

SCHEDULED TRIBES AND SCHEDULED CASTE  
DEVELOPMENT DEPARTMENT, GOVERNMENT OF  
CHHATTISGARH

# EXPRESSION OF INTEREST

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For Selection of Agency for Providing Faculties for  
Class IX / X “Foundation Prayas” under “Prayas”  
Residential GIRLS School, Raipur

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

**Office of the Commissioner, Scheduled Tribes 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](mailto:ctd.cg@nic.in) Website: [tribal.cg.gov.in](http://tribal.cg.gov.in)**

**Notice Inviting Expression of Interest for Coaching Faculties for**  
**Foundation Prayas Residential GIRLS Schools**

Tender Notice No: **MSTC/Foundation Prayas-Girls/17-18/ET/43**

Online Tenders are invited from eligible institutions For Selection of Agency for Providing Faculties for “Foundation Prayas” under “Prayas” Residential **GIRLS** School, Raipur, 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 Class IX for Academic Year 2017-2018 and for Class X for Academic Year 2018-2019. The classes are to be conducted under the Chhattisgarh Board but following pattern of CBSE and prepare students for conducting classes for IX and X and for preparation of various competitive examinations.

Interested firms can download the format for Expression of Interest, Terms of Reference and Scope of Work from the Website [www.mstcecommerce.com/eprhome/mstc](http://www.mstcecommerce.com/eprhome/mstc) .An EMD of Rs. 2,00,000/- is required to be paid as detailed below. The last date for submission of application is 01/12/2017 by 3:00 pm. A pre-bid meeting will be conducted on 23/11/2017. Please visit website [www.mstcecommerce.com/eprhome/mstc](http://www.mstcecommerce.com/eprhome/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	<a href="mailto:rshekh@mssteindia.co.in">rshekh@mssteindia.co.in</a>
Mobile	9442052481

**Commissioner**  
**Scheduled Tribes and Schedule Caste Development**  
**Department**

## Schedule of the tender Process

### Prayas Residential School

<b>Sr.</b>	<b>Event Description</b>	<b>Estimated Date</b>
1	Commencement of downloading of Tender documents from the website of MSTC against the payment of cost of tender document.	10.11.2017
2	End of downloading of Tender Documents from the website of MTSC	30.11.2017
3	Last date of receiving queries from tenderers	22.11.2017
4	Pre-tender meeting	23.11.2017
5	Last date of submission of tender documents fee	30.11.2017
6	Last date of Submission of EMD and processing fee	30.11.2017
7	Start of submission of online tender	24.11.2017
8	Close of submission of online tender	01.12.2017 (at 3.00 pm)
9	Opening of the technical tender (s)	01.12.2017 (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

## Contents

1. Background .....	4
2. The “Prayas” Program and The “Foundation Prayas” Program .....	4
3. Mode of Operation of Program .....	4
4. Schools for which Expression of Interest is invited .....	5
5. Objective of the Assignment .....	5
6. Scope of Work .....	5
7. Methodology .....	5
8. Compulsorily Desired Qualification of Faculties.....	6
9. Class Size and Subject Streams.....	7
10. Period of Service and Period of Agreement .....	7
11. Key Deliverables.....	7
12. Payment Mechanism .....	7
13. Key Performance Indicators.....	9
14. Pre-Bid Meeting and Queries.....	11
15. Submission of EOI .....	11
16. Earnest money .....	12
17. Confidentiality.....	12
18. Method of Selection .....	12
19. Eligibility Criteria .....	14
20. Evaluation Criteria.....	15
Format – 1: Format of Application Form .....	17
Format – 2: Checklist for Pre-Qualification .....	18
Format – 3: Checklist for Document Based Evaluation .....	19
Format – 4: Format of CA Certificate.....	20
Format – 5A: Existing Faculty.....	21
Format – 5B: Proposed Faculty.....	21
Instructions to bidders for online bid submission.....	22



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**Terms of Reference For Selection of Agency for Providing Faculties for Class IX / X**  
**“Foundation Prayas” under “Prayas” Residential GIRLS School, Raipur for the Academic**  
**Year 2017-2018 and 2018-2019**

**1. Background**

Scheduled Tribes and Schedule Caste Development Department (hereinafter referred to as The Department, Government of Chhattisgarh) operates a scheme called Mukhya Mantri Bal Bhavishya Suraksha 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 for 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 etc. This year, the Government of Chhattisgarh has decided to start residential coaching facility for class IX and Class X as well to be run as “FOUNDATION PRAYAS”.

