

SCHEDULE TRIBE AND SCHEDULED CASTE DEVELOPMENT
DEPARTMENT, GOVERNMENT OF CHHATTISGARH

EXPRESSION OF INTEREST

For Selection of Agency for Providing Faculties in
“Prayas Residential Schools”

**Commissioner, Schedule Tribe and Schedule Caste Development Department, Block – 4,
Ground Floor, Indravati Bhawan, Naya Raipur, Chhattisgarh**

7/4/2017

**Office of the Commissioner, Schedule Tribe and Scheduled Caste Development
Department, Government of Chhattisgarh**

Address: Block – D, Ground Floor, Indravati Bhawan, Naya Raipur, Raipur, Chhattisgarh

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No/75/prayas/2017-18/

naya Raipur date 04/07/2017

Notice Inviting Expression of Interest for Coaching Faculties for Prayas Residential Schools

Applications are invited from eligible institutions for providing faculties in two fully residential “Prayas Residential Schools” for Raipur District, being operated under the Mukhya Mantri Bal Bhavishya Suraksha Yojna for the Academic Year 2017-2018 and 2018-2019. The faculties are to be provided for Maths, Biology and Commerce Streams for Class XI and XII under the Chhattisgarh Board and also for coaching for preparation of entrance examination of various national level competitive exams like IIT, NEET, AIEEE, CA, CS, ICWA, CLAT, Integrated MBA etc.

Interested firms can download the format for Expression of Interest, Terms of Reference and Scope of Work from the Website www.tribal.cg.gov.in for which Rs. 1,000/- shall be submitted with EoI in the form DD. An EMD of Rs. 5,00,000/- for Science Stream applicants and Rs. 2,00,000/- for Commerce Stream applicants is required in the form of DD in favour of Commissioner, Schedule Tribe and Scheduled Caste Development Department payable at Raipur. The last date for submission of application is 25/July/2017 by 1:00 pm. The technical bids will be opened on same day at 04:00 PM. Interest firms / their authorized representatives can be present at the time of opening of Technical Proposal. The bidders or their official representatives are invited to attend a pre-bid meeting which will take place on 13/July/2017 at 03:00 pm at the address mentioned above.

**Commissioner
Schedule Tribe and Schedule Caste Development Department**

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Terms of Reference for providing faculties for fully residential Prayas Schools (Boys) and Prayas School (Girls) for the Academic Year 2017-2018 and 2018-2019

1. Background

Schedule Tribe and Schedule Caste Development Department (hereinafter referred to as the Department), Government of Chhattisgarh operates a scheme called Mukhya Mantri Bal Vikas Bhavishya Yojna. Under this Program, fully residential schools “Prayas School” are operated by the Department for providing education for Maths, Biology and Commerce Streams in Class XI and XII under the Chhattisgarh Board and coaching for preparation of entrance examination of various national level competitive exams like Indian Institutes of Technology (IITs), National Institutes of Technology (NITs), Indian Institutes of Information Technology (IIITs), Central Government Funded Technical Institutions (CGFTIs), across the country, CA, CS, ICWA, CLAT, Integrated MBA of IIMs and IITs.

2. The “Prayas” Program

The key objective of Prayas program is to provide quality education to bright and meritorious students from Schedule Caste (SCs), Schedule Tribes (STs) and Other Backward (OBC) and students from naxal affected areas so that they are able to secure their career by securing selection in national level competitive examinations. Seats for students are reserved in the following pattern: ST – 50%, SC – 20%, OBC – 20% and General 10%.

3. Mode of Operation of Program

Students from the Schedule Caste (SCs), Schedule Tribes (STs) and Other Backward (OBC) are admitted to these schools. Certain seats are also reserved for the General Classes. Admission in the schools is made on a competitive basis. Post admission, the Department provides the tangible such as infrastructure and boarding for the students. The faculties and learning aids for academic teaching are provided by the selected agency. All the study material, evaluation mechanism and patterns, test and its relevant materials are also provided by the selected agency.

4. Schools for which Expression of Interest is invited

Separate Expression of Interest (EoI) is invited for the following schools:

Sr.	Name of School	No. of Students in Class XI (appx)		
		Maths and Biology Stream	Commerce Steam	Total
1	Prayas Boys Residential School, Raipur	125	30	155
2	Prayas Girls Residential School, Raipur	125	--	125

Please note that:

- Separate EoIs are required for Boys and Girls schools

- Separate EoIs are to be submitted for Science (Maths and Biology together) Stream and Commerce Stream.

