



SUNDARGARH

ଜିଲ୍ଲା ଖଣିଜ ପ୍ରତିଷ୍ଠାନ, ସୁନ୍ଦରଗଡ଼.

DISTRICT MINERAL FOUNDATION, SUNDARGARH.

RFP NO: -DMF/SNG/11-2020-21.

Invitation of Tender

for

Selection of Agency for Coaching IIT(JEE), Medical (NEET) Common Law Admission Test (CLAT), National Aptitude Test in Architecture (NATA) and National Defence Academy (NDA) Entrance Examination in Sundargarh District

TENDER SCHEDULE

Availability of RFP documents	:02.03.2021 at 11:00 A.M.
Last date for submission of Sealed RFP	: 23.03.2021 up to 5:00 P.M.
Opening of Technical Bid	: 24.03.2021 at 11:00 AM
Opening of Financial bid	: 25.03.2021 at 11:00 AM

Issued by:

Collector & Chairperson
DMF, Sundargarh.



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

ଜିଲ୍ଲା ଖଣିଜ ପ୍ରତିଷ୍ଠାନ, ସୁନ୍ଦରଗଡ଼
DISTRICT MINERAL FOUNDATION, SUNDARGARH

Letter No. 292 / (DMF)

Dated the 01/03/2020

RFP NO: -DMF/SNG/11-2020-21

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 repute for "Selection of Agency for Coaching IIT(JEE), Medical (NEET), Common Law Admission Test (CLAT), National Aptitude Test in Architecture (NATA) and National Defence Academy (NDA) Entrance Examination 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	:- Selection of Agency for Coaching IIT(JEE), Medical (NEET) Common Law Admission Test (CLAT), National Aptitude Test in Architecture (NATA) and National Defence Academy (NDA) Entrance Examination in Sundargarh District
3.	RFP (Bid) Cost	:- Rs.10,000/-
4.	EMD	:- Rs.5,00,000/-
4.	Availability of RFP document in the website	:- From 11:00 A.M. of 02.03.2021 to 23.03.2021 up to 5:00 P.M.
5.	Last date of receipt of Bid	:- 23.03.2021 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/ Proposal and Technical presentation	:- Date: 24.03.2021 at 11:00 A.M.
	Date of opening of Commercial Bid	:- Date: 25.03.2021 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- dmsundergarh@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 - dmsundergarh@gmail.com .	


Collector & Chairperson
DMF, Sundargarh

Memo No. 293 /DMF

Dt. 01/03/2021

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 02.03.2021 for wide publication and timely response by the intending Contractors.


Collector & Chairperson,
DMF, Sundargarh

Memo No. 294 /DMF

Dt. 01/03/2021

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 Deputy Director of Horticulture, Sundargarh/Chief District Agriculture Officer, Sundargarh/PD, Watershed, Sundargarh/District Education Officer, Sundargarh/ Principals of All Junior Colleges, Sundargarh/ Notice Board of DRDA, Sundargarh for information & necessary action.


Collector & Chairperson,
DMF, Sundargarh

**NOTICE INVITING EXPRESSION OF INTEREST
FOR**

**Selection of Agency for Coaching IIT(JEE), Medical (NEET) Common Law Admission Test (CLAT),
National Aptitude Test in Architecture (NATA) and National Defence Academy (NDA) Entrance
Examination in Sundargarh District, Odisha**

RFP No: DMF/SNG/11-2020-21

Dated: 02.03.2021

The District Administration of Sundargarh, being aware of the acute need for improving access to high quality higher education to students in the district (especially from mining affected areas) is proposing to start a coaching institute for national and state level engineering, Law and medical entrance examinations. District Administration is seeking a reputed and experienced organization with proven track record in the coaching sector to run this institute. The organization will be expected to provide both academic support for school academics (Class XI and XII Board examination) as well as coaching for entrance examinations. Offers are invited from reputed firms for the said work, which will be purely on contract basis for **duration of 2 years** extendable another two years based on performance of the coaching agency.

The document can be downloaded from the website: www.sundergarh.nic.in. Response to this Request for Proposal (RFP) shall be deemed to have been done after careful study and examination of this document with full understanding of its implications

The bids are to be submitted by post (Registered/ Speed) as per the format specified in this RFP, at the following address latest by 05:00 PM on March 23rd, 2021.

Address for communication & Submission of documents:

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

The Technical Bid would be opened in office of Collector & Chairperson, DMF Sundargarh District, on March 24th, 2019 at 11:00 AM in the presence of bidders who choose to be present and whose EMD and other supporting documents is in order.

FACTSHEET

1	RFP Identification No.	<u>RFP No-SNG-DMF -11/2020-21</u>
2	Name of work	Selection of Agency for Coaching IIT(JEE), Medical (NEET) Common Law Admission Test (CLAT), National Aptitude Test in Architecture (NATA) and National Defence Academy (NDA) Entrance Examination in Sundargarh District, Odisha
3	Method of selection	QCBS
4	Joint venture/Consortium	No
5	Contacting authority	Chief Executive Officer, DMF, Sundargarh
6	Availability & Downloading of RFP documents from the Website.	02.03.2021 (11:00 AM) to 23.03.2021 (05:00 PM) Website: www.sundergarh.nic.in
7	Last date of bid submission	23.03.2021 till 5:00PM
8	Cost of Bid Document	Rs.10,000/- to be submitted in shape of DD in favor of Chief Executive Officer, DMF, Sundargarh to be drawn at Sundargarh.
9	EMD	Rs. 5,00,000 to be submitted in shape of DD in favor of Chief Executive Officer, DMF, Sundargarh to be drawn at Sundargarh.
10	Performance Security	5%of the Project Cost Valid up to 2 year from date of Commissioning (Successful Bidder only)
11	Submission of queries if any	Latest by 15.03.2021 (5:00 PM)
12	Opening of Technical proposal and Technical presentation	24.03.2021 at 11:00 AM.
13	Opening of Financial proposal	25.03.2021 at 11:AM
14	Validity of Proposal	90 days from the date of submission.
15	Mode of submission	Through Speed Post/ Registered Post (Indian Post) and by no other means.
16	Address	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

Note:

- (i) The DMF administration reserves the right to change any schedule. Please visit the website mentioned in the RFP document regularly for the same.
- (ii) Proposals must be received not later than the time, date mentioned in the Fact Sheet. Proposals that are received after the deadline will not be considered
- (iii) No. of student may increase or decrease depending upon the requirement
- (iv) Scope may increase / decrease. Tender may be cancelled at any time by the Client.

SECTION I

1. About Sundargarh District

The Sundargarh town is the district headquarter. Geographically, the district is not a compact unit and consists of widely dissimilar tracts of expansive and fairly open, dotted with tree, clad isolated peaks, vast inaccessible forests, extensive river valleys and mountainous terrain. Broadly speaking, it is an undulating tableland of different elevations broken up by rugged hill ranges and cut up by torrential hill streams and the rivers IB and Brahmani. The general slope of the District is from north to south. Because of this undulating, hilly and sloping nature of landscape, the area is subjected to rapid runoff leading not only to soil erosion but also to scarcity of water for both agriculture and drinking purposes. Brahmani, Sankh, Koel and IB are the major rivers flowing through this District. Covering a geographical area of 9712 SQ. KMs., Sundargarh District is the second largest District of the state, accounting for 6.23 percent of its total area. Out of this total area, forests cover 4232.57 SQ. KMs., this being the second largest in the state, accounting for 8.53 percent of the state total.