**2. The “Prayas” Program and The “Foundation Prayas” Program**

**Prayas Program:** The key objective of Prayas program is to provide residential coaching and quality education to bright and meritorious students from Schedule Caste (SCs), Schedule Tribes (STs) and Other Backward (OBC) and students from naxal affected areas in Class XI and Class XII 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%.

**Foundation Prayas Program:** The key objective of Foundation Prayas is to provide quality education to students in Class IX and X and to enable in the preparation of competitive examination from a very young age.

**3. Mode of Operation of Program**

Students from the Schedule Caste (SCs), Schedule Tribes (STs) and Other Backward (OBC) are admitted to these schools. Admission in the schools is made on the basis of an entrance examination based on multiple choice questions. Post admission, the Department provides the tangibles such as infrastructure and boarding for the students. The coaching institution will be hired to take the classes for Class IX and X and also provide the faculties and learning aids for academic teaching. All the study material, evaluation mechanism and patterns, test and its relevant materials are also provided by the selected agency. Out of the gross intake of students in Class IX, top one half of the students of Foundation Prayas will be automatically eligible for admission in “Prayas Program” in Class XI.

#### 4. Schools for which Expression of Interest is invited

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

Sr.	Name of Address of Institution	No. of Students
1	Foundation Prayas Residential GIRLS School, Gudhiyari, Raipur	125

The students of each batch will be divided in 4 separate sections with each section will be focused on one particular stream viz – Mathematics, Biology, Commerce and Humanities (Language/Law). The allocation of stream / section to students will be made by the department on the basis psychometric assessment done by an independent third party. The allocation of streams is only for the purpose of creating strong foundational background in related subject by providing additional coaching each day for an hour in the concerned stream, for example Class IX students of biology stream will be taught all subjects covering CG Board syllabus but will receive each day additional hours of coaching on biology from point of view of qualifying in Science Olympiad and finally preparing a strong foundation for NEET.

#### 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 IX (academic year 2017-2018) and Class X (2018-2019).
- Providing coaching for preparation of various national level entrance examinations talent search examination like NSTSE, Science Physics and Maths Olympiad etc. and assisting them in preparation various entrance examinations.
- Grooming the students to enable them to be ready for coaching for various national level entrance examinations including IITs, NITs, IIITs, CFTIs, CA, CS, ICWA, CLAT, MBA etc.
- Providing Psychological and Career Counseling.

#### 6. Scope of Work

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

- To provide teaching / coaching for Maths, Science, Social Studies, Sanskrit, Hindi, English and / or any other subject recommended by CG Board, Psychological/ Career Counseling.
- 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/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 is 24 Hours per day. During this period, the faculty will take classes Class IX/ X as well for preparation of various entrance examinations.
- Conduct three regular classes of subjects for 90 minutes duration each as per the Time Table approved by the Principal. The class time-table will be fixed by the selected agency in consultation with the school management and Principal.

- c. Teaching per day will be inclusive of mandatory 2 hours 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.
- d. Conduct tests of the students for the Class IX / X as well as for the captioned examination in the pattern of competitive exams on fortnightly, 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.
- e. 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) on academic parameters based on CBSE pattern.
- f. 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.
- g. Substitution of Teachers is generally not allowed. Only in exceptional circumstances, the same shall be allowed with prior permission of Commissioner.
- h. 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 be a gap in the teaching schedule / lectures.
- i. To ensure that discipline and decorum is maintained and followed by the faculties in the school.
- j. The language of teaching in classroom will be a mix of Hindi and English.
- k. The selected agency will have to make accommodation arrangements for the faculties outside the school / hostel premises at its own cost.
- l. Follow any instruction issued by the Commissioner, Scheduled Tribes and Scheduled Caste Development Department and District Collector from time to time.

