the competitive exams.
13. The agency is responsible for quality coaching and retention of all the batch inmates till completion of coaching.
14. The agency shall analyze the progress of the students during the coaching period and takes necessary steps for enhancement of their performances to succeed in the forth coming exams.
15. Any other aspects as decided by the Authority for improvement of coaching quality and outcome.

III. Batch Size:

One batch size shall be 50 nos. of students, i.e. 25 batch each (appropriation allowed) divided in to two classes. Next batch will start after successful completion of the preceding one. **No. of student may increase or decrease depending upon the requirement.**

D. Selection of Candidates:

The agency will undertake the following procedure to select the candidates for coaching before commencement of batch.

- Open advertisement in two leading local newspaper and pamphlet distribution to seek enrollment of the candidates.
- Counseling camp of intended candidates at block level.
- Undertake preliminary screening test.
- Selection of candidates for commencement of batch shall be based on the volume of applicants interested to undergo the coaching in response to the advertisement.
- In case of any conflicts, decision of the Monitoring Committee of DMF in consultation with agency will be final.

E. Project Duration:

The initial period of the contracts will be for a period of 1 year, which may be extended for a further period on satisfactory performance, as determined by the client.

F. Project Coverage:

The competitive exam coaching will be rolled out simultaneously in three locations (Sundargarh, Rourkela & Bonai) in the district.

Course Duration:

The course duration will be for three months for one batch. The agency shall design the class / subject schedule in such a way that the syllabus should be completely covered within the prescribed time limit and there will be sufficient time for practice and doubt clearance classes. However, a tentative Course schedule is given hereunder for reference, which may vary as per exam pattern.

Sr. No	Name of Module	Approximate Course Duration (in Hours) *
1	Quantitative Aptitude	100
2	Reasoning	100
3	English	100
4	General Studies and Current Affairs	100
5	Computer	18
6	Mock Test (Offline and Online)	On Sundays
7	Soft Skill	16
8	Personality development	16
Tentative Total Duration Per Batch		450 hours

G. Personnel:**1. Centre Manager - Cum –Counselor (One Nos.)**

Age Group: 25-45 years

Deployment: Full Time

Educational Qualifications: Graduate or Post Graduate in any discipline from a recognized university or institution having experience in managing competitive exam coaching centre.

Desirable Qualities:

1. Must have good managerial skills and program management abilities.
2. Must have a clear understanding of career opportunity available for students after completion of +2/+3.
3. Must have good counseling skills to help students choose right career path.
4. Must have good interpersonal skill to develop support with staff and students.
5. Must have adequate computer skills.
6. Must have good communication skills, especially in the local language, i.e. Odia.

Roles and responsibilities:

1. Shall provide support and guidance to faculty members and students at the center.
2. Shall hold regular meetings with faculty members and students at the center to receive feedback and take necessary action.

3. Shall bring onboard periodically, motivational speakers, renowned personalities, successful candidates to positively inspire the students, and invite/intimate the client for the same.
4. Shall take Monthly feedback from students.
5. Shall conduct counseling session, if any student is leaving during the batch.
6. Shall maintain database relating to enrolment of students and track their progress periodically and suggest/implement remedial measures.
7. Shall assists faculty members to establish a good support with students. Guide faculty members to strictly implement the course module as per the schedule finalize.
8. Shall maintain all records including education materials, registers etc.
9. Shall ensure that all laws, rules and regulations are complied with and discipline and decorum is maintained in the center.
10. Shall prepare and submit regular activity and financial reports to the DMF.
11. Shall comply with any other work that may be included as part of MoU or as directed by the Client from time to time.

2. Faculty Members (Five Nos.)

Age Group: 25 -60 years

Deployment: Full Time

Educational Qualification: Post Graduate in any discipline from a recognized University / Institution.

Experience: Faculty must be a subject matter expert for competitive exams with a teaching experience of at least 5 years.

Roles and responsibilities of faculty members:

1. Shall educate and train the enrolled youth as per the course curriculum and schedule finalized.
2. Shall conduct periodic evaluations/ tests to assess the pace and progress of enrolled students.
3. Shall follow the current/latest exam pattern in competitive exams at the coaching centre.
4. Shall plan for and provide additional support to poorly performing students.
5. Shall provide guidance and support to students to manage/handle exam pressure.
6. Shall interact closely and regularly with students for assessment of their needs regarding the course and take regular feedback
7. Shall handle the enrolled youth in a professional manner.
8. Shall follow the course schedule strictly and adhere to the pre-decided timelines.
9. Any other assignments given from time to time as per requirement.

3. Project Assistant – Cum - Accountant (One Nos.):

Age Group: 25 - 45 years

Deployment: Full Time

Educational Qualification: Minimum Commerce Graduate from a recognized university.

Roles and responsibilities:

1. Proper maintenance of all financial records of the coaching centre and hostel on regular basis.
2. Maintain the detailed data base of all trainees.
3. Provide secretarial support including logistic support as per requirement.

4. Up-date of MIS and generation of reports and returns.
5. Proper maintenance of Fixed Assets and inventory control.
6. Any other assignment given from time to time.

4. Warden – Girl’s Hostel (One Nos.):

Age Group: 25 - 45 years / Female

Deployment: Full Time

Educational Qualification: Minimum Graduation in any discipline from a recognized University.

Roles and responsibilities:

1. To look after the day to day affairs of the hostel inmates.
2. Watch & Ward ensuring discipline and decorum among the inmates.
3. Management report and compliances.
4. Any other assignments as given from time to time.