Sundargarh District has 3 sub divisions, 18 Tehsils, 17 Blocks and 279 Gram Panchayats and 1779 no. of villages (includes 8 Census Towns and 9 out growths) and 04 Urban Local Bodies. Topographically, this district is located between latitude 21 degree 36' N to 22 degree 32' N and longitude 83 degree 32' E to 85 degree 22' E. The population of this District is 20,93,437, which is fifth most populous District of the state, out of which the rural population is 13,55,340 and urban population is 7,38,097 and the **TRIBAL population of the district is 10,62,349, which is more than 50% of the total population.** The literacy rate of the district is 73.34%.

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. **"Selection of Agency for Coaching IIT(JEE), Medical (NEET) Common Law Admission Test (CLAT), National Aptitude Test in Architecture (NATA) and National Defence Academy (NDA) Entrance Examination in Sundargarh District"** 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, It has been planned to establish a Competitive Exam Coaching Centre in Sundargarh district under DMF through Public Private Partnership (PPP) mode.

It is envisaged to provide coaching guidance to Student of XI & XII to improve their success ratio in qualifying the Engineering, Medical and CLAT entrance Exams. All the concerned expenses of coaching,

schooling & boarding shall be borne by the DMF, Sundargarh. The selection of students to be benefited from the scheme will be on basis of a Qualifying Entrance Test. The test shall be conducted by the selected agency (Bidder) and shortlisting of candidates will be done on merit basis with equal gender enrollment ratio.

2. Components of the Initiative and Target Beneficiaries

To address this pertinent issue, a model school/coaching centre is proposed to be set up in the district to provide high quality education to the students at the intermediate level, especially to the students from underprivileged backgrounds and mining affected areas in the district. This initiative also hopes to attract ambitious and talented students in the district who otherwise would not have access to specialized coaching. The school will also cover residential facilities for all the selected students and ensure that the student can fully focus on the coaching provided.

The training is proposed to have the following components

- 1) Specialized coaching for science students in 11th standard to help them score better in 12th standard board examinations and clear IIT JEE Engineering & NEET medical entrance examination.
- 2) Specialized coaching/classes for students 12th Pass out student to clear NATA, CLAT & NDA Examination

3. Objectives

3.1 The objectives of this initiative are as follows:

- 3.1.1 Short Term Objective – The initiative is expected to drastically increase the number of students from the district that clear national and state level engineering/ Law/Architecture & Medical entrance examinations. The short-term objective will also be to improve the pass percentage of the district for the intermediate level and ensure that students from the district go on to pursue their higher education from top institutions of the country.
- 3.1.2 Long Term Objective - The long term objective is to provide ample opportunities and assistance to the students in the higher classes so that all students can continue to pursue their education in top institutions without any financial hindrance. This initiative is also expected to transform the lives of communities benefited by the scheme.
- 3.1.3 Under this scheme coaching/professional guidance will be provided to students so that they get equal opportunity in compared to all other students of different categories.
- 3.1.4 To improve the success ratio of scheduled tribe students in entrance examination and finally admission into institute of repute, it is proposed to facilitate coaching for Scheduled Tribe students of 11th and 12th standards.

3.2 Selection of Student

The selection of the students for the program will be done by inviting applications through open advertisement and conducting entrance tests to select students on a merit basis with

a 50:50 gender ratio (male & female) preferably with a special focus on selecting students from Mining affected blocks. In the first year, the initiative shall select 400 students subject to increase in the following year as decided by the District Administration.

- 3.3 IIT (JEE), Common Law Admission Test (CLAT), NATIONAL APTITUDE TEST IN ARCHITECTURE (Architecture) & Medical (NEET & AIIMS) Examination study centres at the **Sundargarh** and **Rourkela** in the District are to be set up for providing coaching and guidance to students aspiring to appear for CLAT, NATIONAL APTITUDE TEST IN ARCHITECTURE, NEET and IIT exams.
 - 3.4 It has been experienced that, due to lack of availability of teaching staff with relevant competency and adapting to changing course requirements, there are issues with quality of coaching & guidance provided to students in existing educational Institutes.
 - 3.5 This Tender is invited from entities having experience in managing & operating such coaching Institutes in India/ Odisha and willing to Partner with the District Administration, Collector cum chairperson, DMF, Sundargarh for managing the IIT(JEE), Common Law Admission Test (CLAT) & Medical (NEET & AIIMS) Coaching Institutes in Sundargarh District.
4. Scope of Work
- 4.1 Offers are invited from firms/Agencies for school academics and coaching support for meritorious 11th and 12th standard pass-out students for the duration of the contract. This shall include learning material provided to students along with the regular question papers, answer keys, compendiums, test series etc which supplement the learning process.
 - 4.2 The venue for this program shall be in Sundargarh district only.
 - 4.3 The Coaching Agency (CA) shall be responsible for conducting the entrance examination and evaluation of answer scripts. However, the District Administration will be the final authority in selecting the students, based on the examination results as well as the socio-economic & geographical background of the students.
 - 4.4 Medium of teaching/pedagogy should be in English, Odia and Hindi both. Coaching Agency has to make sure that the students coming from Odia medium background should not face any challenges and language should not become the bottleneck in their success. If required extra classes of English can be taken which may help in competitive examinations.
 - 4.5 No expense in relation to accommodation and food for the teaching staff will be borne by the DMF administration.
 - 4.6 The Coaching Agency (CA) has to ensure that the teaching staff engaged after approval from the Collector & Chairperson, DMF Sundargarh will continue for the full duration of two years. Replacement of teaching staff will not be allowed without the prior approval of the Collector & Chairperson, DMF Sundargarh. However, additional teaching staffs / thematic experts, with approval of the DMF administration, can be engaged as resource persons to add value to the learning process
 - 4.7 The CA has to make sure that the training curriculum adapted is in line with the latest exam pattern for that academic year and update the same as need be.
 - 4.8 The frequency and duration of classes to increase a month before the student is to appear in the examination
 - 4.9 CA is also expected to provide guidance/ counselling to the students while filling in JEE/ AIIMS /NEET/NATA and CLAT forms and during the college selection/ counselling process after the respective results are out.
 - 4.10 Coaching Agency shall establish proper measures for student performance monitoring and interpreting likelihood of their selection in the examinations by means of regular tests/mock

tests. Result /reports in this concern have to be shared monthly by coaching agency with the District Administration.

- 4.11 Coaching Agency is responsible for conducting feedback sessions from student and get formal feedback. Report of the feedback should be shared with District Administration. If the feedback is not satisfactory for consecutively 3 months and Coaching Agency does not adhere to all the terms and conditions of this RFP, Collector & Chairperson of DMF, Sundargarh will have all rights Cancel.
- 4.12 Coaching Agency has to provide teaching staff, training material and necessary literature, stationery and training material required for conducting regular exam and mock exams
- 4.13 No student can leave the course without prior permission of the District Administration.
- 4.14 Leave to students will be granted by the Coaching Agency. Without approval of leave, students cannot be absent from the classes. The Coaching Agency shall provide monthly reports of attendance and leaves to the District Administration.
- 4.15 Coaching Agency has to provide teaching material in English, Odia in hard copy and soft copy as required.
- 4.16 The Coaching Agency should maintain the records of:
 - a. Number of lectures taken
 - b. Duration of lectures
 - c. Attendance of lecturers
 - d. Attendance of students
 - e. Performance of students and their progress

f. 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 30 students in two classes with study table and chair.
 - Classroom should have adequate space to accommodate 30 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 30 Student 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.

g. 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 forthcoming exams.
15. Any other aspects as decided by the Authority for improvement of coaching quality and outcome.

