

SCHEDULED TRIBE AND SCHEDULED CASTE DEVELOPMENT
DEPARTMENT, GOVERNMENT OF CHHATTISGARH

EXPRESSION OF INTEREST

For Selection of Agency to Providing Faculties in
“Prayas Girls Residential School Raipur”

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

7/4/2018

Office of the Commissioner, Scheduled Tribe and Scheduled Caste Development
Department, Government of Chhattisgarh
Address: Block – D, Ground Floor, Indravati Bhawan, Naya Raipur, Raipur, Chhattisgarh
Phone: 0771 2263708; Fax: 0771 2262558; email: ctd.cg@nic.in Website: tribal.cg.gov.in
No/92/prayas/2017-18/ 69A , Naya Raipur Date: 07/04/2018
Notice Inviting Expression of Interest for Coaching Faculties for Prayas Residential
Schools, Raipur

Tender Notice No: MSTC/EOI-Prayas-Girls/18-19/ET/3

Applications are invited from eligible institutions for providing faculties in two fully residential “Prayas Schools” for Raipur District, being operated under the Mukhya Mantri Bal Bhavishya Suraksha Yojna for the Academic Year 2018-2019 and 2019-2020. The faculties are to be provided 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 JEE (Main/Advance for admission IIT, NIT and similar Institute), 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.mstcecommerce.com/eprochome/mstc for which Rs. 5,000/- shall be submitted towards Tender Document Fee. An EMD of Rs. 5,00,000/- is required to be paid as detailed below. The last date for submission of application is 07/05/2018 by 3:00 pm. A pre-bid meeting will be conducted on 19/04/2018 at 03:00 pm at the address mentioned above.

Please visit website www.mstcecommerce.com/eprochome/mstc for details.

Annexure “A”

Name of Bank	IndusInd Bank
Branch Name	Raipur, Raipur – 492001
Branch Address	Krishna complex, Lal Bahadur shastra Square, Jail Road, Raipur
RTGS/NEFT/TFSC Code	INDB0000027
Account Type	Current Account
Account No.	201001334242
MICR Code	492234002
Name of the Company	MSTC Limited
PAN	AACCM0021E
GST No.	22AACCM0021E1ZH
Address of the Office	Hall No. 6 & 7, Third floor, Udyog Bhawan, Telibandha, Raipur – 492001, Chhattisgarh
Contact Person	Ravi Shekhar
Email ID	rshekhar@mstcindia.co.in
Mobile	9442052481

Commissioner

**Scheduled Tribe and Scheduled Caste Development
Department**

Schedule of the Tender Process

Prayas Residential School

2018-19

Sr.	Event Description	Estimated Date
1	Commencement of downloading of Tender documents from the website of MSTC against the payment of cost of tender document.	07.04.2018
2	End of downloading of Tender Documents from the website of MTSC	05.05.2018
3	Last date of receiving queries from tenderers	17.04.2018
4	Pre-tender meeting	19.04.2018
5	Last date of submission of tender documents fee	05.05.2018
6	Last date of Submission of EMD	05.05.2018
7	Start of submission of online tender	28.04.2018
8	Close of submission of online tender	07.05.2018 (at 3.00 pm)
9	Opening of the technical tender (s)	07.05.2018 (at 4.00 pm)
10	Opening of price tender of Technically qualified bidders	will be intimated later
11	Information to the successful bidders	will be intimated later

Instructions to bidders for online bid submission

Bidders are requested to read these instructions and terms & conditions before submitting their bids in online e-tender.

MSTC Website

Bidders are requested to note the address of the website for online bidding (e-Tender and e-auction) for this tender.

www.mstcecommerce.com/eprochome/mstc

Contact person (MSTC Ltd):

Sl No	Name of Contact Person	Email	Land Line No	Mobile No
1	Mr Ravi Shekhar	rshekhar@mstcindia.co.in	0771-2432481	9662052481
2	Ms Snigdha Mohanty	smohanty@mstcindia.co.in		7382025880

The Bidder may note that the following configurations will be required to be undertaken in their Internet Explorer browsers for smooth functioning of the website and the e-auction portal.