5. Warden – Boy’s Hostel (One Nos.)

Age Group: 25 -45 years / Male

Deployment: Full Time

Educational Qualification: Minimum Graduation in any discipline from a recognized University.

Roles and responsibilities:

1. To look after the day to day affairs of the hostel inmates
2. Watch & Ward ensuring discipline and decorum among the inmates.
3. Management report and compliances.
4. Any other assignments as given from time to time.

6. Multi-Purpose Worker (Two Nos.):

Age Group: 25 -45 years

Deployment: Full Time

Educational Qualification: Matriculate

Roles and responsibilities:

As assigned by the management.

H. Fund Release:

Modalities to be specified in the contract documents as per the decision of the Authority of DMF, Training Fees & Lodging Boarding Charges

- a. The training fees shall be made as for the Agency per hour per candidate
- b. The duration of training shall be determined as per the duration laid down in the SSC/NSDC guidelines in the concerned trade. However, training duration less than 200 hours in any trade shall not be permissible.
- c. The tools and equipment shall be interms of the prescribed under theSSC/NSDC guidelines.
- d. The total fee payable shall include all taxes and incidental charges and Tax Deductions at Source as applicable shall be deducted.
- e. Trainees should have a minimum attendance of 70% both for training and assessment purposes.

- f. The lodging and boarding cost of the trainees shall be reimbursed by DMF, Sundargarh to the Training provider on actual/Fixed basis against the residential trainees only.
- g. Govt. building if available & provided by Authority, rent charges will not be permitted/charged by the Agency.
- h. The cost shall be reimbursed by the Authority to the Training provider to a maximum per trainee per day
- i. The assessment and certification is the responsibility of the Agency and the costs incurred in doing this will be reimbursed by DMF, Sundargarh on production of proper invoices.

Payment Terms:

Training cost payments would be in four installments subject to placement as follows:

Placement Regarding:

- *The agency has to ensure minimum placement rate of 30% to the students provided with training/coaching during the contract period, which may through competitive exams/directly by the agency on contractual mode or by combining of both.*

Schedule of release of Payments:

The release of funds could be batchwise or as per project. The funds shall be released to the Training Providers as per the following schedule.

Installment (Tranche)	Percentage of Total Cost	Project Duration P-Project MoU date	Output Parameters
1 st	<i>25% of 1year assigned target/budget</i>	• P+1 month	<i>Commencement of the Training after 1 month</i>
2 nd	<i>25% of 1year assigned target/budget</i>	• P+6 months	<i>Commencement of the Training after 6 months</i>
3 rd	<i>25% of 1year assigned target/budget</i>	• P+12 months	<i>After successfully completion of training and successfully completion assessment</i>
4 th	<i>25% of 1year assigned target/budget</i>	• P+15 months	<i>After successfully placement after 3 months Link with as follows: Above 30% placement-Full payment Below 30% placement-No Payment</i>

- a. Lodging and boarding cost shall be extended to the trainees having minimum attendance of 80% per month

- b. Dropouts will not be considered for 2nd and subsequent months. The 1st month payment of the drop outs shall be adjusted in the next month
- c. The supporting documents i.e. batch commencement report, consolidated attendance sheet of the trainees for the month and batch completion report in case of payment for final month's claims shall be submitted in the prescribed formats along with the Invoice duly counter signed by the Agency to DMF, Sundargarh for reimbursement of lodging and boarding cost of the residential trainees.
- d. Balance 25% will be released after submission of 3 months' pay slip of engaged candidates. But in either case the payments shall be made subject to the fulfillment of the following conditions namely–
- j. Submission of placement details of the placed person with post placement supporting documents
 - ii. Up on verification of genuineness of placement or cross checking by the DMF
 - iii. Submission of UC along with the audit certificate in respect of the previous release amounts
 - iii. Invoice shall be raised by the Selected Agency accompanied by a copy of Pay Slip or Pass Book of the candidates.
 - i. If the Selected Agency fails to ensure genuine wage placement of even 49% of the trained youths within three months of successful completion of training of three of the last five batches, the First Party shall withhold further release of training cost till the said milestone is achieved. However the said restriction shall not be applicable for release of lodging and boarding cost which shall be released to a batch to batch basis.
 - j. For all the above mentioned claims or payments, the Second Party shall raise its invoice in the prescribed format and submit the same accompanied with the required documents.
 - k. Second Party will be asked to discontinue the training in the particular trade/ centre and will be paid only on prorata basis if the outcome achievement over the period of one year in case of reentrants is unsatisfactory as defined below–
 - i. 49% and below placement of those who have been certified with at least 50% minimum wage employment of the certified trainees within three months of completion of training
 - ii. 49% and below number of certified candidates

I. Monitoring Mechanism:

Primarily the agency engaged will be responsible for smooth management and monitoring of the Centre and Hostel including updated documentation. However, a committee will be constituted by the Client for Monitoring & Evaluation of the Project by DMF and report on the following matter:

- Resolving of issues / conflicts arises during the project period as requested by the agency.
- Periodical review & monitoring of the projects.
- Recommending preventives and improvements.
- Any other issues as assigned by the competent authority.

Section 6: Instruction to Agencies

1.1 The Collector & Chairperson – cum - Managing Trustee, District Mineral Foundation, Sundargarh will select agencies, in accordance with method of selection as specified below.

Name of the Authority/Client: Collector & Chairperson –cum- Managing Trustee, District Mineral Foundation (DMF), Sundargarh

Method of Selection: Pre-Qualification of eligible Agencies followed by Quality and Cost Based Selection (QCBS).

1.2 Interested Agencies are invited to submit a Technical Proposal and a Financial Proposal for the assignment named below.

