

Section- 3: Instructions to Bidders

1. Purpose of inviting Online Tender

Chief Executive Officer, Zilla Parishad Ratnagiri Tal-Ratnagiri Dist- Ratnagiri, wants to launch under the Innovative scheme of District Annual Plan Internal coaching for competitive examination such as JEE, NEET for underprivileged and skilled students. Invites Online Tender (in two bid system - Technical Bid & Financial Bid) from the eligible Coaching Institutes registered and located in Ratnagiri and specialized in Coaching for JEE, NEET Examination and having proven track record and experience, for empanelment of coaching institutes for providing coaching to the candidates.

2. Bid Process

The Bidder has to submit a bid on-line **in two envelope systems**, one containing **Technical Bid** and other the **Financial Bid**.

3. Tender Fee (Non-Refundable)

The bidders are requested to deposit the Tender fee of **Rs.5700/-** for pay, Proof of the same should be attached with the Technical Bid. It is to be noted that the Tender Fee is non-refundable.

4. Payment through online mode only:

Bidder should note that payment of Tender fee and EMD has to be made only by online mode. Payment by cheque, DD, etc.

5. Earnest Money Deposit

The Earnest Money Deposit (EMD) of **Rs.95,000/-** is required to be deposited online through Net Banking. Proof of the same should be attached with the Technical Bid.

- a) The EMD shall be denominated in Indian Rupees only.
- b) No interest will be payable to the bidder on the amount of the EMD.
- c) Bids submitted without adequate EMD will be liable for rejection. Exemption from payment of EMD is not provided to any bidder.
- d) The EMD of unsuccessful bidders will be refunded after completion of Bid process and empanelment.
- e) EMD of successful bidder will be adjusted against the required value of Performance Bank Guarantee.
- f) EMD shall be non-transferable.

g) The EMD may be forfeited:

- i.** If a Bidder withdraws his bid or revises/ increases his quoted prices during the period of bid validity or its extended period, if any.
- ii.** If successful bidder fails to sign the Contract within time specified by Chief Executive Officer Zilla Parishad Ratnagiri
- iii.** If during the bid process, a bidder indulges in deliberate act that would jeopardize or unnecessarily delay the process of bid evaluation and finalization. The decision of the Chief Executive Officer Zilla Parishad Ratnagiri regarding forfeiture of the EMD shall be final and binding upon bidders.

6. Performance Bank Guarantee (BG):

Successful Bidder has to submit performance bank guarantee of 3% of the awarded contract value from any scheduled bank in India, within 10 days of award of work order. EMD of successful bidder will be adjusted against the required value of Performance Bank Guarantee. This shall be retained by Chief Executive Officer, Zilla Parishad Ratnagiri till the end of this contract and shall be released on successful completion of coaching during Contract period.

7. Transfer of Bid

The Bid / TENDER Document are not transferable. The bidder who purchases the Bid document and submitted Bid shall be the same.

8. Consortium and Joint Ventures

Bids of joint venture / consortium / subcontracting will not be accepted.

9. Preparation of Proposal and Completeness of Response

- a)** Bidders are advised to study all instructions, forms, terms & conditions, guidelines, requirements and other information in the Bid documents carefully. Submission of bid shall be deemed to have been done after careful study and examination of the Bid document with full understanding of its implications.
- b)** The response to this TENDER should be full and complete in all respects. Failure to furnish all information required by the TENDER document or submission of a proposal not substantially responsive to the TENDER document will be at the Bidder's risk and may result in rejection of their Proposal.
- c)** The proposal shall be signed by the Agency or duly authorized person(s) to bind the Agency to the Work Order. The letter of authorization shall be indicated by written power of attorney and shall

- d) No Agency is allowed to modify, substitute, or withdraw the Proposal after its submission

10. Place of opening of TENDER

The TENDER will be opened online in the Office of Chief Executive Officer Zilla Parishad Ratnagiri Dr.Babasaheb Ambedkar Bhavan, Malnaka, Ratnagiri Tal. Dist- Ratnagiri Pin- 415612, on the scheduled dates.

11. Bid Preparation Costs

The bidder shall submit the bid at its cost and Chief Executive Officer Zilla Parishad Ratnagiri, shall not be held responsible for any cost incurred by the bidder. Submission of a bid does not entitle the bidder to claim any cost and rights over Chief Executive Officer Zilla Parishad Ratnagiri shall be at liberty to cancel or modify any or all bids without giving any reason thereof.

12. Amendment of TENDER Document

- a) If deems it appropriate to revise any part of this TENDER or to issue additional data to clarify an interpretation of provisions of this TENDER, it may issue supplements to this TENDER. Any such corrigendum shall be deemed to be incorporated by this reference into this TENDER document.
- b) All the amendments made in the document would be published on the website of <https://mahatenders.gov.in>.
- c) The bidders are advised to visit the aforementioned website on regular basis for checking latest updates of this TENDER document. Chief Executive Officer Zilla Parishad Ratnagiri also reserves the rights to amend the dates mentioned in this TENDER for successful bid process.