### 8. Compulsorily Desired Qualification of Faculties

The desired qualifications of faculties are as under:

Sr.	Subject	No. of Teachers Per School for Science (Maths and Biology)	Compulsory Teaching Experience in relevant subject post attaining qualification in Column (5)	Compulsory Qualifications
(1)	(2)	(3)	(4)	(5)
1	Maths	01	03 Years	B.Tech / M.Tech from a Government Institute
2	Physics	01	03 Years	B.Tech / M.Tech from a Government Institute
3	Chemistry	01	03 Years	B.Tech / M.Tech / M.Sc from a Government Institute
4	Biology	01	03 Years	MSc in respective discipline / MBBS / BDS from a Govt Institution
5	Hindi	01	03 Years	MA in respective discipline from a Govt Institution
6	English	01	03 Years	MA in respective discipline from a Govt Institution
7	Sanskrit	01	03 Years	MA in respective discipline from a Govt Institution
8	Social Studies	02	03 Years	MA in respective discipline from a Govt Institution
9	Psychological/ Career Counsellor/ Computer	01	--	Graduate in the respective discipline from any University recognized by Government of India/ UGC
	Total	10		

### 9. Class Size and Subject Streams

The class size per section should not exceed 45 students. Although the syllabus and subjects taught in each section will be the same, however, the orientation and attitude of each section will be focused more towards the prescribed stream. The streams will be as under:

- a. Maths
- b. Biology
- c. Commerce
- d. Humanities (Language and Law)

Allocation of students to a particular stream / section will be made by the Department on the basis of psychometric assessment. This assessment will be made by an independent agency appointed by the Department. The Coaching institution selection will have no role in allocation of students to a particular section. However, the Department may re-allocate stream / section to the students at any time depending on their psychometric assessment and choice from time to time.

### 10. Period of Service and Period of Agreement

The period of service will start from the commencement of current academic session and end three months from the end of month in which final examination of class X are conducted. Post completion of last examination, the coaching institute will be free to relieve its teachers except teachers which will include one from mathematics stream, one from biology stream and one counselor. Post period of service, all service providers may relieve all its faculties.

The selected agency will have to execute an agreement with the Department. The last of agreement will be till the end of three months from the period of service.

### 11. Key Deliverables

- a. Faculties as per compulsorily desired qualification.
- b. 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.
- c. Results of the students for Class IX OR Class X; AND/OR various competitive entrance examinations.
- d. Attendance records of all students and faculties including the number of teaching hours per faculty per month as well as total cumulative hours of teaching per month.

### 12. Payment Mechanism

The payment to the selected agency will be made in SEVEN 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	15%	Milestone – 1: Event: Deployment all the faculties Tentative Timeline: Within 1 months after Agreement	1. Furnishing of Bank Guarantee equal to 15% of the Total Contract Value. 2. Deliverable 11 (a) as

			certified by Assistant Commissioner.
2	10%	Milestone – 2: Event: Declaration of result final examination of Class IX Tentative Timeline: March 31 of first academic year	1. Deliverable 11 (b) 2. Deliverable 11 (c) 3. Deliverable 11 (d)
3	15%	Milestone – 3: Event: Declaration of result of Class IX for exams conducted by Department Tentative Timeline: March 31 of first academic year	Deliverable 11 (c)
4	10%	Milestone – 4: Event: Declaration of result of periodic examination Tentative Timeline: July 31 of the Second academic year	1. Deliverable 11 (b) 2. Deliverable 11 (d)
5	15%	Milestone – 6: Event: Declaration of result of mid-term examination for Class IX exams conducted by Department Tentative Timeline: October 31 of the Second Academic Year	1. Deliverable 11 (b) 2. Deliverable 11 (d)
6	10%	Milestone – 5: Event: Result of Science Olympiad conducted during Second Academic Session Tentative Timeline: February 28 of Second Academic Year	1. Deliverable 11 (b) 2. Deliverable 11 (c) 3. Deliverable 11 (d)
7	25%	Milestone -7: Event: Declaration of Class X board results and on achievement of defined targets Tentative Timeline: with 30 days of declaration of results of second academic year	1. Deliverable 11 (c) 2. Deliverable 11 (d)

The assessment of achievement of milestones and delivery of deliverables will be done by a Committee independent of Prayas Schools. All the payment will be released by Principal of the Schools on the recommendation of Committee in the Office of The Commissioner, Scheduled Tribes and Scheduled Caste Development Department. The final payment (seventh installment) will be released only after the approval of Commissioner, Scheduled Tribes and Scheduled Caste Development Department.

### 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 defined period by all faculties)*

*Divided by*

*(No. of academic days in the defined period X No. of Teaching Hours Per Day as per contract)*

*Note: Defined period here means the period for which payment is being computed*

#### **KPI – 2: Result of Students in the Periodic Examination conducted during the Quarter**

Periodic Examination here means Quarterly, Half Yearly and Pre-Board/Pre-Final Exam. The questions in the periodic examination should be from or similar to the questions asked in the final examinations of the respective entrance tests during the preceding five years. Further, the evaluation of periodic examination will be subject to scrutiny by the Department.