Name of the Project: **“Establishment and Management of Pre – recruitment Competitive Exam Coaching Centre for providing coaching to educated unemployed youth in Sundargarh District under District Mineral Foundation”.**

1.3 The proposal submission address is:

Chief Executive Officer,
District Mineral Foundation, Sundargarh
Collectorate Campus, Near Sub-Collector Office,
Sundargarh, Odisha, PIN –770001
E-mail: dmfsundergarh@gmail.com

1.4 The Proposal (comprising of Pre - Qualification documents, Technical Proposal, Financial Proposal and EMD in Four separate sealed envelopes) must be submitted by registered/speed post/courier only which should be received by the Client, no later than the following date and time and technical presentation at **Collectorate Conference Hall, Sundargarh on 04.11.2020 at 9:00 AM** and register accordingly

Last Date of receipt of RFP and other documents through Post/courier: **Date: 03.11.2020, Time: Up to 5.00PM.**

1.5 The Proposal technical presentation, and any clarification provided by the Agency along with the Terms of Reference provided in the RFP will be the basis for selection and ultimately for a signing of Contract with the selected Agencies.

1.6 Applicant Clarification:

- a) The Client shall invite queries from Applicant Agencies as per the details mentioned in the Fact Sheet of this document.
- b) The Applicants must ensure that their queries should reach DMF, Sundargarh, on or before last date mentioned in Fact Sheet of this document only through the email of the Client.
- c) The queries should necessarily be submitted in the following format:

Section/Page No	Content of Document requiring clarification	Change/clarification requested	Remarks

- d) Client shall not be responsible for ensuring that the Applicant's queries have been received by them.
- e) Any request for clarification post the indicated date and time may not be entertained by the DMF.
- f) However, the Client reserves the right to hold or re-schedule the process at any time without assigning any reason thereof.

Responses to Queries and Issue of Corrigendum:

- a) The Authorized Representative of the Client will endeavor to provide timely response to the queries. However, no representation or warranty as to the completeness or accuracy of any response made in good faith, nor does undertake to answer all the queries that have been posed by the Applicants.
- b) At any time prior to the last date for receipt of proposals, the client may, for any reasons, whether at its own initiative or in response to a clarification requested by a prospective Applicant, modify the RFP Document by a corrigendum.
- c) The Corrigendum (if any) & clarification to the queries from all Applicants will be uploaded on the websites <http://sundargarh.nic.in>. Any such corrigendum shall be deemed to be incorporated into this RFP.
- d) In order to provide prospective Applicants reasonable time for talking the corrigendum into account, the Client may discretionally extend the last date for the receipt of proposals.
- e) The Client's representative is: Chief Executive Officer, District Mineral Foundation, Sundargarh.

1.7 Agencies shall bear all costs associated with the preparation and submission of their proposals and contract negotiation. The Client is not bound to accept any proposal and reserves the right to annul the selection process at any time prior to Contract award, without thereby incurring any liability to the Agencies.

1.8 Conflict of Interest:

- a) Client requires that Agencies shall perform the required services, provide professional, objective, and impartial advice and all times hold the Client’s interest paramount, strictly avoid conflicts of interest with other assignments or their own interests and act without any consideration for future work. Without limitation on the generality of the foregoing, Agencies, and any of their affiliates, shall be considered to have a conflict of interest and shall not be engaged, under any of the circumstances set forth below.

Conflicting Relationship:

- a) An Agency (including its Personnel and Sub-Agencies) that has a business or family relationship with a member of the Client’s staff who is directly or indirectly involved in any part of (a) the preparation of the terms of reference of the Assignment, (b) the selection process for such Assignment or (c) supervision of the Contract, may not be awarded a Conflict, unless the conflict stemming from this relationship has been resolved in a manner acceptable to the Client throughout the selection process and the execution of the Contract.
- b) Agencies have an obligation to disclose any situation of actual or potential conflict that impacts their capacity to serve the best interest of the Client, or that may reasonably be perceived as having this effect. Failure to disclose said situations may lead to the disqualification of the Agency(s) or the termination of its Contract.
- c) No Agency or current employees of the Client shall work as Agency under their own ministries departments or agencies

1.9 Unfair Advantage:

If an Agency could derive a competitive advantage from having provided other services related to the assignment in question, the Client shall make available to all other Agencies together with this RFP all information that would in that respect give such Agency any competitive advantage over competing Agencies.

1.10 Fraud and Corruption:

It is required that Agencies participating in the project adhere to the highest ethical standards, both during the selection process and throughout the execution of a contract.

The Client:

- a) Defines the terms set forth below as follows:
 - i. “corrupt practice” means the offering, giving, receiving or soliciting, directly or indirectly or anything of value to influence the action of a public official or members of the Evaluation Committee, in the selection process or in contract execution;
 - ii. “fraudulent practice” means a misrepresentation or omission of facts in order to influence a selection process or the execution of a contract;
 - iii. “collusive practices” means a scheme or arrangement between two or more Agencies with or without the knowledge of the Client, designed to establish prices, artificial, non-competitive levels;

- iv. “coercive practices” means harming or threatening to harm, indirectly, persons or their properly to influence their participation in a procurement process or affect the execution of a contract;
- b) Will reject a proposal for award, if it determines that the Agencies recommended for award has, directly or through an agent, engaged in corrupt, fraudulent, collusive or coercive practices in competing for the contract in question:
Applicant Agencies should be aware of the provisions on fraud and corruption stated in the specific clauses in the Contract.
Agencies shall furnish information on commission and gratuities, if any, paid or to be paid to agents relating to this proposal and during execution of the assignment if the Agency is awarded contract.