The system requirements are as follows:

- Operating System- Windows XP Service Pack 3 or above
- Web Browser- IE 7 and above.
- Active-X Controls Should be enabled as follows:

Tools =>Internet Options =>Security =>Custom Level => Enable all Active-X Controls =>Disable "Use Pop-up Blocker"

- Java (JRE7 and above)

To disable "Protected Mode" for DSC to appear in the signer box following settings may be applied.

- Tools => Internet Options =>Security => Disable protected Mode If enabled- i.e, Remove the tick from the tick box mentioning "Enable Protected Mode".
- Other Settings:

Tools => Internet Options => General => Click On Settings under “browsing history/ Delete Browsing History” => Temporary Internet Files => Activate “Every time I Visit the Webpage”

1. **Registration** :-

All intending bidders are required to register their firms/ companies as Buyers with the above mentioned website of MSTC. For online registration, the bidder is required to click on the link ‘Registration’ provided on the above webpage. The bidder needs to fill up the online form with appropriate details and submit. The bidder should note that it is required to create its own user id and password during the process of filling up this form and no separate communication will be send for user id and password. The bidder shall itself remain responsible for maintaining the secrecy of its user id and password.

Upon successful submission of the online registration form, the bidder shall receive an e-mail in its registered e-mail address confirming the registration. The bidders shall have to submit the documents as stated in the said e-mail as well as mentioned in the bidders guide.

Bidders shall be required to submit the scanned copies of documents alongwith details of payment like remitting bank, date of payment, UTR number, amount, name of the remitter and name of the bidder as registered in MSTC’s website through e-mail to MSTC for verification and activation of their account. Such information should be sent to the following email addresses only.

rshekhhar@mstcindia.co.in and smohanty@mstcindia.co.in .

It may be noted that Bidders need not visit any of the offices of MSTC for submission of the aforementioned documents and payment. However, the bidders may contact the officials of MSTC Limited as stated above for seeking assistance on the login or registration process.

Once the complete set of aforementioned documents and payment are electronically received from a Bidder, MSTC shall activate such Bidder’s login after verification / scrutiny of the documents. MSTC reserves the right to call for additional documents from the Bidder if required, prior to registration and activation of the Bidder’s login.

On completion of the above stated registration process, a Bidder shall be able to log in to MSTC’s website.

The bidder can then login in the same website as mentioned above. The bidder shall need to use the same digital signature, the details of which he/she has already provided during the time of registration. The bidder should register its DSC after logging into the system and the same DSC shall have to be used for all subsequent bidding.

A bidder needs to register only once with the above website. The same registration can be used for bidding in various tenders being processed in the above website.

2. **Part I:** Techno-Commercial bid will be opened electronically on specified date and time as given in the NIT. Tenderer(s) can witness electronic opening of bid.

Part II: Price bid will be opened electronically of only those tenderer(s) whose Part I Techno Commercial Bid is found to be Techno-Commercially acceptable to MSTC Ltd. Such Tenderers will be intimated the date of opening of Part II Price bid, through valid email confirmed by them. Note: The Tenderers are advised to offer their best possible rates. There would generally be no negotiations hence may submit their most competitive prices while submitting the price bid. However in case the lowest rate appears to be reasonable taking into account the prevailing market conditions and other relevant factors, the order may be awarded to the lowest Tenderer and if the rate is still considered high, action as per prevailing instruction/guideline shall be taken. All entries in the tender document should be entered in online Technical & Commercial Formats without any ambiguity.

3. All entries in the tender document should be entered in online Technical & Commercial Formats without any ambiguity.

4. In case of failure to access the payment towards EMD for any reason, the Tenderer, in turn, will not have the access to on line e-tender and no correspondence in this respect will be entertained and MSTC will not be responsible for any such lapses/issues on this account. Tenderer(s) are advised to make remittance of EMD well in advance and verify completion of transaction in respect of EMD.

5. All notices and correspondence to the Tenderer(s) shall be sent by e-mail only during the process till finalization of tender by MSTC. Hence, the tenderers are required to ensure that their corporate e-mail id provided is valid and updated at the time of registration of vendor with MSTC (i.e. Service Provider). Tenderers are also requested to ensure validity of their DSC (Digital Signature Certificate).