For instance, if an applicant intends to submit application for Science as well as Commerce Stream and for both boys and girls, then the applicant will have to submit FOUR separate applications.

5. Objective of the Assignment

The objective of the assignment for the selected agency is to provide students quality education for their preparedness for competitive examination by:

- Providing academic education to the students for the Class XI (academic year 2017-2018) and Class XII (2018-2019).
- Providing coaching for preparation of various national level entrance examinations including like Indian Institutes of Technology (IITs), National Institutes of Technology (NITs), Indian Institutes of Information Technology (IIITs), Centrally Funded Technical Institutions (CFTIs), across the country, CA, CS, ICWA, CLAT, Integrated MBA of IIMs and IITs.
- Providing Psychological and Career Counselling.

6. Scope of Work

The scope of work for the selected agency will be as under:

- To provide teaching / coaching for Maths, Physics, Chemistry, Botany, Zoology, Hindi, English, Commerce, Psychological/ Career Counselling.
- To provide faculties of desired qualification.
- To provide study material, evaluation material, test papers in online as well as in offline (books etc) mode. The study material provided shall adhere to the prescribed standards to enable students in their preparation of Board as well as competitive examination.
- To monitor the academic progress of students and focus on the weaker ones/ their weaker areas.

7. Methodology

The methodology for providing teaching and coaching will be as under:

- Provide the minimum prescribed cumulative hours (i.e. collective number of hours of teaching imparted by all teachers) of teaching per day. The prescribed number of hours for Science Stream (Maths/Biology) is 26 Hours and for Commerce is 12 Hours. During this period, the faculty will take classes Class XI / XII as well for preparation of national level entrance examinations including IITs, NITs, IIITs, CFTIs across the country, CA, CS, ICWA, CLAT, Integrated MBA of IIMs and IITs.
- Conduct three regular classes of Physics, Chemistry, Maths / Biology of 90 minutes duration each.
- Teaching per day will be inclusive of mandatory a 2 hour session per day which will be conducted for doubt clearance. This session will be taken by the same teacher who has taught the subject / topic.
- Classes of Hindi and English should be held on alternate days of 90 minutes duration each.
- Conduct tests of the students for the Class XI / XII as well as for the captioned entrance examination in the pattern of competitive exams on weekly, monthly, quarterly, half-yearly

and annual basis. One examination covering the complete syllabus will have to be necessarily taken not more a month before the entrance examination.

- f. To maintain and monitor progress of each batch will have to be maintained on: (i) Batch-wise basis; (ii) Student-wise basis; (iii) Subject-wise basis; (iv) Continuous and Comprehensive Evaluation (CCE) based on CBSE pattern.
- g. Faculties assigned to the school will be on full time basis and will not be allowed to be associated with any other institute (coaching or otherwise) in any capacity.
- h. Substitution of Teachers is generally not allowed. Only in exceptional circumstances, the same shall be allowed with prior permission of Commissioner.
- i. Substitute a faculty in case the feedback of a teacher is not to an acceptable level. The same will have to be done within two weeks of intimation. However, in no case there by a gap in the teaching schedule / lectures.
- j. To ensure that discipline and decorum is maintained and followed by the faculties in the school.
- k. The class time-table will be fixed by the selected agency in consultation with the school management and Principal.
- l. The language of teaching in classroom will be a mix of Hindi and English.
- m. The selected agency will have to make accommodation arrangements for the faculties outside the school / hostel premises at its own cost.
- n. Follow any instruction issued by the Commissioner and District Collector from time to time.

8. Compulsorily Desired Qualification of Faculties

The desired qualification of faculties are as under:

Sr.	Subject	No. of Teachers Per School for Science (Maths and Biology)	Teachers Per School for Commerce	Compulsory Teaching Experience in relevant subject post attaining qualification in Column (5)	Compulsory Qualification
(1)	(2)	(3)		(4)	(5)
1	Maths	01	--	03 Years	B.Tech / M.Tech from any of the IITs
2	Physics	01	--	03 Years	B.Tech / M.Tech from any of the IITs
3	Chemistry	01	--	03 Years	Passed UGC – NET in the respective subject
4	Botany	01	--	03 Years	Passed UGC – NET in the respective subject
5	Zoology	01	--	03 Years	Passed UGC – NET in the respective subject
6	Hindi	01	01	03 Years	Passed UGC – NET in the respective subject
7	English	01	01	03 Years	Passed UGC – NET in the respective subject
8	Commerce	--	01	03 Years	Chartered Accountant from ICAI
9	Economics	--	01	03 Years	Passed UGC – NET in the respective subject
10	Psychological/ Career Counsellor	01	--	--	Graduate in the respective discipline from any University recognized by Government of India/ UGC
	Total	08	04		