1.11 Only one Proposal:

An Agency may only submit one proposal. If any Agency submits or participates in more than one proposal, all such proposal shall be disqualified.

1.12 Proposal Validity:

Proposal must remain valid for 180 days after the submission date. During this period, Agencies shall maintain the availability of professional staff nominated in the Proposal and fully commit to their financial proposal, unchanged. The Client will make is best effort to complete negotiation within this period. Should the need arise; however, the Client may request Agencies to extend the validity period of their proposals. Agencies who agree to such extension shall confirm that they maintain the availability of the Professional staff nominated in the Proposal, unchanged, or in their confirmation of extension of validity of the Proposal. Agencies could submit new staff in replacement, which would be considered in the final evaluation for contract award.

1.13 Preparation of Proposals:

- a) The Proposal as well as all related correspondence exchange by the Agencies and the Client, shall be written in English
- b) In preparing their Proposal, Agencies are expected to examine in detail the documents comprising the RFP. Material deficiencies in providing the information requested may result in rejection of a Proposal. The Proposal consists of three parts (i) Pre-Qualification documents, (ii) Technical Proposal and (iii) Financial Proposal.

1.14 Pre-Qualification Documents:

The Technical Proposals of only those Agencies who meet the pre-qualification criteria in the “Table No. 6.1” below will be opened. Agencies failing to meet criteria or not submitting requisite proof for supporting pre-qualification criteria are liable to the rejected summarily. Applicant Agencies should fill the Pre-Qualification Form which is included in section 7 of this RFP. The filled Pre-Qualification Form (in Section 7) and the supporting documents should be enclosed in a separate envelope marked as “Pre-Qualification Documents

Table No.6.1

SL No.	Basic Requirement	Specific Requirement	Document Required
1	Legal Entity	The Agency should be registered under <ul style="list-style-type: none"> • Societies Registration Act 1860 • Indian Trust Act 1882 • Companies Act 1956 • NCVT / SCVT / LLP / Partnership 	<ul style="list-style-type: none"> • Certificate of incorporation • Registration Certificate • PAN No. • TAN
2	Relevant Experience	The Agency must have minimum 5 years' experience in the relevant field (Pre recruitment coaching) in Odisha as on 31/03/2020.	<ul style="list-style-type: none"> • Details of relevant experience • Work order from Supporting Agency
3	Financial Capacity	The agency should have an annual turnover of at least Rs. 2 Crore each year for last three F.Y.s (2017-18, 2018-19& 2019-20) and must filled the ITR.	Last three F.Y.'s Audited Financial Statement duly signed by a Chartered Accountant ITR for the F.Y. – 2016-17, 2017-18, &2018-19.
4	Expertise / Success Rate	The past average success rate of agency shall be minimum 50% over last 5 years.	Attach List (Detailed of Successful students along with the total strength)
5	Consortium	No consortium/ Joint Venture / Associations or Subcontracting / Sub-letting shall be allowed for this project	Declaration of submitting as independent Agency from the Authorized Signatory.
6	Blacklist	The Agency should not have been blacklisted by any Central/ State Government or Public Sector Undertakings.	Affidavit by the Authorized Signatory stating not blacklisted.
7	Authorized Representative	A power of Authority/ Board Resolution in the name of the person signing the proposal	Original Power of Attorney or Board Resolution Copy
8	Bid Cost	The Agency must furnish a Bid Cost of Rs 6,000 (Rupees Six Thousand Only) in the form of Demand Draft in favor of The District Collector & Chairperson – cum - Managing Trustee, District Mineral Foundation (DMF) Sundargarh, drawn on any nationalized bank at Sundargarh.	Original Demand Draft
9	Earnest Money Deposit (EMD)	The Agency must submit an EMD of Rs.50,000/- (Rupees Fifty Thousand Only) in the form of Demand Draft in favor of The District Collector & Chairperson – cum - Managing	Original Demand Draft

		Trustee, District Mineral Foundation (DMF) Sundargarh, drawn on any nationalized bank at Sundargarh.	
10	Service Tax (GST)	Must be Registered under GSTN	Attach Regd. Certificate and GST No.

NOTE: The copies of documents submitted towards Pre-qualification criteria are to be substantiated through production of originals, if and when required.

1.15 Technical Proposal Format and Content:

Applicant Agencies are required to fill the Technical Evaluation Form. The filled up technical Evaluation Form and the corresponding Tech Form (in Section 7) should be enclosed in a separate envelop along with all necessary/supporting document to justify the claims. The supporting documents have to be produced in original by the Agencies, if and when demanded by the Client. Submission of the wrong type of Technical Proposal will result in the (Proposal being deemed non-responsive.

The formats of the Technical Proposal (Section 7) to be submitted are:

- a) Form Tech 1: Letter of Proposal submission
- b) Form Tech 2: Agency's organization & experience
- c) Form Tech 3: Strategy and approach for Monthly coaching center
- d) Form Tech 4: Team composition
- e) Form Tech 5: CV for proposed personnel
- f) Form Tech 6: Course Schedule and Timeline for a Batch
- g) Form Tech 7: Undertaking regarding any conflicting activities and information. A Technical Proposal containing financial information shall be declared non-responsive.

1.15 Financial Proposals: The Financial Proposal shall be prepared using the attached Financial Proposal Form (in Section 8). The financial proposal shall not include any conditions attached to it and if received, then any such conditional financial proposal shall be rejected.

1.17 Tender Fee

A Tender Fee / Bid Cost of Rs. 6,000/- (Rupees Six Thousand) only in the form of Demand Draft (DD) drawn on any nationalized bank in favor of "District Collector & Chairperson – cum - Managing Trustee, District Mineral Foundation (DMF)" payable at Sundargarh, must be submitted along with the Proposal.