13. Pre- Bid Meeting

- a. Pre- Bid meeting is open to all prospective bidders (Coaching Institute).
- b. If the agencies (Coaching Institute) who have purchased tender document have any query regarding the scope of work or terms and condition of this work, they are free to submit their queries in writing, addressed to the Chief Executive Officer, Zilla Parishad Ratnagiri at least one days before the date of pre-bid meeting.
- c. Chief Executive Officer, Zilla Parishad Ratnagiri will not respond to the queries sent in any other format than prescribed as per Annexure- VII or queries sent after the date of pre bid meeting. Only the queries received by Chief Executive Officer Zilla Parishad Ratnagiri in prescribed format before the pre bid meeting will be discussed during the pre-bid meeting. No other queries will be entertained during the pre-bid meeting. No telephonic queries will be entertained.
- d. After considering the queries submitted by prospective bidders, Chief Executive Officer Zilla Parishad Ratnagiri, may or may not accept the changes suggested by the bidder and accordingly may or may not change the tender document / amend the tender document.
- e. If there is any changes or amendments in tender document, it will be published online on mahatenders.gov.in and shall be treated as inherent part of the tender requirement.

f. The Pre- Bid meeting will be held on scheduled date in the Office of Chief Executive Officer Zilla Parishad Ratnagiri Dr.Babasaheb Ambedkar Bhavan, Malnaka Ratnagiri Tal. Dist- Ratnagiri Pin- 415612,

14. Chief Executive Officer, Zilla Parishad Ratnagiri Dr.Babasaheb Ambedkar Bhavan, Malnaka Ratnagiri Tal. Dist- Ratnagiri Pin- 415612, right to Clarifications & Amendments of Tender Document / termination of the tender process.

During the process of submission or evaluation of Proposals:

a) Chief Executive Officer Zilla Parishad Ratnagiri Dr.Babasaheb Ambedkar Bhavan, Malnaka Ratnagiri Tal. Dist- Ratnagiri Pin- 415612, may, at its discretion, ask Agency (Coaching Institute) for clarifications about its proposal. The Agency is required to respond within the prescribed time.

b) Chief Executive Officer Zilla Parishad Ratnagiri may for any reason, modify the Tender Document from time to time. The amendment(s) to the Tender Document would be clearly spelt out and the Agency may be asked to amend its proposal due to such amendments.

c) Chief Executive Officer Zilla Parishad Ratnagiri may terminate the Tender process at any time and without assigning any reason. shall not be held responsible for any cost incurred by the bidder in bid preparation. reserves the right to amend/edit/add delete any clause of this Tender Document. However, this will be informed to all and will become part of the bid.

15. Language of Bids

This bid / proposal and all associated correspondence should be submitted in English language only and shall conform to prescribed formats. Any interlineations, erasures or over writings shall be valid only if they are initialed by the authorized person signing the Proposal.

If any supporting documents submitted are originally in Marathi or Hindi language than that will be accepted as it is.

16. Bid Submission Format

The entire proposal shall be submitted strictly as per the format specified in this bid document. Bids with deviation from this format are liable for rejection.

17. Submission of Bids

The bidder should submit the Bid online, which shall comprise of the following two envelopes (Two envelope systems shall be followed for the bid):

- A. Technical Bid (Proposal). Including relevant credentials and supporting documents
- B. Financial Bid (Proposal).

18. Technical Bid

The **Technical Bid** should consist of all details, save and except the price as per **Annexure- I**. Technical Bid should be clearly super scribed as “**Technical Bid for Empanelment of under the Innovative scheme of District Annual Plan (Internal) coaching for competitive examination such as JEE,NEET for necessitous and skilled students.**”

a) Eligibility / Pre-qualification Requirements of the coaching institute is as under:

- i. Coaching Institution shall be a registered Institution under Indian Company Act, Indian Partnership Act, Trust, and Sole Proprietorship or under any other relevant applicable Act. Proof of registration should be submitted.
- ii. Coaching Institution shall be registered
- iii. Coaching Institution should have a minimum 3 years (From the date of registration) experience in providing Coaching for JEE, NEET Examination.
- iv. Coaching Institute should be an Income tax and GST payer. Proof of payment of tax (Income Tax Return) for last 3 years to be enclosed.
- v. Last 3 year's (FY 2023-24, 2022-23, 2021-22) average financial turnover of the Coaching Institute should be at least Rs.10 Lakh Audited financial statement and Income tax returns with PAN number should be submitted.
- vi. Coaching Institution, should provide coaching for minimum 3 subjects with full syllabus coverage of Physics, Chemistry, Biology along with all kinds of examination-2025-26
- vii. Minimum 50 candidates of the Coaching Institute must have got selected in JEE,NEET Examination Details of selected candidates along with their name, year in which coaching taken, Subject for which coaching taken, mobile number, year of passing 10thstd Examination to be submitted along with technical bid.
- viii. Details of course material and trainers' profile should be submitted.
- ix. The Coaching Institute should not have been black listed by any Government agency / Department / Autonomous Institute of any state Government and Central Government.
- x. Partners/Director of the Coaching Institute should not be having any criminal case against them.