4.17 Batch Size:

One batch size shall be 30 nos. of students. No. of student may increase or decrease depending upon the requirement.

A. 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 and GP 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.

B. Project Duration:

The initial period of the contracts will be for a period of 2 year, which may be extended for a further period on satisfactory performance, as determined by the client.

C. Project Coverage:

The competitive exam coaching will be rolled out simultaneously in Two locations (Rourkela and Sundargarh) in the district.

4.18 The Coaching Agency (CA) is expected to deliver results as follows:

- a. The CA should start the coaching within 15 days from receiving the work order from the Collector & Chairperson, DMF, Sundargarh.
- b. 80 % of the students should score more than 60% marks in 12th board exams.
- c. At least 40% students enrolled in JEE should get admitted to any of the following colleges - IITs, NITs and in any State Government and Central Government engineering college
- d. At least 10% students enrolled in NEET should get admitted to any of the medical college.
- e. At least 5% of the students enrolled in NATA, NDA & CLAT should get admitted to any of the National repute.

5. Eligibility Criteria

The Following criteria are prescribed as the eligibility criteria for bidder interested in undertaking the project. The bidder shall fulfil the following preconditions and must also submit documentary evidence in support of fulfilment of these conditions while submitting the technical bid. Claims without documentary evidence will not be considered.

Sl. No.	Parameter	Eligibility criteria	Supporting documents required
1	Legal Entity	i. A company incorporated in India under the Companies Act, 1956,	i. Copy of Certificate of Incorporation and Copy

		<p>2013 and subsequent amendments thereto/ Firm/LLP</p> <p>ii. Should have GST Number</p> <p>iii. Should have a valid PAN Number</p>	<p>of Memorandum of Associations (MOA), Articles of Association (AOA)</p> <p>ii. GST Registration Copy</p> <p>iii. PAN Card Copy</p>
2	Financial Strength (Positive Net Worth)	Bidder should have net worth of Rs 1 Crore for the previous financial year (2018-19).	Certificate from the Chartered Accountant for Positive Net Worth of Rs.1 Crore
3	Financial Strength (Turnover)	The bidder should have minimum annual average turnover of Rs. 3 crores from coaching business in the last three financial years ending 31st March 2020.	Certificate from the Chartered Accountant along with the copies of audited Balance sheet for last three financial years
4	Experience	<p>The Bidder should have minimum five years of experience in providing coaching for all the below examination: NEET/ IIT(JEE)</p> <p>Bidders with previous experience with the Government will be given preference (not compulsory)</p>	<p>Certification as per the format given in Annexure 4</p> <p>Relevant documents (Copy of Agreement/ LOI) should be submitted along with the Technical Bid.</p>
5		<p>Minimum Number of candidates per year on an average should have been trained in different discipline for Entrance Examination for last 3 years given below:</p> <p>NEET= 500, IIT (JEE) = 500</p>	Self-Certification to prove number of students trained as per format given in Annexure 3
6		<p>In last three years, following numbers of students per year (average) should have been selected in last 3 years:</p> <p>NEET = 100</p> <p>IIT (JEE) (Qualified in IIT Advanced) = 100</p>	Self-Certified year wise list of all candidates selected for all these Entrance Exam to be submitted as per format given in Annexure 6
7		The coaching agency should have minimum two (2) full time teachers per subject (Mathematics, Physics, Chemistry, Zoology, English, Teacher Mental Ability and Botany)	<p>Self-Certified list of teaching staff with their subject area to be submitted as per format given in Annexure 8.</p> <p>At least three (3) resumes for each subject teacher proposed to be engaged for the Sundargarh project should also be submitted.</p>
8	Non- Blacklisting	The Bidder should not be under a declaration of ineligibility for corrupt or fraudulent practices or blacklisted	Self-Declaration Letter duly signed by authorized signatory on company letter head as per

		with any of the Government (Central, State or District), Semi-Govt. & PSU in India in last five years (from the date of submission of bid)	format given in Annexure 5
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Note: "Selection" of students means:

- i. For NEET/ AIIMS: Qualified in NEET/AIIMS Final Examination
- ii. For JEE: Qualified for JEE Main/Advanced Final Examination
- iii. For CLAT: Common Law Admission Test Final Examination
- iv. For NATA: National Aptitude Test in Architecture Examination.
- v. For NDA: National Defence Academy Examination.

6. Instructions to Bidders

This section specifies the procedures to be followed by bidders for the preparation and submission of their Bids. It is important that the Bidder carefully reads and examines all the terms and condition of this RFP.

6.1 General Instructions

- 6.1.1 From the time of bid advertisement to the time of Contract award, if any Bidder wishes to contact the Office of the Collector & Chairperson, DMF, Sundargarh for clarifications on any matter related to the bid, it should do so in writing at the address mentioned in bidding data sheet
- 6.1.2 The Officer notified by the Collector & Chairperson, DMF, Sundargarh will endeavour to provide timely response to the queries. However, Collector & Chairperson, DMF, Sundargarh makes no representation or warranty as to the completeness or accuracy of any response made in good faith, nor does the Collector & Chairperson, DMF, Sundargarh undertake to answer all the queries that have been posed by the bidders.
- 6.1.3 The bidder shall bear all costs associated with the preparation and submission of its Bid, and the Collector & Chairperson, DMF, Sundargarh shall not be responsible or liable for those costs, regardless of the conduct or outcome of the bidding process
- 6.1.4 Bidders should submit only one Bid.
- 6.1.5 The bids shall remain valid for the period of at least 180 days after the bid submission deadline date prescribed by the Collector & Chairperson, DMF, Sundargarh
- 6.1.6 In exceptional circumstances, prior to the expiration of the bid validity period, the Collector & Chairperson, DMF, Sundargarh may request bidders to extend the period of validity of their bids. In case such extension, the Bidder shall also extend the bid security/EMD for forty-five (45) days beyond the deadline of the extended validity period.
- 6.1.7 Bidder has to submit duly notarized "Power of Attorney" as per the format provided in Annexure 11.

6.2 RFP Document Fee

- 6.2.1 RFP document can be downloaded from the website www.sundergarh.nic.in. RFP document fees in form of bank demand draft (DD) of INR 10,000/- drawn in favor of CEO,

DMF, Sundargarh, Government of Odisha payable at Sundargarh from any nationalized bank.

- 6.2.2 The demand draft of RFP document fees should be submitted along with Technical Bid. Technical Bids received without or with inadequate RFP Document fees shall be rejected.
- 6.2.3 The document fee submitted will be non- refundable.

6.3 Earnest Money Deposit

- 6.3.1 Bidders shall submit, along with their Bids, EMD of INR 5,00,000/- (Rupees Five Lakhs Only), in the form of a Demand Draft issued in favour of CEO, DMF, Sundargarh, payable at Sundargarh, Government of Odisha and should be valid for forty five (45) days beyond bid validity period.
- 6.3.2 EMD of all unsuccessful bidders would be refunded within 60 Days of the Bidder being notified as being unsuccessful. The EMD, for the amount mentioned above, of successful Bidder would be returned upon submission of Performance Bank Guarantee.
- 6.3.3 EMD amount is interest free and will be refundable to the unsuccessful Bidders without any accrued interest on it.
- 6.3.4 The bid submitted without EMD, mentioned above, will be summarily rejected.
- 6.3.5 The EMD may be forfeited:
 - i. If a Bidder withdraws its bid during the period of validity.
 - ii. In case of a successful bidder, if the bidder fails to sign the Contract in accordance with this RFP.
 - iii. In case the bidder submits any wrong or fraudulent details as part of the bidding process wilfully.