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)*

*Note: Cut off Marks prescribed for this KPI is 75%*

#### **KPI – 3: Result of Students in Final Examination of Class IX OR Class X Boards**

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)*

*Note: cut off marks prescribed for this KPI is 80%*

#### **KPI – 4: Result of Students in Science Physics and Mathematics Olympiad**

This KPI will be calculated as under:

*(Number of students securing state Rank Under 1000)*

Divided by  
(Benchmark number of Students)

Note: The Benchmark number of students prescribed for this KPI is 40. Also, if a student is counted in one examination then he shall not be counted for other examination in this KPI.

**KPI – 5: Substitution of faculties**

For each substitution of faculty (other than substitution requested by the Commissioner) OR any other default under the scope of work as pointed out by The Principal, a sum of Rs. 25,000/- (Rupees Ten Thousand Only) will be deducted.

This KPI will be calculated as under:

(Number of Substitutions Or Any Other Default under the terms of the scope of work except KPI – 1 to KPI – 4)  
MULTIPLIED BY  
(Rs. 25,000/-)

Note: Substitution of faculty within first 3 months of the contract is not allowed. In case it is made, it will attract a penalty of Rs. 1,00,000/- per substitution instead of Rs. 25,000/- per substitution during first three months.

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 Service Provider 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 KPI – 3  KPI – 5	Value of Second Installment MULTIPLIED BY Average of KPI 1, KPI 2 and KPI 3  MINUS KPI – 5
3	Milestone – 3	KPI – 3	Value of Third Installment MULTIPLIED BY KPI 3  MINUS KPI – 5
4	Milestone – 4	KPI – 1 KPI – 2 KPI – 5	Value of Fourth Installment MULTIPLIED BY Average of KPI 1 and KPI 2  MINUS KPI – 5

5	Milestone – 5	KPI – 1 KPI – 2 KPI – 5	Value of Fourth Installment MULTIPLIED BY Average of KPI 1 and KPI 2  MINUS KPI – 5
6	Milestone – 6	KPI – 1 KPI – 2 KPI – 4 KPI – 5	Value of Sixth Installment Average of KPI 1, KPI 2 and KPI 4  MINUS KPI – 5
7	Milestone – 7	KPI – 1 KPI – 3 KPI – 5	Value of Seventh Installment Average of KPI 1 and KPI 3  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 as under:

- a. The Proposal are to submitted online at [www.mstcecommerce.com](http://www.mstcecommerce.com) and shall comprise all the documents as listed in Annexures and must be submitted online as per the instruction mentioned therein.
- 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. In the online price bid, the price quoted should be all inclusive (except GST) Consolidated Rate Per Student for two academic years viz. 2017-2018 (from December, 2017 onwards) and for 2018-2019.

#### 16. Earnest money

The earnest money of Rs. 2,00,000/- (Rupees Two Lakhs only) to be deposited through e-payment as mentioned below:

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	<a href="mailto:rshekh@rstcindia.co.in">rshekh@rstcindia.co.in</a>
Mobile	9442052481

#### 17. 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.

#### 18. 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:

$$S = St \times T\% + Sf \times P\%.$$

- 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 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, then firms not meeting the qualifying marks may be considered.
- o. The EMD of selected bidder will be returned after receipt of Bank Guarantee for release of Installment – 1. For other bidders, the EMD will be release within 15 days of the completion of selection process
- p. 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 three months from the end date of agreement.
- q. Date of opening of Financial Bid shall be intimated separately to shortlisted tenderer through E-Mail & telephonically on the given numbers and E-mail address of the bidders, so that they may be present in person if they so desire. The financial offer shall be opened on the decided date as described in the Schedule of the tender process.
- r. The financial offers of technically unqualified bidders shall not be opened.