1.18 Earnest Money Deposit:

An Earnest Money Deposit (EMD) of Rs. 50,000/- (Rupees Fifty Thousand) only in the form of Demand Draft (DD) drawn on any nationalized bank in favor of "District Collector & Chairperson – cum - Managing Trustee, District Mineral Foundation (DMF)" payable at Sundargarh, must be submitted along with the Proposal.

Proposals received without Bid Cost and EMD shall be rejected as non- responsive. No bank guarantee will be accepted in lieu of the EMD of the successful and unsuccessful agencies. EMD of successful and unsuccessful agencies will be returned within one month of signing of the contract.

The EMD shall be forfeited by the Agency in the following events:

- a) If Proposal is withdrawn during the validity period or any extension by the Agency thereof.
- b) If the Proposal is varied or modified in a manner not acceptable to the Client after opening of Proposal during the validity period or any extension thereof.
- c) If the Agency tries to influence the evaluation process.
- d) If the selected Agency withdraws its proposal during negotiations.

1.19 Performance Bank Guarantee

The selected Agency shall be required to furnish a Performance Bank Guarantee of 5 % on the Annual contract price, in the form of an unconditional and irrevocable bank guarantee from a Nationalized and scheduled bank in India in favor of "Collector & Chairperson – cum - Managing Trustee, District Mineral Foundation, Sundargarh" for the entire period of contract with 180 days claim period. The bank guarantee must be submitted after award of contract but before signing of contract. The successful bidder must renew the bank guarantee on same terms and conditions for the period up to contract including extension period, if any, Performance Bank Guarantee would be returned only after successful completion of task assigned to them and only after adjusting/recovering any dues recoverable/ payable from/by the Agency on any account under the contract. On submission of this performance guarantee and after signing of the contract, the TDR / FD pledged towards EMD would be returned in original.

1.20 Submission, receipt and opening of proposals

- a) The proposal (Pre-Qualification, Technical Proposal and Financial Proposal) shall contain no interlunation or overwriting except as necessary to correct errors made by the Applicant Agencies themselves. The under-signee person for the proposal must provide his initial beside such corrections. Submission letters for the Technical Proposal and Financial Proposals should respectively be in the format specified.
- b) An authorized representative of the Applicant Agencies shall initial all pages of the original Pre-Qualification, Technical and Financial Proposals. The authorization shall be in the form of a written power of autonomy accompanying the Technical and Financial Proposals or in any other form demonstrating that the representative has been dully authorized to sign.
- c) The Pre-Qualification form and all documents (listed in 1.14) including the Tender Fee, EMD, declaration of submission as independent agency and power of attorney shall be placed in a separate sealed envelope clearly marked "PRE QUALIFICATION DOCUMENTS". The Technical Proposal including all the Tech Forms and supporting documents (listed 1.15) shall be placed in a separate sealed envelope clearly marked "TECHNICAL PROPOSAL". Similarly, the Financial Proposal including the Fin Form (described in 1.16) shall be placed in a separate sealed envelope clearly marked "FINANCIAL PROPOSAL" All the three sealed envelopes shall be placed in an outer envelope and sealed. This outer envelope shall bear the submission address and shall be clearly marked "DO NOT OPEN, EXPECT IN PRESENCE OF THE OFFICIAL APPOINTED, BEFORE". The Client shall not be responsible for misplacement, loss or premature opening if the outer envelope is not sealed and/or marked as stipulated. The circumstances may also be deemed as fit case for Proposal rejection. If the Proposal is

not submitted in separate sealed envelopes duly marked as indicated above, this will constitute grounds for declaring the Proposal non- responsive.

- d) The Proposals must be sent to the address indicated and received by the Client no later than the time and the date of submission, or any extension to this date in accordance with corrigendum. Any proposal received by the Client after the deadline for submission shall be returned unopened.
- e) From the time, proposals are opened to the time the Contract is awarded, the Agencies should not contract the Client on any matter related to its Technical and/or Financial Proposal, Any effort by Agencies to influence the Client in the examination. Evaluation, ranking of Proposals and recommendation for award of Contract may result in the rejection of the Agencies Proposal.

1.21 Evaluation of Technical Proposal

- a) A Bid Evaluation Committee (BEC) will be constituted by the Client for the purpose of evaluation the proposals.
- b) In the first stage of evaluation, only responsive proposals which satisfy Pre-Qualification Criteria shall be further taken up for evaluation. A Proposal shall be rejected if it is found deficient as per the requirements indicated in RFP.
- c) The BEC shall then evaluate the Technical Proposals on the basis of their responsiveness to the Terms of Reference and by applying the evaluation criteria, sub-criteria specified in the Table No. 6.2. Each responsive Proposal will be given a Technical Score (Ts).
- d) The Bid Evaluation Committee while evaluating the Technical Proposals shall have no access to the Financial Proposals until the technical evaluation process is concluded, and the competent authority accepts the recommendations.
- e) Agencies shall also make a presentation on its relevant skill, competencies , past experiences, result& placement record including the plan and modalities for establishment and management of Coaching Centre before the Bid Evaluation Committee, which will be evaluated.
- f) A Proposal may be rejected at any stage if it does not respond to important aspects of the RFP and particular the Terms of Reference or if it fails to achieve the minimum technical score indicated below
- g) The Committee shall determine the approach and methodologies for the issues, which may arise during the evaluation exercise and have not been addressed in this RFP. The decision of the Committee shall be final and binding on all the Bidders.