9. Class Size and Subject Streams

The class size per section should not exceed 45 students. The stream of subject will be:

- a. Science (Maths and Biology)

- b. Commerce

10. Period of Service and Period of Agreement

The period of service will start from the commencement of current academic session and end on the last date of counselling of competitive examination at the end of second academic year. The selected agency will have to execute an agreement with the Department. The last of agreement will be till the end of six months from the second academic year.

11. Key Deliverables

- Faculties as per compulsorily desired qualification.
- Batch-wise, Section-wise, Student-wise, Subject-wise Progress reports, on the periodic (monthly/Quarterly/half-yearly/pre-final/pre-board) tests conducted and also the Comprehensive and Continuous Evaluation reports.
- Results of the students for Class XI, Class XII, various competitive entrance examinations including IIT, AIEEE, NEET, AIIMS (for science) and for CA, CS, ICWA, CLAT, Integrated MBA etc.
- Attendance records of all students and faculties including the number of teaching hours per faculty per month.

12. Payment Mechanism

The payment to the selected agency will be made in SIX installments. Installments will be released on the basis achievement of milestones and delivery of deliverables in the table below.

Install- -ment Number	% of the Contract Value	Milestone	Key Deliverables / Documentation
(a)	(b)	(c)	(d)
1	10%	Milestone – 1: Deployment all the faculties	1. Furnishing of Bank Guarantee equal to 10% of the Total Contract Value. 2. Deliverable 11 (a) as certified by Assistant Commissioner.
2	10%	Milestone- 2: Completion of the First three months of the first academic year	1. Deliverable 11 (b) 2. Deliverable 11 (d)
3	15%	Milestone – 3: January 31 of the first academic year	1. Deliverable 11 (b) 2. Deliverable 11 (d)
4	20%	Milestone – 4: Completion of the First three months or September 30 of Second academic year, whichever earlier	1. Deliverable 11 (b) 2. Deliverable 11 (c) 3. Deliverable 11 (d)
5	20%	Milestone – 5: January 31 of the Second academic year	1. Deliverable 11 (b) 2. Deliverable 11 (d)
6	25%	Milestone -6: After Declaration of results and on achievement of defined targets	1. Deliverable 11 (c) 2. Deliverable 11 (d)

All the payment will be released by Principal of the Schools. The final payment (sixth installment) will be released only after the approval of commissioner.

The Bank Guarantee received against first installment will be retained by the Department to ensure the performance of service by the Agency. The period of Bank Guarantee will be till six months from the end date of agreement.

13. Key Performance Indicators

Payments will be made to the Agency based on achievement of milestones. Adjustments will be made from the payments based on the Key Performance Indicators (KPIs).

The following will be the KPIs.

KPI – 1: Teaching Hours of Faculties:

This KPI will be calculated as under:

(Actual number of Teaching Hours during the month by all faculties)

Divided by

(No. of academic days in the calendar month X No. of Teaching Hours Per Day as per contract)

KPI – 2: Result of Students in the Periodic Examination conducted in the pattern of Competitive Examinations during the Quarter

Periodic Examination means Quarterly, Half Yearly and Pre-Board/Pre-Final Exam

This KPI will be calculated as under:

(Sum total of the number of students securing the minimum cut off marks prescribed for the respective category of students)

Divided by

(Total number of students in the batch)

KPI – 3: Result of Students in Final Examination of Class XI and Board Exam of Class XII

This KPI will be calculated as under:

(Number of students securing the minimum cut off marks prescribed for the respective category by the competitive exam conducting agency)

Divided by

(Total number of students in the batch)

KPI – 4: Result of Students in Competitive Examination

For computation of this KPI, the benchmark selection percentage of students in competitive examination are defined as under:

Group of Selection	Type of Examination	Benchmark Selection %
	For Science	
A	For IIT/AIIMS/MBBS (All India Quota)	08%