#### 19. 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 coaching of Classes and Competitive Exams (as listed in this EoI) for last 3 years	Provided Coaching to average 500 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 from classes for competitive exams	Average Annual Turnover from Coaching Activities in the relevant subjects Rs. 100 Lakhs	Audited Financial Statements with all annexures for Past Three Years For Coaching Activities: A separate Certificate from a Chartered Accountant

	referred to in this EoI	during last 3 years	certifying turnover from Coaching Activities including the Exams
4	Number of faculties	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

## 20. 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 Coaching institute (for examination referred to in this EoI) during the last three years	10	For securing prequalification number of students – 2 marks Then for every 100 students– 1 mark	Same as mentioned in Sr. No. 2 of Para 18 – Eligibility Criteria
4	Average Number of students of coaching institute who have scored atleast 8CGPA or 80% marks in Class X during the last three years	10	For first 400 students – 2 Marks For every 250 students in excess of first 400 students – 1 marks	Same as mentioned in Sr. No. 2 of Para 18 – Eligibility Criteria

5	Number of Faculties	10	For first 10 faculties – 2 Marks For every faculty in excess of first 10faculties – 1 mark	Self-certified list with name, qualification and number of years of experience of faculties.
6	Conducted Coaching Classes in Chhattisgarh State	10	For First 5 years – 2 marks For every completed year after first five year – 1 mark	Same as mentioned in Sr. No. 1 of Para 18 – Eligibility Criteria Or any other official document duly notarized proving the fact

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 parameters of evaluation and team made by the Department	Based on Presentation
7	Study Material – Hard as well as soft copy	5	Based on parameters of evaluation and team made by the Department	Non-copyrighted soft copies and online materials and Hard Copies of study material
8	Detailed Work plan for execution of the assignment	5	Based on parameters of evaluation and team made by the Department	Work plan submitted by the applicant along with EoI
9	Quality of the faculty proposed	10	Based on parameters of evaluation and team made by the Department	List of Proposed faculty provided along with EoI

**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	An EMD of Rs. 2,00,000/- is required in the form of DD	DD in favour of Commissioner	Demand Draft in Original	
2	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	
3	Engaged in Coaching of Classes and Competitive Exams (as listed in this EoI)	Provided Coaching to 500 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	
4	Turnover from coaching activities from classes for competitive exams referred to in this EoI	Average Annual Turnover from Coaching Activities in the relevant subjects: Rs. 100 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	
5	Number of faculties	10 faculties for listed subjects in EOI	Self-certified list with name, qualification and number of years of experience of faculties.	
6	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	
7	Power of Attorney in terms of Para 15 (d)	--	Power of Attorney document in original	

**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 <b><u>(As per Format – 4)</u></b>	
4	Average Number of candidates scoring the required grade referred to in this EoI	Certificate by a Chartered Accountant for each year certifying the number of students including the number of pass students <b><u>(As per Format – 4)</u></b>	
5	Number of Faculties	Self-certified list with name, qualification and number of years of experience of faculties. <b><u>(As per format 5A)</u></b>	
6	Conducted Coaching Classes in Chhattisgarh State	Same as mentioned in Sr. No. 1 above or any other official document duly notarized proving the fact	
7	Knowledge of the faculty proposed and understanding and command over the subject	Based on Presentation	Not Applicable
8	Study Material – Hard as well as soft copy	Soft and Hard Copies of study material	
9	Detailed Work plan for execution of the assignment	Work plan submitted by the applicant along with EoI	
10	Quality of the faculty proposed	List of Proposed faculty provided along with EoI <b><u>(As per Format – 5B)</u></b>	



**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*	Class	Enrolled No. of Students	Students Passed	Pass %	Turnover
2015-2016	Class X				<<Single Figure>>
2016-2017	Class X				<<Single Figure>>
2017-2018	Class X				<<Single Figure>>
Total					

Place:

Signature

Date:

Name and Regn No. of CA Firm

Name and Membership No. member certifying

**Format – 5A: Existing Faculty**

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

**Format – 5B: Proposed Faculty**

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

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

### **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](http://www.mstcecommerce.com/eprochome/mstc)

#### **Contact person (MSTC Ltd):**

Sl No	Name of Contact Person	Email	Land Line	Mobile No
1	Mr Ravi Shekhar	<a href="mailto:rshekhar@mstcindia.co.in">rshekhar@mstcindia.co.in</a>	0771-2432481	9662052481
2	Ms Snigdha Mohanty	<a href="mailto:smohanty@mstcindia.co.in">smohanty@mstcindia.co.in</a>		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](mailto:rshekhhar@mstcindia.co.in) and [smohanty@mstcindia.co.in](mailto: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 TechnoCommercial 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](http://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](http://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. Note - The Techno-Commercial Bid & Price Bid cannot be revised once the submit button has been clicked by the Tenderer.

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](http://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.