6. Please note that there is no provision to take out the list of parties downloading the tender document from the web site mentioned in NIT. As such, Tenderers are requested to see the web site once again before the due date of tender opening to ensure that they have not missed any corrigendum uploaded against the said tender after downloading the tender document. The responsibility of downloading the related corrigenda, if any, will be that of the tender document downloading parties. No separate intimation in respect of corrigendum to this NIT (if any) will be sent to Tenderer(s) who have downloaded the documents from the web site. Please see website www.mstcecommerce.com/eprochome/mstc of MSTC Ltd.

7. E-tender cannot be accessed after the due date and time mentioned in NIT.

8. Bidding in e-Tender

- a. Tenderer(s) need to submit necessary EMD, Tender fees (if any) and Transaction fees (if any) to be eligible to bid online in the e-Tender. Tender fees and Transaction fees are non refundable. No interest will be paid on EMD. EMD of the unsuccessful tenderer(s) will be refunded by MSTC.
- b. The process involves Electronic Bidding for submission of Techno-Commercial bid as well as Price bid.
- c. The tenderer(s) who have submitted the above fee can only submit their Technical Bid and Commercial Bid through internet in MSTC website www.mstcecommerce.com => eProcurement => PSU/Govt. Departments => Login under MSTC => My menu => Auction Floor Manager => live event => Selection of the live event.
- d. The tenderer should allow running JAVA application. This exercise has to be done immediately after opening of Bid floor. Then they have to fill up Common terms/Commercial specification and save the same. After that clicking on the Technical bid. If this application is not run then the tenderer will not be able to save/submit his Technical bid.
- e. After filling the Technical Bid, tenderer should click 'save' for recording their Technical bid. Once the same is done, the Commercial Bid link becomes active and the same has to be filled up and then tenderer should click on "save" to record their Commercial bid. Then once both the Technical bid & Commercial bid has been saved, the tenderer can click on the "Final submission" button to register their bid.
- f. Tenderers are instructed to use Attach Doc button to upload documents. Multiple documents can be uploaded. The. Any other document uploaded which is not required as per the terms of the NIT shall not be considered.
- g. In all cases, tenderer should use their own ID and Password along with Digital Signature at the time of submission of their bid.
- h. During the entire e-tender process, the tenderers will remain completely anonymous to one another and also to everybody else.
- i. The e-tender floor shall remain open from the pre-announced date & time and for as much duration as mentioned above.
- j. All electronic bids submitted during the e-tender process shall be legally binding on the Tenderer. Any bid will be considered as the valid bid offered by that Tenderer and acceptance of the same by the Buyer will form a binding contract between Buyer and the Tenderer for execution of supply.
- k. It is mandatory that all the bids are submitted with digital signature certificate otherwise the same will not be accepted by the system.
- l. MSTC Ltd. reserves the right to cancel or reject or accept or withdraw or extend the tender in full or part as the case may be without assigning any reason thereof.

m. No deviation of the terms and conditions of the tender document is acceptable. Submission of bid in the e-tender floor by any tenderer confirms his acceptance of terms & conditions for the tender.

n. Unit of Measure (UOM) is indicated in the e-tender Floor. Rate to be quoted should be in Indian Rupee as per UOM indicated in the e-tender floor/tender document.

9. Any order/contract resulting from this open e-Tender shall be governed by the terms and conditions are allowed.

10. After submitting online bid, the tenderer cannot access the tender, once it has been submitted with digital signature.

11. MSTC has the right to cancel this e-Tender or extend the due date of receipt of bid(s) without assigning any reason.

12. The online tender should be submitted strictly as per the terms and conditions and procedures laid down in the website www.mstcecommerce.com/eprochome/mstc of MSTC Ltd.

13. The bid will be evaluated based on the filled-in technical & commercial formats.

14. The documents uploaded by Tenderer(s) will be scrutinized. In case any of the information furnished by the Tenderer is found to be false during scrutiny, EMD of such Tenderer(s) will be forfeited. Punitive action including suspension and banning of participation in tender can also be taken against such Tenderers.