B	For NIT/IIIT/CGFTI/MBBS (State Quota)/ Integrated MBA of IITs	20%
C	Government Engineering Colleges/BDS/BPT/BAMS/BHMS	22%
	For Commerce	
A	Integrated MBA of IIMs	8%
B	CA	20%
C	CS/ICWA/CLAT	22%

Step – 1 Calculate Benchmark number of students for Each Group

This will be calculated as under:

(Number of Students in the respective Batch of Science or Commerce as the case may be)

MULTIPLIED BY

(Benchmark Percentage for Each Group)

Step – 2 Calculate IndexedFactored Selections

(Actual Number of Selections for ‘Category A’ DIVIDED BY Benchmark Number of Students for Group A) X 1.5
PLUS

(Actual Number of Selections for ‘Category B’ DIVIDED BY Benchmark Number of Students for Group B) X 1.0
PLUS

(Actual Number of Selections for ‘Category C’ DIVIDED BY Benchmark Number of Students for Group C) X 0.5

Step – 3 Calculate KPI

(Calculate Indexed Factored Selections)

Divided by

3

KPI – 5: Substitution of faculties

For each substitution of faculty (other than substitution requested by the Department), a sum of Rs. 10,000/- (Rupees Ten Thousand Only) will be deducted.

This KPI will be calculated as under:

(Number of Substitutions)

MULTIPLIED BY

(Rs. 10,000/-)

In case the value of KPI 1, KPI 2, KPI 3 and KPI 4 exceeds 1, the same shall be taken as 1 for calculation purpose.

The amount payable to the Agency will be adjusted based on the achievement of KPIs. The adjustment from the installments for KPIs will be as under:

Installment Number	Milestone	KPIs to be adjusted	Payment to be made:
1	Milestone – 1	None	Full Value of First Installment
2	Milestone – 2	KPI – 1 KPI – 2	Value of Second Installment MULTIPLIED BY

		KPI – 5	Average of KPI 1 and KPI 2 MINUS KPI – 5
3	Milestone – 3	KPI – 1 KPI – 2 KPI – 5	Value of Third Installment MULTIPLIED BY Average of KPI 1 and KPI 2 MINUS KPI – 5
4	Milestone – 4	KPI – 1 KPI – 2 KPI – 3 KPI – 5	Value of Fourth Installment MULTIPLIED BY (KPI 1 X 0.25) PLUS (KPI 2 X 0.25) PLUS (KPI 3 X 0.50) MINUS KPI – 5
5	Milestone – 5	KPI – 1 KPI – 2 KPI – 5	Value of Fifth Installment MULTIPLIED BY Average of KPI 1 and KPI 2 MINUS KPI – 5
6	Milestone – 6	KPI – 3 KPI – 4 KPI – 5	Value of Sixth Installment MULTIPLIED BY (KPI 3 X 0.20) PLUS (KPI 4 X 0.80) MINUS KPI – 5

The sum total of any individual installment shall not exceed the amount defined in the table of payment mechanism para.

14. Pre-Bid Meeting and Queries

The bidders or their official representatives are invited to attend a pre bid meeting which will take place on the date, time and place mentioned in the Notice Inviting Expression of Interest. Please note that non-attendance at the pre-bid conference will NOT be the cause of disqualification of the bidders. All queries for the pre-bid meeting are to be sent to the Department at its email atleast 2 days prior to the scheduled date of pre-bid meeting. The Bidders are requested to send their consolidated queries to the e-mail of Department only once and further queries sent by the Bidders shall not be entertained. Queries received after this date will not be entertained.

The Department shall receive and respond to prospective Participant’s Pre-Bid queries within 4 days of the pre-bid meeting by way of hosting amendments/clarifications on the website in accordance with the respective clauses of the EOI. The Department may incorporate any changes

in the EOI based on acceptable suggestions received in pre-bid queries. The decision of Commissioner regarding acceptability of any suggestion shall be final in this regard and shall not be called upon to question under any circumstances.