Criteria, sub-criteria, and point system for the Detailed Evaluation of Technical Proposals are:

Table No. 6.2

SL	Evaluation Criteria	Supporting Form	Max. Marks
1	Experience		50
1.1	Prior experience of running a pre – recruitment competitive exam coaching center for employment in Central Govt. / State Govt. /Any DMF & Public Sector Undertakings (Years) 5 to 7 year = 10 Marks Above 07 Years = 15 Marks	Form Tech 2	15

1.2	No. of currently running competitive exam coaching center (branches) Less than 3 centers/branches = 5 Marks More than 3 Centers/branches = 10 Marks		10
1.3	Experience of working with the Government/CSR in PPP Mode (Years) Less than 2 year = 10 Marks More than 2 year = 15 marks		15
1.4	Experience of working in Odisha		05
1.5	Awards and Certificate in the Relevant Field		05
2	Turnover		10
2.1	Average annual turnover of above Rs. 2 Crore in last 3 financial years i.e, 2017-18, 2018-19 & 2019-20		10
3	Presentation of Course Plan and Strategy before the Bid Evaluation Committee	Form Tech 3&6	40
Total Marks			100

Note: The minimum qualifying mark is: 70 (i.e. 70% of total marks)

1.22 Evaluation of Financial Proposals – QCBS Selection Procedure

- a) Financial Proposals of only those Agencies who are technically qualified (i.e. obtain minimum 70% in Technical Evaluation) shall be opened.
- b) The financial scores (Fs) of the he Proposal with the lowest bid shall be given a financial score of 100 and the other proposals shall be given financial scores that are inversely proportionate to lowest Financial Proposal as stated below;

$$Fs = 100 \times (Fm / \text{Financial Proposal of Applicant under consideration})$$
where Fm: Lowest Financial Proposal and Fs: Financial Score

1.23 Final Selection of Agency:

The total score shall be obtained as shown below:

Weighted Technical Score = Technical Score (Ts)*70%

Weighted Financial Score = Financial Score (Fs)*30%

Final Score= Weighted (Technical Score+ Financial Score)

Agencies will be ranked based on score obtained and the highest scoring agency will be selected.

1.24 Negotiations:

Negotiation will be held at the address indicated above. The invited Agency will, as a pre-requisite for attendance at the negotiations, confirm availability of all Professional staff. Failure in satisfying such requirements may results in the Client Proceeding to negotiate with the next-ranked Agency. Representatives conducting negotiations on behalf of the Agency must have written authority to negotiate and conclude a Contract.

a) Technical Negotiations

Negotiation will include a discussion of the Technical Proposal including the proposed approach and methodology, work plan, and organization and staffing, and any suggestions made by the Agency to improve the terms of reference. The Client and the Agency will finalize the Terms of reference, staffing schedule, work schedule, logistics, and reporting. These documents will then be incorporated in the Contract as "Description of Services". Special attention will be paid to clearly defining the inputs and facilities requires from the Client to ensure satisfactory implementation of the assignment. The Client shall prepare minutes of negotiations which shall by the Client and the Agency.

b) Financial Negotiations

After the technical negotiations are over, financial negotiation will be carried out in order to discuss any change in financials due to change in scope of work or due to clarification on any aspect of the technical proposal during the technical negotiations. Under ordinary circumstances, the financial negotiation shall not result in an increase in the price originally quoted by the Agency. Unless there are exceptional reasons, the financial negotiations will involve neither the remuneration rates for staff nor proposed until rates.

c) Conclusions of Negotiation

Detail financial break up to be submitted by the Agency.

1.25 Award of Contract:

- a) After completing negotiations, the Client shall issue a Letter of Intent to the selected Agency, and promptly notify all Agencies who have submitted proposals about the decision taken.
- b) The Agency will sign the contract after fulfilling all the formalities/pre-conditions within 7 days of issuances of the letter of internet.

1.26 Confidentiality:

Information relating to evaluation of Proposals and recommendations award shall not be disclose to the Agencies who submitted the Proposals or to other persons not officially concerned with the process, until the publication of the award of Contract. The undue use by any Agency of confidential information related to the process may result in the rejection of its Proposal.

1.27 Termination of the Contract:

The competent authority may, by a written notice of termination to the Bidder, suspend the Contract if the Bidder fails to perform any of its obligations under this Contract (including the carrying out of the services) provided that such notice of suspension.

1. Shall specify the nature of the failure and
2. Shall request the Bidder to make good such failure within a specified period from the date of receipt of such notice of suspension by the Bidder.

1.28 Competent Authority:

The Collector & Chairperson - cum – Managing Trustee, DMF, Sundargarh shall be the competent authority for this project. The powers of the Competent Authority will be as under:

1. May amend RFP documents during the proposal evaluation process. Any amendments will be conveyed to the short-listed organization / Agency;
2. Modify scope of work at the time of the award of the contract. Such modifications will be discussed and agreed with the Agency.
3. At discretion during evaluation of bids, request an Agency for clarification on its proposal. This request will be in writing and the Agency should respond in writing. No change in price or substance of the bid shall be sought, offered or permitted at this stage.
4. The competent authority reserves the right to accept or reject any / all proposal partially or fully without assigning any reason thereof. The decision of the Competent Authority shall be final and binding on all the Bidders.
5. Any dispute in this regard subject to Sundargarh jurisdiction only.