6.4 Performance Guarantee

- 6.4.1 Within 21 days after the receipt of notification of award of the Contract from the Collector & Chairperson, DMF, Sundargarh, the successful Bidder shall furnish Contract Performance Guarantee to Collector & Chairperson, DMF, Sundargarh which shall be equal to 5% of Total Professional Fee and shall be in the form of a Bank Guarantee from any Nationalized Bank/ In, valid for period of 2 months beyond the duration of Contract as specified in the document
- 6.4.2 The proceeds of the performance guarantees shall be payable to the Collector & Chairperson, DMF, Sundargarh as compensation for any loss/ penalties resulting from the successful Bidder's failure to complete its obligations under the Contract.
- 6.4.3 The performance guarantee will be discharged by the Collector & Chairperson, DMF, Sundargarh and returned to the successful Bidder within 60 days following the date of completion of the performance obligations, including any warranty obligations under the Contract

6.5 Rights to Accept/Reject any or all Bids

- 6.5.1 Collector and Chairperson, DMF Sundargarh reserves the right to accept or reject any bid, and to annul the bidding process and reject all Bids at any time prior to award of Contract, without thereby incurring any liability to the affected Bidder or Bidders or any obligation

to inform the affected Bidder or Bidders of the grounds for Collector and Chairperson, DMF Sundargarh action.

6.6 Language of Bid

6.6.1 The proposal and all correspondence and documents shall be written in English. In case of accompanying literature or brochures etc., being in a language other than English, a certified translation should accompany the documents as a part of the RFP. All proposals and accompanying documentation will become the property of Collector and Chairperson, DMF Sundargarh

6.7 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.

6.8 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.

6.9 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.

6.10 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.

6.11 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 its 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.

6.12 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.

6.13 Confidentiality:

Information relating to evaluation of Proposals and recommendations award shall not be disclosed 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.

6.14 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.

6.15 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.

7. Submission of Bids

7.1 Preparation of Bids

The bids are to be submitted in separate sealed envelopes as mentioned below:

- a. First envelope containing Technical Bid for Selection of Agency for Coaching IIT(JEE), Medical (NEET) Common Law Admission Test (CLAT), National Aptitude Test in Architecture (NATA) and National Defence Academy (NDA) Entrance Examination in Sundargarh District, Odisha
 - i. EMD, Power of Attorney and RFP document fees
 - ii. Cover Letter, Particulars of the Bidder (refer Annexure 2) Eligibility Criteria (refer Section 1, Clause No. 5)
- b. Second envelope containing Financial Bid for Selection of Agency for Coaching IIT(JEE), Medical (NEET) Common Law Admission Test (CLAT), National Aptitude Test in Architecture (NATA) and National Defence Academy (NDA) Entrance Examination in Sundargarh District, Odisha
 - i. Cover Letter (Annexure 9)
 - ii. Financial Bid (Annexure 10)

7.2 Sealing and Marking of Bids

- 7.2.1 The bids (outer envelope) shall be submitted in separate sealed cover, which shall be marked as "RFP Subject Name"
- 7.2.2 The 2 inner envelopes containing Technical Bid and Financial Bid for Selection of Coaching Institute for providing coaching for Selection of Agency for Coaching IIT(JEE), Medical (NEET) Common Law Admission Test (CLAT), National Aptitude Test in Architecture (NATA) and National Defence Academy (NDA) Entrance Examination in Sundargarh District" and "Financial Bid for Selection of Agency for Coaching IIT(JEE), Medical (NEET) Common Law

Admission Test (CLAT), National Aptitude Test in Architecture (NATA) and National Defence Academy (NDA) Entrance Examination in Sundargarh District respectively. The bid shall be addressed to CEO, DMF, Sundargarh, Odisha

7.2.3 The outer envelope shall indicate the name and address of the bidder to enable the bid to be returned unopened in case it is declared late.

7.2.4 Bid can be sent by post (Registered/ Speed), and also can be submitted by no other means before the deadline

i. The postal address for sending the bid is

**District Mineral Foundation,
Collectorate Campus, Near Sub-Collector Office
Sundargarh-770001, Tel No. - 06622-273846
Website-www.sundargarh.nic.in
E-mail Id- dmfsundargarh@gmail.com**

7.2.5 Every page of the technical and financial bid shall have the signature and seal of the appropriate authority of the bidder. After closing and sealing the envelope, the seal and signature of the appropriate authority of the bidder shall be placed on the sealed part of the envelope.

7.3 Financial Bid:

7.3.1 The financial bid shall be submitted in the format as given in Annexure 10

7.3.2 The financial bid shall indicate the total cost for the program for two (2) years (in Indian Rupees).

7.3.3 Quoted prices should be inclusive of service tax or any other tax/charges applicable.

7.3.4 Prices quoted by the bidder shall be fixed for the period of the contract and not subject to variation. A bid submitted with an adjustable price will be treated as nonresponsive and will be rejected.

7.3.5 All prices and other information like discount etc. having a bearing on the price shall be written both in figures and words in the prescribed offer form. If there is discrepancy between the price/information, the higher price/information will be treated as final.

7.3.6 Rates should be valid for atleast 180 days from the last date of bid submission prescribed by the District Administration

7.4 Deadline for Submission of Bids

7.4.1 Bids must be received at the address given in Fact Sheet not later than the time and date specified on the cover page. In the event of the specified date for the submission of bids being declared a holiday for Collector & Chairperson, DMF, Sundargarh, the bids will be received up to the appointed time on the next working day

7.4.2 The Collector & Chairperson, DMF, Sundargarh may, at its discretion extend this deadline for submission of bids by amending the bid documents, in which case all rights and obligations of the Collector & Chairperson, DMF, Sundargarh and bidders previously subject to the deadline will thereafter be subject to the deadline as extended.

7.5 Late Bids

Any bid received after the deadline for submission of bids prescribed by the Collector & Chairperson, DMF, Sundargarh will be rejected and/or returned unopened to the bidder

8. Bid Evaluation Committee

- 8.1 A Bid Evaluation Committee will be constituted to evaluate the responses of the Bidders all supporting documents/ documentary evidence.
- 8.2 The decision of the Bid Evaluation Committee in the evaluation of responses to the RFP shall be final. No correspondence will be entertained outside the process of evaluation with the Committee.
- 8.3 When necessary, the Bid Evaluation Committee may seek clarification on any aspect of their bid from bidder and may give the bidder the opportunity to provide clarifying documents.
- 8.4 The Bid Evaluation Committee reserves the right to
- Reject any or all of the Bids submitted
 - Accept any Bid whole or in part
 - Invalidate any proposal of the bidder, who in the opinion of the Committee, is not in a position to perform the contract
 - Negotiate with the most favourable bidder