15. Submission of EOI

The Proposal need to be submitted under:

- a. The Proposal shall comprise all the documents as listed in Annexures.
- b. In preparing the EOI, the Applicant is expected to examine this document in detail. Material deficiencies in providing the information requested in the document may result in rejection of the Proposal.
- c. The Applicants shall bear all costs associated with the preparation and submission of its EOI, and the Department shall not be responsible or liable for those costs, regardless of the conduct or outcome of the selection process. Department is not bound to accept any proposal, and reserves the right to annul the selection process at any time prior to the selection, without thereby incurring any liability towards the Applicant.
- d. An authorized representative of the Applicant shall sign the each document with stamp. The authorization shall be in the form of a written Power of Attorney attached to the Proposal.
- e. The EOI shall be signed original and stamped on each page.
- f. If the envelopes and packages with the Proposal are not sealed and marked as required, the Department will assume no responsibility for the misplacement, loss, or premature opening of the Proposal.
- g. The Proposal must be sent to the address indicated in the Notice Inviting EOI and received by Department no later than the deadline indicated in the Notice Inviting EOI, or any extension to this deadline. Any EOI received by Department after the deadline shall be declared late and rejected, and promptly returned unopened.

16. Confidentiality

- a. From the time the EOIs are opened to the time the Selection is announced, the Applicant should not contact Department on any matter related to its EOI Evaluation. Information relating to the evaluation of EOIs and award recommendations shall not be disclosed to the Applicants who submitted the EOIs or to any other party not officially concerned with the process, until the publication of the Selection announcement.
- b. Any attempt by Applicants or anyone on behalf of the Applicant to influence improperly the Department in the evaluation of the EOIs or Agreement award decisions may result in the rejection of its EOI.

17. Method of Selection

- a. Applicant are required in their proposal to come up with suitable model for conducting coaching for competitive exams. The proposed model should comprise of approach and methodology, Innovative methods for scaling up the model, optimum use of innovative techniques and technology, etc. The Proposed Model will be evaluated on the basis of documents as well as presentation.
- b. A two-stage procedure viz. Technical Qualification and then Quality and Cost Based System (QCBS) would be adopted with the technical and financial proposals submitted

- separately in sealed envelopes. The technical evaluation will be completed before the financial proposals are opened.
- c. A Committee constituted by the Department will carry out a detailed evaluation of the proposals received by it in order to determine whether they are substantially responsive to the requirements set forth in the Proposal. In order to reach such a determination, committee will examine the information supplied by the Applicants, and shall evaluate the same as per the eligibility criteria specified in this EOI. Inability to submit requisite supporting documents/ documentary evidence, may lead to rejection.
 - d. The decision of the Committee in the evaluation of responses to the proposal shall be final. The Committee may ask for meetings with the Applicants to seek clarifications on their proposals. No correspondence will be entertained outside the process of negotiation/ discussion with the Committee.
 - e. Each of the responses shall be evaluated as per the criteria and requirements specified in this document.
 - f. Technical Proposal will be evaluated as detailed out below:
 - Document based evaluation – (70 Marks): Document based evaluation would be done based on the Marking Criteria defined.
 - Proposal Presentation by the Applicants - (30Marks): The committee will invite shortlisted applicants of EOI to make a presentation. The purpose of such presentations would be to allow the Applicants to present their proposed approach to the evaluation committee and the key points in their proposals. The Committee members will assess the EOI of the applicants on specific criteria related to their capacity to impart the coaching program.
 - Final score for Technical Evaluation will be assigned to the Applicants after assessing document based and presentation scores.
 - g. Post evaluation of Technical Bids, Financial Bids will be opened.
 - h. The overall score of the Applicants will be arrived as under:

The lowest evaluated Financial Proposal (Fm) will be given the maximum financial score (Sf) of 100.

The formula for determining the financial scores (Sf) of all other Proposals is calculated as following:

$$Sf = 100 \times Fm / F,$$

in which

“Sf” is the financial score,

“Fm” is the lowest price, and

“F” the price of the proposal under consideration.

The weights given to the Technical (T) and Financial (P) Proposals are:

T = 70%, and

P = 30%

Proposals are ranked according to their combined technical (St) and financial (Sf) scores using the weights (T = the weight given to the Technical Proposal; P = the weight given to the Financial Proposal; T + P = 1) as following:

$$S = S_t \times T\% + S_f \times P\%$$

- i. In case two or more applicants obtain equal score in the final evaluation, the work will be awarded to the applicant with lower cost.
- j. Proposals in Joint Venture / Consortium are not allowed.
- k. For application made by a franchisees, all the documents need to be submitted for primary Franchisor and the agreement will be executed with the franchisor.
- l. Financial Bids will have to be submitted in specified proforma.
- m. Financial proposals shall be opened only for those firms who secured at least 70% of maximum marks on Technical evaluation criteria.
- n. In case after the technical evaluation, if no bidding firm gets the minimum 70% marks then the top three firms shall be taken into consideration for financial bid. If there are only one / two firms, than firms not meeting the qualifying marks may be considered.