Section 7 – Standard Forms

Pre –Qualification Form:

SL.No.	Basic Requirement	Specific Requirement	Document Required	Document Submitted (Yes/No)
1	Legal Entity	The Agency should be a registered under <ul style="list-style-type: none">• Societies Registration Act 1860• Indian Trust Act 1882• Companies Act 1956• NCVT / SCVT / LLP / Partnership	<ul style="list-style-type: none">• Certificate of incorporation• Registration Certificate• PAN No• 12A certificate• TAN• GST	
2	Experience	The Agency should have been in operation for the past 03 years as on 31/03/2020	Relevant Experience Details.	
3	Financial Capacity	The Agency should have a minimum average annual turnover of Rs.2 Crore over the last three Financial Years (2017-18, 2018-19 & 2019-20). ITR for the above FinancialYear must be filed.	Audited Financial Statement duly signed by a Chartered Accountants for the F.Y. 2017-18, 2018-19 & 2019-20. ITR for the F.Y. – 2016-17, 2017-18, & 2018-19	

4	Consortium	No consortium/ Joint Venture / Association or subcontracting / Sub - letting shall be allowed under this project	Declaration of submitting as independent Agency from the Authorized Signatory	
5	Blacklist	The Agency should not have been blacklisted by any Central/ State Government / Any DMF or Public Sector Undertakings or any Government Agencies	Affidavit by the Authorized Signatory stating non-blacklisting.	
6	Expertise / Success Rate	The past average success rate of agency shall be minimum 30% over last 3 years.	(Detailed of Successful students along with the total strength	Expertise / Success Rate
7	Authorized Representative	A Power of Attorney/ Board Resolution in the name of the person signing the proposal	Original Power of Attorney or Board Resolution Copy	
8	Tender Fee	The Agency should furnish a tender fee / bid cost of Rs.6,000/- (Rupees Six Thousand Only) in the form of Demand Draft in favor of The District Collector cum Chairperson and Managing Trustee, District Mineral Foundation (DMF) payable at Sundargarh.	Original Demand Draft	
9	Earnest Money Deposit (EMD)	The Agency should submit an EMD of Rs. 50,000/- (Rupees Fifty Thousand Only) in the form of Demand Draft in favor of The District Collector cum Chairperson and Managing Trustee, District Mineral Foundation (DMF) payable at Sundargarh.	Original Demand Draft	
10	GSTN	Must be registered under GSTN	Attach copy of GST Certificate and No	

Technical Proposal Forms

Technical Evaluation:

SL	Evaluation Criteria	Supporting Tech Forms / Documents	Remarks
1	Experience Criteria		
1.1	Prior experience of running a pre – recruitment competitive exam coaching center for employment in Govt./Public Sector (Years)	Tech Form-2	No of Years
1.2	No. of currently running pre – recruitment competitive exam coaching centre (branches)		No of active centers
1.3	Experience of working with the Government for similar projects in PPP Mode (Years)		No of Years
1.4	Experience of working in Odisha (Years) for running pre – recruitment competitive exam coaching centre		No of Years
1.5	Job posting / Placement details (Track record for no of student placed)	Summary of year wise track record	Yes / No
2	Turnover		
2.1	Average annual turnover of above Rs. 2 Crore in last 3 financial years i.e, 2017-18, 2018-19&2019-20		Certified copy from Auditors (CA Firm)
2.2	Income Tax Return in last 3 financial years i.e,2016-17, 2017-18 & 2018-19		
3	Presentation of Course Plan and Strategy before the Bid Evaluation Committee	Tech Form- 3&6. Hard & Soft Copy of the Technical Presentation	Yes/No

Form Tech 1-Letter of Proposal submission

To,

The Collector & Chairperson – cum -Managing Trustee,
District Mineral Foundation, Sundargarh.

Dear Sir,

We, the undersigned offer to execute the assignment '**Establishment and Management of Pre – recruitment Competitive Exam Coaching to educated unemployed youth in Sundargarh District under District Mineral Foundation**' in accordance with your Request for Proposal dates----- . We are hereby submitting our Proposal, which includes Pre-Qualification Documents, Technical Proposal and Financial Proposal, sealed in separate envelopes.

We hereby declare that all the information and statements made in this Proposal are true and accept that any misinterpretation contained in it may lead to our disqualification. Our Proposal is binding upon and subject to the modifications resulting from Contract negotiations.

We understand, if our Proposal is accepted, to initiate the consulting services related to the assignment not later than the date indicated.

Thanking you.

Yours sincerely,

Authorized Signature [In full and initials]: -----

Name and Designation of Signatory: -----

Name of Agency: -----

Form Tech 2 – Organization and Experience

[Provide here a brief description of the Agency's background including ownership details, date and place of registration, objectives etc. provide an online of experience/assignments of similar nature including name of assignment, duration, contract amount, client details, staff involved, tasks carried and etc. apart from this, also provide details and supporting information/documents under the Pre-qualification criteria and Evaluation criteria].

Note 1: Information provided in this form should sufficiently support/justify the criteria of the Technical Qualification Form.

Note 2: All the claims should be substantiated through production of originals, whenever demanded.

Form Tech 3- Description of Strategy, Approach and Work Plan for Performing the Assignment

[Strategy, Approach and work plan are key components of the Technical Proposal. You are suggested to present your Technical Proposal divided into the following three chapters:

- a) Strategy and Approach
- b) Work Plan and
- c) Organization and Staffing

- a) **Strategy and Approach:** In this chapter, you shall explain your understanding of the objectives of the assignment. You shall also explain how you propose to assess the base learning levels of the students and further plan to address them. Also you shall explain how you will make efforts for retention of the students as well as integration of their college schedule with coaching; you shall also list out strategy to improve the scores of lagging students. Additionally, you shall also explain interventions which will be taken up for all round development of the student.
- b) **Work Plan:** In this chapter, you shall propose the main activities of the assignment, their content and duration, phasing and interrelations, and milestones. The proposed work plan shall be consistent with the strategy, showing understanding of TOR and ability to translate and implement each of the objectives, scope of work into a feasible working plan. List of material to be provided should be included here. The work plan shall be consistent with the Work Schedule as detailed out in Form Tech – 6
- c) **Organization and Staffing:** In this chapter, you shall propose the structure and composition of your team. You shall list the main disciplines of the assignment, the key expert responsible, and proposed staff. The details of these resources shall be given in Form Tech – 4

Note 1: Information provided in the form should correspond to the Technical Presentation.