9. Evaluation Process and Selection

9.1 Technical Evaluation

- 9.1.1 On the date of technical bid opening, the documents submitted by each bidder shall be evaluated for compliance with Eligibility Criteria, EMD and other specifications as per this RFP. Only those bidders who are in full compliance will be invited for technical presentation
- 9.1.2 Conditional bids are liable to be rejected.
- 9.1.3 The bidders' representatives present there, shall sign a register evidencing their attendance. In the event of the specified date of the bid opening being declared a holiday for Collector & Chairperson, DMF, Sundargarh the bids shall be opened at the appointed time and location on the next working day.
- 9.1.4 During the technical presentation, the bidder shall focus on the following points:
- Details of the organization
 - Details of the team to be placed
 - Strategy chalked out for Sundargarh district
 - Past achievements
 - Any other point worth mentioning
- 9.1.5 The committee shall check technical eligibility of the bidder based on criteria given in the table below:

Technical Evaluation Criteria for providing Training of in Entrance examination

Sl. No.	Description (Evaluation criteria)	Marks	Remarks
1	Annual Turnover: Average annual turnover from Engineering and Medical entrance coaching business in last three years ending 31st March 2020. More than 10 crores – 10 Marks Between 8 – 10 crores – 5 Marks	10	CA Certified Copy Attached

- 9.2.3 The Normalized Financial score of the technically qualified bidders will be calculated, while considering the Total Cost of bid given by each of the Bidders in the Financial Bid as follows:

**Normalized Financial Score of a Bidder = {100* Lowest Financial Price/ Bidders Price}
(Adjusted to 2 decimals)**

- 9.2.4 Final score calculation through QCBS: For selection of Coaching Agency, final ranking will be determined based on the combined total score for each Bidder separately. This will be done by applying a weight of 0.70 (or 70 %) and 0.30 (or 30%) respectively to the technical and financial scores of each qualifying Bid. The Total Score of Technical Bid and Financial Bid shall be computed as follows:

Final Score = (0.70* Technical Score) + (0.30* Normalized Financial Score)

9.3 Award Criteria

- 9.3.1 The bidder with the highest final score shall be treated as the successful bidder.
- 9.3.2 In the event the Final scores are 'tied', the bidders whose score is tied securing the lowest (among all the tied bidders) financial score will be adjudicated as the Best Value Bidder for award of the Project

9.4 Approval of Teaching Staff

- 9.4.1 The successful bidder shall present a panel of four teachers who fulfil the minimum eligibility criteria for each subject as mentioned in the RFP, on the date fixed by the Collector & Chairperson, DMF, Sundargarh
- 9.4.2 The final selection of teaching staff shall be undertaken by the Collector & Chairperson, DMF, Sundargarh after interview and assessment of teaching capabilities of each teacher as may be deemed necessary.
- 9.4.3 The DMF administration reserves the right to reject any or all of the teachers presented by the successful bidder and demand a new panel of teachers be presented at a later date fixed by the DMF administration.

9.5 Contract Signing

- 9.5.1 After selection of teaching staff, work order will be issued to the selected agency at the earliest.
- 9.5.2 In case the bidder does not acknowledge the receipt of work order within one week, the Bid Evaluation Committee will have all rights to select another bidder who has scored second highest overall score and issue them the work order

10. Payment Schedule

- 10.1 The payment to coaching agency shall be made in instalments at particular intervals as explained in the table below:

Instalment No. and Tentative Timelines	Event of Payment	Percentage of Total Amount	Document to be submitted
Instalment 1 After one month of commencement of project	NA	10%	Performance Report
Instalment 2			

4 th Month	NA	20%	Performance Report
Instalment 3 7 th Month	NA	20%	Performance Report
Instalment 4 10 th Month	NA	20%	Performance Report
Instalment 5 After Completion of Course	NA	20%	Performance Report
Instalment 6 (After Declaration of results)	Upon selection* in Competitive Examinations: <ul style="list-style-type: none"> • JEE (Qualifying JEE Advanced Examination) • AIIMS (UG), NEET • CLAT Exam 	10%	Copy of Result

(The last instalment shall be paid at the discretion of the Collector & Chairperson, DMF, Sundargarh based on the results achieved as provided in the RFP Clause No. 4.18)

Note: -

- i. For NEET/ AIIMS: Selection in Government Medical college
- ii. For JEE: Selection in JEE Advanced in IIT/ Reputed Government College
- iii. For CLAT: Selection in CLAT Government College
- iv. For NATIONAL APTITUDE TEST IN ARCHITECTURE: Selection in Architecture Government College
- v. Department shall be free to verify the names of selected candidates submitted by bidders from the concerned authorities
- vi. The Payment Mile Stone shall be proportionate with the duration of the course
- vii. Lodging and boarding cost shall be extended to the trainees having minimum attendance of 80% per month
- viii. 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
- ix. 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.

10.2 Project Timelines

T1 = Date of handing over the list of applicants by TAD to coaching agency for conducting examination

Project Timelines		
1	Notification for online examination for shortlisting	T1+ 3 Days

	the candidates for course	
2	Conducting Examination	T1+20 Days
3	Announce of final result/ shortlisting for students	T1+25 Days
4	Approval of final list of selected students	T1+30 Days

T2= Approval and declaration of final result by Tribal Affairs Department

Project Timelines		
5	Enrollment in School Class Xlth	T2+10 Days
6	Start of course for respecting entrance examination	T2 + 15 Days

10.3 Project Implementations Service Levels and Penalty Calculations

Sl. No.	Service Level	Penalty
1	Dropout	If some students drop the course midway, payment of remaining-fee for those drop outs will not be made.
2	No Selection	If none of the student gets selected of coaching agency then PBG submitted by selected bidder will be forfeited.

- 10.4 The selected bidder's request for payment shall be made to the Collector & Chairperson, DMF, Sundargarh in writing, accompanied by invoices describing, as appropriate, the related services performed, and by the required documents submitted pursuant to general conditions of the contract and upon fulfilment of all the obligations stipulated in the Contract.
- 10.5 Due payments shall be made promptly by the District Administration.
- 10.6 The currency or currencies in which payments shall be made to the supplier/ selected bidder under this Contract shall be Indian Rupees (INR) only
- 10.7 All remittance charges will be borne by the supplier/ selected bidder.
- 10.8 In case of disputed items, the disputed amount shall be withheld and will be paid only after settlement of the dispute.
- 10.9 Any penalties/ liquidated damages, as applicable, for delay and non-performance, as mentioned in this bidding document, will be deducted from the payments for the respective milestones.
- 10.10 Taxes, as applicable, will be deducted/ paid as per the prevalent rules and regulations.
- 10.11 Final deciding authority for any payment related issue will be Collector & Chairperson, DMF, Sundargarh.

SECTION II

1. General Terms and Conditions of Contract

1.1 Contract and Interpretation Law and Language

1.1.1 The Contract shall be governed by and interpreted in accordance with laws of India

1.1.2 The language of the Contract shall be stated in the English..

1.2 Duration of Contract

1.2.1 The assignment of the work shall be valid initially for a period of two years from the date of commencement of classes. The duration of contract can be mutually extended by a maximum period of two years, depending on the requirements of the project and on the terms mutually agreed by both the parties, based on the satisfactory performance of the CA, as determined by the Collector & Chairperson, DMF, Sundargarh.

1.3 Time for Commencement and Completion

1.3.1 The Coaching Agency shall commence work as per the period specified in the RFP. CA shall thereafter proceed with the facilities in accordance with the time schedule specified in the implementation schedule and any refinements made in the agreed and finalized project plan. Failure on the part of the agency to meet the timelines will entail the Collector & Chairperson, DMF, Sundargarh to invoke the termination provision as contained herein.