18. Eligibility Criteria

The process will comprise of screening and selection based on the supporting documents submitted as mentioned below. Accordingly, marks will be assigned as per document based as in Evaluation Criteria. Applicants who DO NOT meet eligibility criteria will summarily rejected.

Sr.	Particulars	Minimum Eligibility Criteria	Desired Document
1	Proprietorship Concern, Partnership Firm duly registered under the Indian Partnership Act, Company incorporated under the Companies Act, Trust registered under the Trust Act	In existence for minimum 3 years	For Proprietorship: License to operate coaching under the relevant law. Partnership: Registration Certification issued from Registrar of Firms Society: Registration Certification issued from Registrar of Societies and its bye-laws Trusts: Proof of Registration of Trust issued by the Registrar of Trusts and trust deed Company: Certificate of Incorporation issued by the Registrar of Companies, Memorandum and Articles of Association
2	Engaged in Coaching of Competitive Exams (as listed in this EoI) for last 3 years	For Science: Provided Coaching to 500 students per year during last 3 years For Commerce: Provided Coaching to 200 students per year during last 3 years	Certificate by a Chartered Accountant for each year certifying the number of students including the number of pass students
3	Turnover from coaching activities	Average Annual Turnover from Coaching	Audited Financial Statements with all annexures for Past Three Years

	from classes for competitive exams referred to in this EoI	Activities in the relevant subjects: For Science: Average Turnover Rs. 100 Lakhs during last 3 years For Commerce: Turnover Rs. 50 Lakhs during last 3 years	For Coaching Activities: A separate Certificate from a Chartered Accountant certifying turnover from Coaching Activities including the Exams
4	Number of faculties	For Science: Must have atleast 15 faculties for subjects of competitive exams as listed in the EoI For Commerce: Must have atleast 10 faculties for subjects of competitive exams as listed in the EoI	Self-certified list with name, qualification and number of years of experience of faculties.
5	Valid PAN / Service Tax / GST Number regular in filing of service tax	Filing Income Tax and Service Tax Returns for Past 3 Years	1. Copy of PAN Card 2. Service Tax Registration Certificate and valid printout GSTN from the GST Portal of Government of India 3. Copy of service tax returns for past 3 years 4. Copy of Income Tax Returns for past 3 years

19. Evaluation Criteria

Evaluation of Technical Score will be on the basis of document based parameters and presentation based parameters. The evaluation for document based parameter will be done as under:

Sr.	Parameter	Max. Marks	Scoring Pattern	Certifying Document
1	Experience of number of Years of Coaching competitive exams referred in this EoI	15	For first 3 years – 3marks For every year in excess of three years – one mark	Same as mentioned in Sr. No. 1 of Para 18 – Eligibility Criteria
2	Turnover from Coaching activities referred to in this EoI	15	For securing prequalification Turnover – 3 marks Then for every additional Rs. 20 Lakhs– one mark	Same as mentioned in Sr. No. 3 of Para 18 – Eligibility Criteria
3	Average number of students in the	10	For securing prequalification number of students – 2 marks	Same as mentioned in Sr. No. 2 of Para 18 –

	Coaching institute (for examination referred to in this EoI) during the last three years		Then for every 100 students above – 1 mark	Eligibility Criteria
4	Average Number of candidates selected in exams conducted during the calendar year 2017 in the competitive exams referred to in this EoI	20	For Science Stream: For first 20 students – 2 Marks For every 20 students in excess of first 20 students – 1 marks For Commerce Stream: For first 20 students – 2 Marks For every 20 students in excess of first 20 students – 1 mark	Same as mentioned in Sr. No. 2 of Para 18 – Eligibility Criteria
5	Number of Faculties	10	For first 15 faculties – 2 Marks For Science: For every 10 faculties in excess of first 15 students – 1 mark	Self-certified list with name, qualification and number of years of experience of faculties.