Note 2: All the claims should be substantiated through production of originals, whenever demanded.

Form Tech 4- Team Composition and Task Assignments

Sl. No.	Name of the Staff	Qualification & Experience	Area of Expertise	Position Assigned	Task Assigned

Note 1: Information provided in the form should correspond to key Personnel criteria of the Technical Qualification form.

Note 2: All the claims should be substantiated through production of originals, whenever demanded.

Form Tech 5 – Curriculum Vitae (CV) for Proposed Staff

1. Proposed Position: -----
2. Name of Firm: -----
3. Name of Staff: -----
4. Date of Birth: -----
5. Nationality: Indian
6. Education:

Degree / Qualification	Name of University / Inst.	Year of Passing	Grade / Class

7. Membership in Professional Association/ Training attended: -----
8. Other Training:-----
9. Countries of Work Experience: -----
10. Languages

Languages	Reading	Speaking	Writing
English	Good	Good	Good
Hindi	Good	Good	Good

11. Employment Record:

FROM: ----- TO: -----
 EMPLOYER
 POSITION/S HELD
 FROM: ----- TO: -----
 EMPLOYER
 POSITION/S HELD
 FROM: ----- TO: -----
 EMPLOYER
 POSITIONED/S HELD
 FROM: ----- TO: -----
 EMPLOYER
 POSITION/S HELD

12. Detailed Task Assigned: -----
13. Work Undertaken that Best Illustrates Capacity to handle the Tasks Assigned

Name of assignment or project: -----

Year:
 Location:
 Client:

Main project features:

Position/s held:

Activities Performed:

Name of assignment or project: -----

Year:

Location:

Client:

Main project features:

Position/s held:

Activities Performed:

14. Certification:

The undersigned certify that to the best of my knowledge and belief this CV correctly describes my qualifications, and experience. I understand that any willful misstatement described herein may lead to my disqualification or dismissal, if engaged.

Date:

Full name of authorized representative:

Note 1: Information provided in the form should correspond to the Key Personnel Criteria of the Technical Qualification form.

Note 2: All the claims should be substantiated through production of originals, whenever demanded.

Form Tech 6- Course Schedule/Timeline

(Provide a detailed class schedule for the execution of batch. This shall include details as mentioned under Section 5 © ‘Services to be provided”:

Form Tech 7- Undertaking Regarding any Conflicting Activities and Declaration Thereof

Are there any activities carried out by your Agency which are of conflicting nature as mentioned in Para 1.8 of section 6. If yes, please furnish details of any such activities.

If no, please certify,

[We hereby declare that our Agency has not indulged in any such activities which can be termed as the conflicting activities under Para 1.8 of the section 6. We also acknowledge that in case of misrepresentation of the information, our proposals/ contract shall be rejected / terminated by the Client which shall be binding on us.]

Authorized Signature [In full and initials]:

Name and Designation of Signatory:

Name of Agency:

Section 8 – Financial Proposal Submission Form

[Location, Date]

To,

Collector & Chairperson – cum - Managing Trustee,
District Mineral Foundation, Sundargarh
Dear Sir,

We, the undersigned, offer to provide services for the assignment. **‘Establishment and Management of Pre – recruitment Competitive Exam Coaching to educated unemployed youth for 3 locations (Sundargarh, Rourkela & Bonai) in Sundargarh District under District Mineral Foundation’** under DMF in accordance with your Request for proposal (RFP) No. _____ dated _____ and our Technical Proposal.

Our attached Financial Proposal is as per below mentioned table:

Sl. No.	Particulars	No. of Student	Costs in INR (Cost per student One Student Per Batch)	Total Cost
1	Total Cost for One Student Per Batch (Three Months) including all Expenses with reference to Section – 5 (Terms of Reference) of RFP.			
	i. Staff selection Commission (Clerical)	50		
	ii. Banking/Insurance services (Clerical/ Specialist Officers/PO)	50		
	iii. Railway Recruitment Board	50		
	iv. Army/Air Force/Naval, State Police & Para Military Forces, NDA/CDS, etc.	50		
2	Applicable Tax (GST)			
3	Total Cost inclusive GST for one location(A)			
For three locations Total cost (3 locations * A) B-Grand Total				

1. Detail cost break up for each student for one location shall be attached separately as per the format Annexure -2
2. Price Bid shall not contain any condition whatsoever and any conditional bids shall be rejected.
3. Selection on the basis of Lowest quoted rate(L-1).

Thanking You.

Yours sincerely,

Authorized Signature:

Name and Designation of Signatory:

Name of Agency:

Address:

Annexure 2 (detail cost break up): for each student attach separately

Particulars	Staff selection Commission (Clerical)	Banking/V services (Clerical/ Specialist Officers/PO)	Railway Recruitment Board	Army/Air Force/Naval, State Police & Para Military Forces, NDA/CDS, etc.
Fooding				
Lodging				
Training Cost includes Library				
Supply of Books (Training materials)				
Uniform & Tool kit charges				
Administrative Cost (includes Post placement support)				
Others if any				
Total				