1.4 Liquidated Damages

1.4.1 Notwithstanding Collector & Chairperson, DMF, Sundargarh right to cancel the order, Liquidated Damages (LD) for late delivery at 1% (One percent) of the undelivered portion of order value per week will be charged for every week's delay in the specified delivery schedule subject to a maximum of 10% of the value of the contract. No damage will be charged in case of force majeure beyond control of the Coaching Agency

1.4.2 Please note that the above LD for delay in delivery and delay in commissioning are independent of each other and shall be levied as the case may be.

1.4.3 The Collector & Chairperson, DMF, Sundargarh reserves its right to recover these amounts by any mode such as adjusting from any payments to be made by District Administration to the Coaching Agency. Liquidated damages will be calculated on per week basis.

1.4.4 The cumulative and aggregate limit of LD for delay in delivery and LD for delay in commissioning would be limited to maximum of 10% of the total Professional Fee. The aggregate liability of the Coaching Agency shall in no event exceed the total value of the fee received under this Contract.

1.5 Taxes and Duties

1.5.1 For services supplied under this RFP, the agency shall be entirely responsible for all taxes duties, license fees, etc., incurred until delivery of the contracted Services

1.5.2 All payments to the Coaching Agency shall be subject to the deductions of tax at source under Income Tax Act, and other applicable taxes, and deductions as provided for under any law, rule or regulation. Collector & Chairperson, DMF, Sundargarh shall provide the Coaching Agency with the original tax receipt of any withholding taxes paid by DMF on payments under this contract within reasonable time after payment. All costs, damages or expenses which Collector & Chairperson, DMF, Sundargarh may have paid or incurred, for

which under the provisions of the contract, the Agency is liable, the same shall be deducted by Collector & Chairperson, DMF, Sundargarh from any dues to the Agency.

- 1.5.3 Should the Agency fail to submit returns/pay taxes in times as stipulated under the Indian Income Tax Act and consequently any interest or penalty is imposed by the Indian Income Tax authority, the Agency, as the case may be shall pay the same

1.6 Termination

The Collector & Chairperson, DMF, Sundargarh may, terminate the Contract in whole or in part by giving the Agency a prior and written notice of 15 days indicating its intention to terminate the Contract under the following circumstances

- 1.6.1 **Termination for breach:** Where the District Administration is of the opinion that there has been such event of default on the part of the agency which has not been cured within 15 days' notice period.
- 1.6.2 **Termination for Insolvency:** The Collector & Chairperson, DMF, Sundargarh may at any time terminate the Contract with immediate effect, without compensation to the Coaching Agency, if the Coaching Agency becomes bankrupt or otherwise insolvent, provided that such termination will not prejudice or affect any right of action or remedy which has accrued or will accrue thereafter to the District Administration. Upon such termination, the District Administration shall reserve the right to take any steps as may be necessary, to ensure the effective transition of the project to a success or Agency, and to ensure business continuity provided that such termination will not prejudice or affect any right of action or remedy which has accrued or will accrue thereafter to the Collector & Chairperson, DMF, Sundargarh.
- 1.6.3 **Termination for Convenience:** The District Administration may terminate the Contract for convenience by giving 15 days prior written notice.

1.7 Monitoring and Evaluation

- 1.7.1 The Collector & Chairperson, DMF, Sundargarh shall designate an officer to monitor and evaluate the project. The designated officer reserves the right to inspect and monitor the quality of services at any given point.
- 1.7.2 The designated officer shall be the point of contact for the Coaching Agency for any assistance during the period of contract.
- 1.7.3 The designated officer shall also have the right to conduct, either itself or through another agency as it may deem fit, an audit to monitor the performance by the CA of its obligations/functions in accordance with the standards committed to or required by the Collector & Chairperson, DMF, Sundargarh.
- 1.7.4 Any deviations or contravention identified as a result of such audit/ assessment would need to be rectified by the Coaching Agency failing which the designated officer may, without prejudice to any other rights that it may have, issue a notice of default.

1.8 Local Conditions

- 1.8.1 Each Bidder is expected to become fully acquainted with the local conditions and factors, which may affect the performance of the Contract and/ or the cost.
- 1.8.2 The Bidder is expected to know all conditions and factors, which may have any effect on the execution of the Contract after issue of letter of Award. The Collector & Chairperson, DMF, Sundargarh shall not entertain any request for clarification from the Bidder regarding such local conditions

- 1.8.3 It is the Bidder's responsibility that such factors have been properly investigated and considered before submitting the Bid. No claim, what-so-ever, including that for financial adjustment to the Contract awarded under the bidding document will be entertained by the Collector & Chairperson, DMF, Sundargarh. Neither any change in the time schedule of the Contract nor any financial adjustments arising there-of shall be permitted by the Collector & Chairperson, DMF, Sundargarh on account of failure of the Bidder to know the local laws/ conditions. The Bidder is expected to visit and examine and study the location of Govt. offices and its surroundings and obtain all information that may be necessary for preparing the Bid at its own interest and cost

1.9 Conflict of interest

- 1.9.1 The CA shall disclose to Collector & Chairperson, DMF, Sundargarh in writing, all actual and potential conflicts of interest that exist, arise or may arise in the course of performing the Service(s) as soon as practical after it becomes aware of that conflict.

1.10 Publicity

- 1.10.1 The CA shall not make or permit to be made a public announcement or media release about any aspect of this Contract unless the Collector & Chairperson, DMF, Sundargarh first gives its written consent.

1.11 Dispute redressal and Power of amending the RFP Document before opening of bids

- 1.11.1 In the event of any dispute or difference arising under the contract or any special condition of the contract, the same will be referred to the Collector & Chairperson, DMF, Sundargarh. The decision may be further appealed to the Collector & Chairperson, DMF, Sundargarh for final decision and will be binding to all. The Collector & Chairperson, DMF, Sundargarh shall also have the power to amend any clause of the RFP before opening of the bids and the same shall be notified to the public via the website of the district administration

1.12 Continuance of the Contract:

- 1.12.1 Notwithstanding the fact that settlement of dispute(s) (if any) may be pending, the parties here to shall continue to be governed by and perform the work in accordance with the provisions under the Scope of Work to ensure continuity of operations.

2. Confidentiality

- 2.1 The district administration may share certain confidential information with the Coaching Agency and the Coaching Agency shall maintain the highest level of secrecy, confidentiality and privacy with regard to such confidential information. The Coaching Agency shall use its best efforts to protect the confidentiality and proprietary of confidential information.
- 2.2 Additionally, the Coaching Agency shall keep confidential all the details and information with regard to the Project. The Coaching Agency shall use the information only to execute the Project
- 2.3 The Collector & Chairperson shall retain all rights to prevent, stop and if required take the necessary punitive action against the Coaching Agency regarding any forbidden disclosure
- 2.4 The Coaching Agency may share the confidential information with its employees but only strictly on a need-to-know basis. The Coaching Agency shall execute a corporate non-disclosure agreement with the district administration in the format provided by district administration and shall ensure that all its employees, agents and any other personnel execute individual nondisclosure agreements, which have been duly approved by district administration with respect to this Project

- 2.5 It is however clarified that confidential information does not include information which is law fully available in the public domain
- 2.6 Any breach of confidentiality as per the terms and conditions in this RFP shall result in immediate termination of Contract.