Firms qualifying the pre-qualification criteria will be called for presentation. In case the number for applicants is more than 5, then the firms with top five scores in the document based criteria will be called for presentation. The parameters for presentation based evaluation are as under:

Sr.	Parameter	Maximum Marks	Scoring Pattern	Document Required / Presentation
6	Knowledge of the faculty proposed and understanding and command over the subject	10	Based on evaluation made by experts designated for taking the presentation	Based on Presentation
7	Study Material – Hard as well as soft copy	5	Based on evaluation made by experts designated for taking the presentation	Soft and Hard Copies of study material
8	Detailed Workplan for execution of the assignment	5	Based on evaluation made by experts designated for taking the presentation	Workplan submitted by the applicant along with EoI
9	Quality of the faculty proposed	10	Based on evaluation made by experts designated for taking the presentation	List of Proposed faculty provided along with EoI

20. Submission of EoI

- a. The Technical Proposal comprising of documents for Prequalification and for Evaluation shall be placed in a sealed envelope clearly marked “TECHNICAL PROPOSAL”. The Financial Proposal in original shall be placed in a separate sealed envelope clearly marked “FINANCIAL PROPOSAL” and with a warning “DO NOT OPEN WITH THE TECHNICAL PROPOSAL.” The envelopes containing the Technical and Financial Proposals shall be placed into an outer envelope and sealed. This outer envelope shall be clearly marked “DO NOT OPEN, EXCEPT IN PRESENCE OF THE OFFICIAL APPOINTED” and “NAME OF SCHOOL FOR WHICH PROPOSAL SUBMITTED - _____ AND STREAM _____”. The Department shall not be responsible for misplacement, losing or premature opening if the outer envelope is not sealed and/or marked as stipulated. This circumstance may be case for Proposal rejection. If the Financial Proposal is not submitted in a separate sealed envelope duly marked as indicated above, this will constitute grounds for declaring the Proposal non-responsive and result in disqualification.
- b. All submissions are to be made in the prescribed format. The applicant must ensure that all the relevant fields are duly filled.
- c. All documents must be numbered serially and their reference number be provided in the Annexures wherever desired. Failure to provide the page number linking them with the annexure could be a reason for marks not being awarded in the para.

Format – 1: Format of Application Form

Sr.	Particulars	Details
1	Name of the Institute Applied for	
	Name of Stream Applied for	
2	Name of the applicant	
	Legal Status	
	Registered Office	
	Telephone Number	
	e-mail Address	
3	Principal Officer's Name	
	Address	
	Telephone Number	
	e-mail Address	
4	PAN	
	Service Tax Registration No.	
	GST Regn No. (Optional)	
5	Whether blacklisted by any Govt./semi-Govt. organization (If yes, by whom)	

Format – 2: Checklist for Pre-Qualification

Sr.	Particulars	Minimum Eligibility Criteria	Desired Document	Attached in Page No. __ to Page No. __
1	Tender Fee of Rs. 1000/- in favour of Commissioner	--	Demand Draft in Original	
2	An EMD of Rs. 5,00,000/- /Rs, 2,00,000/- is required in the form of DD	DD in favour of Commissioner	Demand Draft in Original	
3	Proprietorship Concern, Partnership Firm duly registered under the Indian Partnership Act, Company incorporated under the Companies Act, Trust registered under the Trust Act	In existence for minimum 3 years	For Proprietorship: License to operate coaching under the relevant law. Partnership: Registration Certification issued from Registrar of Firms Society: Registration Certification issued from Registrar of Societies and bye-laws Trusts: Proof of Registration of Trust issued by the Registrar of Trusts Company: Certificate of Incorporation issued by the Registrar of Companies, MoA and AoA	
4	Engaged in Coaching of Competitive Exams (as listed in this EoI)	For Science: Provided Coaching to 500 students per year during last 3 years For Commerce: Provided Coaching to 200 students per year during last 3 years	Certificate by a Chartered Accountant for each year certifying the number of students including the number of pass students	
5	Turnover from coaching activities from classes for competitive exams referred to in this EoI	Average Annual Turnover from Coaching Activities in the relevant subjects: For Science: Average Turnover Rs. 100 Lakhs during last 3 years For Commerce: Turnover Rs. 50 Lakhs during last 3 years	Audited Financial Statements with all annexures for Past Three Years	
			For Coaching Activities: A separate Certificate from a Chartered Accountant certifying turnover from Coaching Activities including the Exams	
6	Number of faculties	For Science: 15 faculties for listed subjects in EOI For Commerce: 10 faculties for subjects listed in the EoI	Self-certified list with name, qualification and number of years of experience of faculties.	
7	Valid PAN / Service Tax / GST Number regular in filing of service tax	Filing Income Tax and Service Tax Returns for Past 3 Years	1. Copy of PAN Card	
			2. Service Tax Registration Certificate and valid printout GSTN from the GST Portal	
			3. Copy of service tax returns for past 3 years	
			4. Copy of Income Tax Returns for past 3 years	
8	Power of Attorney in	--	Power of Attorney document in original	

terms of Para 15 (d)			
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Format – 3: Checklist for Document Based Evaluation