3. Corrupt or Fraudulent Practices

- 3.1 Bidders shall observe the highest standard of ethics during the procurement and execution of the contract
- 3.2 Bid Evaluation Committee will reject a proposal for award if it determines that the Bidder recommended for award has engaged in corrupt or fraudulent practices in competing for the contract in question

SECTION III

Annexure 1: Checklist for Eligibility Criteria

Sl. No.	Form	Form Description	RFP Reference (Section or Clause)	Page No. (Proposal)
1.	EC-1	Incorporation Certificate	Section 1, Clause 5	
2.	EC-2	GSTN Certificate	Section 1, Clause 5	
3.	EC-3	Certificate of Positive Net worth	Section 1 , Clause 5	
4.	EC-4	Turnover Certificate	Annexure 4	
7.	EC-5	Experience certificate from CA indicating the number of years in experience that the firm has in providing coaching	Section 1 , Clause 5	
8.	EC-6	Self-Certification to prove minimum number of candidates trained	Annexure 3	
9.	EC-7	Self-Certified year wise list of all candidates selected	Annexure 6	
10.	EC-8	Self-Certified list of teaching staff mentioning their subject area	Annexure 8	
11.	EC-9	Self-Declaration of Non- black listing on company letter head duly signed by authorized signatory.	Annexure 5	
12.	EC-10	Power of Attorney	Annexure 11	
13	EC- 11 (if present)	Copy of Agreements/ LOI as proof for previous experience in working with Governments	Section 1 , Clause 5	
14	EC-12	Earnest Money Deposit (EMD)	Section 1, Clause 6.3	
15	EC- 13	RFP Document Fees	Section 1, Clause 6.2	

Annexure 2: Format for Particulars of the Bidder

Details of the Bidder (Company)		
A.	Name of the Bidder	
B.	Address of the Bidder	
C.	Year of Incorporation	
D.	Registration Number & Registration Authority	
E.	Legal Status (Public/Private/LLP etc.)	
F.	Name & Designation of the Authorized person to whom all references shall be made regarding this Bidding Document	
G.	Telephone No. (with STD Code)	
H.	E-Mail of the Contact person:	
I.	Fax No. (with STD Code)	
J.	Website	
K.	Financial Detail (Organization's turnover of last three financial years)	FY 19-20:
		FY 18-19:
		FY 18-19:
L.	GSTIN Number	
M.	PAN	
N.	EMD Details	Instrument: Demand Draft
		DD No.:
		Date:
		Amount
		Bank Name:

Annexure 3: Format for Declaration about providing coaching to Students for Entrance Examinations

[ON BIDDERS LETTERHEAD]

To

Collector & Chairperson
District Mineral Foundation
Sundargarh, Odisha

Date: DD/MM/YYYY

Sub: Selection of Agency for Coaching IIT(JEE), Medical (NEET) Common Law Admission Test (CLAT), National Aptitude Test in Architecture (NATA) and National Defence Academy (NDA) Entrance Examination in Sundargarh District

Ref: Selection of Coaching Agency to provide training to students in Sundargarh district for preparation for national/ state level competitive entrance examinations

(Bidding Document No Dated: ___/___/___)

Sir,

In response to the above mentioned RFPI, _____, as _____ <Designation> _____

Of M/s _____, hereby declare that:

.....No of students per year (average) got trained/coached in Course in last 3 years.

The information provided here is true to best of my knowledge and any willful misstatement described herein may lead to disqualification of my firm

Date:

Signature of Authorized Representative:

Name of Coaching Agency: Full Address:

Telephone No.:

Annexure 4: Format for Average Turnover

Sr. No.	Financial Year (Ending 31 March 2020)	Annual Turnover from Coaching Business
1	2016-17	
2	2017-18	
3	2018-19	
TOTAL		
AVERAGE TURNOVER FROM COACHING BUSINESS IN LAST 3 YEARS		

Note: This certificate should be certified by Chartered Accountant (Auditor of the firm) with Seal and Contact Number.

Annexure 5: Format for Self-declaration by bidder for not being blacklisted

[ON BIDDERS LETTERHEAD]

To

Collector & Chairperson,
District Mineral Foundation,
Sundargarh, Odisha

Date: DD/MM/YYYY

Sub: Declaration of Non Black listing for corrupt or fraudulent practices with any of the Government agencies in India during the last three years

Ref: Selection of Agency for Coaching IIT(JEE), Medical (NEET) Common Law Admission Test (CLAT), National Aptitude Test in Architecture (NATA) and National Defence Academy (NDA) Entrance Examination in Sundargarh District

(Bidding Document No: _____ Dated: ___/___/___)

Sir/Madam,

In response to the above mentioned RFPI, _____, as _____ <Designation> of M/s _____, hereby declare that our Company/Firm _____ is having unblemished past record and is not currently declared blacklisted or ineligible to participate for bidding by any State/Central Govt./ District Administration, Semi-government or PSU due to unsatisfactory performance, breach of general or specific instructions, corrupt / fraudulent or any other unethical business practices.

Date:

Signature of Authorized Representative:

Name of Coaching Agency:

Full Address:

Telephone No.:

Annexure 6: Format for declaration about selection of students that attended coaching and qualified in Entrance Examinations

[ON BIDDERS LETTERHEAD]

To

Collector & Chairperson,
District Mineral Foundation,
Sundargarh, Odisha

Date: DD/MM/YYYY

Sub: Declaration of selection of students that attended coaching and qualified in entrance examination

Ref: Selection of Agency for Coaching IIT(JEE), Medical (NEET) Common Law Admission Test (CLAT), National Aptitude Test in Architecture (NATA) and National Defence Academy (NDA) Entrance Examination in Sundargarh District

(Bidding Document No

Dated: __/__/__

Sir/Madam,

In response to the abovementioned RFPI, as <Designation> of M/s, hereby declare thatNo of students per year (average) got selected in Course in last 3 years.

The details of students, course attended and selection is given in following table, the information provided here is true to best of my knowledge and any willful misstatement described herein may lead to disqualification of my firm

(The data is to be shared in following format with supporting evidence of copy of result of qualifying student, certificate wherever applicable, Certificate of Coaching Agency proving enrollment at institute for attending respective training.)

Date:

Signature of Authorized Representative:

Name of Coaching Agency:

Full Address:

Telephone No.:

Annexure 7: Format for Technical Bid Cover letter

[ON BIDDERS LETTERHEAD]

To

Collector & Chairperson,
District Mineral Foundation,
Sundargarh, Odisha

Date: DD/MM/YYYY

Sub: Letter for Submission of Technical Bid by <<firm name>>

Ref: Selection of Agency for Coaching IIT(JEE), Medical (NEET) Common Law Admission Test (CLAT), National Aptitude Test in Architecture (NATA) and National Defence Academy (NDA) Entrance Examination in Sundargarh District

(Bidding Document No: _____ Dated: ____/____/____)

Sir/ Madam,

Having examined the RFP, the receipt of which is hereby duly acknowledged, we, the undersigned, offer to provide our services as required and outlined in the RFP.

We confirm that the information contained in these responses or any part thereof, including the exhibits, and other documents and instruments delivered or to be delivered is true, accurate, verifiable and complete. This response includes all information necessary to ensure that the statements therein do not in whole or in part mislead the department in its short-listing process.

We fully understand and agree to comply that on verification, if any of the information provided here is found to be misleading the selection process, we are liable to be dismissed from the selection process or termination of the contract during the project, if selected to do so.