Sr.	Parameter	Certifying Document	Attached in For Page No.____ to Page No.____
1	Experience of number of Years of Coaching competitive exams referred in this EoI	For Proprietorship: License to operate coaching under the relevant law. Partnership: Registration Certification issued from Registrar of Firms Society: Registration Certification issued from Registrar of Societies Trusts: Proof of Registration of Trust issued by the Registrar of Trusts Company: Certificate of Incorporation issued by the Registrar of Companies, Memorandum and Articles of Association	
2	Turnover from Coaching activities referred to in this EoI	Audited Financial Statements with all annexures for Past Three Years For Coaching Activities: A separate Certificate from a Chartered Accountant certifying turnover from Coaching Activities including the subjects	
3	Average number of students in the Coaching institute (for examination referred to in this EoI) during the last three years	Certificate by a Chartered Accountant for each year certifying the number of students including the number of pass students <u>(As per Format – 4)</u>	
4	Average Number of candidates passed / cleared the competitive exam referred to in this EoI	Certificate by a Chartered Accountant for each year certifying the number of students including the number of pass students <u>(As per Format – 4)</u>	
5	Number of Faculties	Self-certified list with name, qualification and number of years of experience of faculties. <u>(As per format 5A)</u>	
6	Knowledge of the faculty proposed and understanding and command over the subject	Based on Presentation	Not Applicable
7	Study Material – Hard as well as soft copy	Soft and Hard Copies of study material	
8	Detailed Work plan for execution of the assignment	Work plan submitted by the applicant along with EoI	

9	Quality of the faculty proposed	List of Proposed faculty provided along with EoI(<i>As per Format – 5B</i>)	
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Format – 4: Format of CA Certificate

(To be issued in the Letter Head of CA Firm)

This is to certify that the following particulars of M/s _____ are true and correct as per the information and explanation provided to us and to the best of our knowledge and belief.

Year*	Stream	Enrolled No. of Students	Students Passed	Pass %	Turnover
2014-2015	Maths				<<Single Figure>>
	Biology				
	Commerce				
	Total				
2015-2016	Maths				<<Single Figure>>
	Biology				
	Commerce				
	Total				
2016-2017	Maths				<<Single Figure>>
	Biology				
	Commerce				
	Total				

Note 1: For firms whose data for FY 2016-2017 is not ready, may provide details for FY 2013-2014.

Note 2: Separate application are required to be submitted for Science and Commerce. Science applicant may ignore fields for commerce and vice versa.

Place:

Signature

Date:

Name and Regn No. of CA Firm

Name and Membership No. member certifying

Format – 5A: Existing Faculty

Sr.	Name of Faculty	Qualification	Name of Institution from which Degree Obtained	Year of Passing	% Marks	Experience (Years)	Subject of Expertise

Format – 5B: Proposed Faculty

Sr.	Name of Faculty	Qualification	Name of Institution from which Degree Obtained	Year of Passing	% Marks	Experience (Years)	Subject of Expertise

Note: Substitution / replacement of the proposed faculties will attract deductions on account of KPI – 5.

Format – 6: Format of Financial Offer
(To be issued in the Letter Head of the applicant)

Financial Bid for Selection of Agency for Providing Faculties in “Prayas Schools” for the academic year 2017-2018 and 2018-2019 in response to the notice inviting Expression of Interest Dated _____

Name of the Schools for which Proposal is submitted : _____

Sr.	Name of Work	All inclusive (except GST) Consolidated Rate Per Student for two academic years viz. 2017-2018 and 2018-2019 (Amount in Rs.)	Amount in Words
1	Maths and Biology Streams		
2	Commerce Stream		

Note:

1. The price stated above should be exclusive of GST.
2. Price Bids are required to be submitted separately for (a) Maths and Biology; and (b) Commerce.
3. The Price bids should be valid for a period of 180 days from the date of submission.
4. In case of overwriting / corrections in the price bid, it is liable to be rejected.

Place:

Date:

Signature

Name of the authorized Signatory

Designation

Official Seal