We agree for unconditional acceptance of all the terms and conditions set out in the RFP

document and also agree to abide by this tender response for a period of 180 days from the last date for bid submission as prescribed by the District Administration

We hereby declare that in case we are chosen as successful bidder, we shall submit the PBG in the form prescribed in the RFP. We do hereby undertake, that until a contract is prepared and executed, this bid together with your written acceptance thereof, the Bidding Document and placement of letter of intent awarding the contract, shall constitute a binding contract between us.

We agree that you are not bound to accept any tender response you may receive. We also agree that you reserve the right in absolute sense to reject all or any of the products/ services specified in the tender response with or without assigning any reason whatsoever.

Date:

Signature of Authorized Representative

Name of CA:

Full Address:

Telephone No:

Annexure 8: Format for details of qualified teachers for providing Entrance Exam Coaching
[ON BIDDERS LETTERHEAD]

To

Collector & Chairperson,
District Mineral Foundation,
Sundargarh, Odisha

Date: DD/MM/YYYY

Sub: Declaration about number of qualified teachers providing coaching

Ref: Selection of Agency for Coaching IIT(JEE), Medical (NEET) Common Law Admission Test (CLAT), National Aptitude Test in Architecture (NATA) and National Defence Academy (NDA) Entrance Examination in Sundargarh District

(Bidding Document No: _____ Dated: ___/___/___)

Sir/Madam,

In response to the above mentioned RFP, _____, as
_____ <Designation> _____ of M/s _____,
hereby declare that:

1. There areNo. of teachers imparting coaching to students in various subjects for different courses.

The details of teachers, their subjects and course is given in following table, the information provided is true to best of my knowledge and any willful misstatement described herein may lead to disqualification of myfirm.

S.No	Name	Subject	Experience

Annexure 9: Financial Bid Format- Format for Financial Bid Cover Letter

[ON BIDDER'S LETTERHEAD]

Collector & Chairperson,
District Mineral Foundation,
Sundargarh, Odisha

Date: DD/MM/YYYY

Sub: Covering letter for Financial Bid for referred Bidding Document

Ref: Selection of Agency for Coaching IIT(JEE), Medical (NEET) Common Law Admission Test (CLAT), National Aptitude Test in Architecture (NATA) and National Defence Academy (NDA) Entrance Examination in Sundargarh District

(Bidding Document No: ___ Dated: ___/___/___)

Dear Sir/ Madam,

Having examined the RFP, the receipt of which is hereby duly acknowledged, we the undersigned, offer to be the Coaching Agency and carry out the work as and outlined in the RFP. We have carefully read and understood the terms and conditions of the RFP applicable to the Bidding Document and we do hereby undertake Services as per these terms and conditions. We declare that our prices are as per the conditions/ specifications and bid documents. We do hereby undertake that, in the event of acceptance of our bid, the Services shall be completed as stipulated in the Bidding Document.

We hereby confirm that all the prices mentioned in the financial bid are in Indian National Rupee (INR) only and shall remain valid throughout the contract agreement period.

We agree for unconditional acceptance of all the terms and conditions set out in the RFP document and also agree to abide by this Bidding Document. We hereby declare that in case the contract is awarded to us, we shall submit the contract Performance Security in the form prescribed in the RFP. We agree that you are not bound to accept any bid you may receive. We also agree that you reserve the right in absolute sense to reject the bid completely with or without assigning any reason whatsoever.

It is hereby confirmed that I am entitled to act on behalf of our company/ corporation/ firm/ organization and empowered to sign this document as well as such other documents, which may be required in this connection.

Date:
Representative:

**Signature of Authorized
Name of firm:
Address and Contact No.**

Annexure 10: Format for Price Bid

10.1 Following is the price bid format.

S. No.	Description	Fee includes Residential costs, Fooding cost, question papers, answer keys, compendiums, test series etc. which supplement the learning process.				
		No. of Student	Academy Course Fee	Hostel Fee including Fooding Cost	Total Cost For one Student	Total Cost
1	2	3	4	5	6=4+5	7=3X6
1	IIT – JEE (Total 180 Students)					
a.	Training of 60 Nos. students post Matric (XI class) for preparation of Engineering Entrance Examination (Duration 2 Years) One Center at Rourkela and one Center at Sundargarh					
b.	Training of 60 Nos. students post Higher Secondary (XII class) for preparation of Engineering Entrance Examination (Duration 1 Year) One Center at Rourkela and one Center at Sundargarh					
c.	Training of 60 Nos. students post Higher Secondary Pass Out Students (XII class) for preparation of Engineering Entrance Examination (Duration 1 Year) One Center at Rourkela and one Center at Sundargarh					
2	NEET – (Total 180 Students)					
a.	Training of 60 Nos. students post Matric (XI class) for preparation of Engineering Entrance Examination (Duration 2 Years) One Center at Rourkela and one Center at Sundargarh					
b.	Training of 60 Nos. students post Higher Secondary (XII class) for preparation of Engineering Entrance Examination (Duration 1 Year) One Center at Rourkela and one Center at Sundargarh					

c.	Training of 60 Nos. students post Higher Secondary Pass Out Students (XII class) for preparation of Engineering Entrance Examination (Duration 1 Year) One Center at Rourkela and one Center at Sundargarh					
3	CLAT – (Total 40 Students) Residential Training programme for 40 Nos. students post Higher Secondary (XII class) for preparation of CLAT, NATA, NDA (Duration 1 Year)					
GRAND TOTAL (in INR)						

Note :- GST Shall be paid Extra

Date:

Signature of Authorized Representative

Name of CA:

Full Address:

Telephone No:

Annexure 10.2 (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				

Date:

Signature of Authorized Representative

Name of CA:

Full Address:

Telephone No

ANNEXURE- 11: POWER OF ATTORNEY

Format for Power of Attorney for Signing of Application

(On a Stamp Paper of relevant value)

Power of Attorney

Know all men by these presents, we.....(name and address of the registered office) do hereby constitute, appoint and authorize Mr. / Ms.....(name and residential address) who is presently employed with us and holding the position ofas our attorney, to do in our name and on our behalf, all such acts, deeds and things necessary in connection with or incidental to our bid for "Selection of Agency for Coaching IIT(JEE), Medical (NEET) Common Law Admission Test (CLAT), National Aptitude Test in Architecture (NATA) and National Defence Academy (NDA) Entrance Examination in Sundargarh District" including signing and submission of all documents and providing information / responses to the Collector & Chairperson, District Mineral Foundation, Sundargarh, representing us in all matters and generally dealing with Sundargarh District Administration & DMF, Sundargarh in all matters in connection with our bid for the said Project. We hereby agree to ratify all acts, deeds and things lawfully done by our said attorney pursuant to this Power of Attorney and that all acts, deeds and things done by our aforesaid attorney shall and shall always be deemed to have been done by us. Dated this the _____ day of _____ 2021

For _____

(Name, Designation and Address)

Accepted

(Signature)

(Name, Title and Address of the Attorney)

Date : _____

Note:

- i. *The mode of execution of the Power of Attorney should be in accordance with the procedure, if any, as laid down by the applicable law and the charter documents of the executants(s) and when it is so required the same should be under common seal affixed in accordance with the required procedure.*
- ii. *In case an authorized Director of the Applicant signs the Application, a certified copy of the appropriate resolution/ document conveying such authority may be enclosed in lieu of the Power of Attorney.*