b) Mandatory Documents to be uploaded with Technical Bid (Envelope No. 1)

- i. Technical Bid Form (Annexure I).
- ii. Copy of valid Registration Certificate of Institution under Indian Company Act or Indian Partnership Act or Trust, Proprietorship or any other relevant act, whichever is applicable.
- iii. Computer generated deposit receipt for Tender Fee & EMD.
- iv. GST Registration Certificate.
- v. PAN Card Copy
- vi. Income tax returns for last 3 financial years.
- vii. Audited Profit & Loss A/C / Income and Expenditure Statement and Balance Sheet for previous 3 financial years Last 3 year's (FY 2023-24, 2022-23, 2021-22)
- viii. Document supporting Annual Turnover: - Coaching Institute should have an average turnover of at least Rs.10.Lakh---in last 5 financial years. Turnover certificate specifying the annual financial turnover of last 5 financial year certified by Chartered Accountant is to be submitted along with technical Bid as per annexure VI.
- ix. Supportive document for experience (Work Order from previous Govt. Departments/agencies.). Mandatory only if the Coaching Institute is empanelled by any state govt. / Central Govt. / Govt. Department / Autonomous Institute of Govt.
- x. Past evidence such as Photograph of Coaching Centre, Classrooms, Infrastructure Facility and Audiovisual room. Are required.
- xi. Details of course material and List of faculty members with their bio-data and number of years of experience for the coaching of JEE, NEET Examination. The educational qualification of the teachers must be B.E/ B.Tech/ M.Tech or B.sc/M.sc. Teacher must be an expert in teaching field with with experience of teaching JEE, NEET syllabus.
- xii. Self-Declaration for not having criminal case against any faculty member.
- xiii. Undertaking / Declaration as per annexure - III
- xiv. Self-declaration for not black listed by any Government agency / Department / Autonomous Institute of any state Government and Central Government. (Annexure- IV).
- xv. Self-declaration for not having criminal case against any Governing member /Partner /Director (Annexure- V).
- xvi. Year wise details of successful candidates in **JEE, NEET** Examination. Minimum 50 candidates of the Coaching Institute must have been selected in **JEE, NEET** in last 5 years. Details of the selected

candidates to be submitted in following format

Sr. No	Name of the candidate who got selected in JEE,NEET Examination	Mobile Number	Year of Coaching	Subject for which coaching is provided	Year of passing JEE,NEET Examination

- xvii. **Coaching Institution, should provide coaching for subjects which are required with full syllabus coverage of Self-Declaration along with name of subject and name of faculty should be provided.**

Note: The Financial Bid will be opened only after the opening and scrutiny of the Technical Bid. The Financial Bids of only those Bidders will be opened whose Technical Bids are qualified

19. Financial Bid:

The Financial Bid will contain only the **Financial** Bid as per **Annexure -II**, duly filled in and signed and must be clearly super scribed as **“Financial Bid for Empanelment of coaching institutes to provide coaching for JEE, NEET Examination”**.

20. Disqualification:

The bidder should ensure that all the required documents, as mentioned in this TENDER / bidding document, are submitted along with the bid. Non submission of the required documents may lead to the rejections of the bid submitted by the bidder. Besides other conditions and terms highlighted in the tender document, bids may be rejected / disqualified under following circumstances:

- In case the Bidder fails to meet the bidding requirements as indicated in this Bid /TENDER or not submitted in accordance with the procedure and formats prescribed in this document.
- During validity of the Bid, or its extended period, if any, the Bidder increases his quoted price.
- Incomplete Bid or failure to furnish all information required as per tender document and failure to furnish proofs for information provided.
- Bid is received after due date and time.
- Bid is not accompanied by all the requisite documents.
- Bids submitted without or with improper EMD or Tender Fee
- Bids without signature of person (s) duly authorized on require pages of the bid.
- Bids without power of authorization and any other document consisting of adequate proof of the

- Ability of the signatory to bind the Bidder.
- If the information provided by the Bidder is found to be incorrect / misleading at any stage / time during the Tendering Process.
- Technical Bid containing commercial details or revelation of prices in any form or by any reason before opening the commercial Bid.
- Financial Bids that do not conform to the Tender's Commercial Bid format (Annexure- II).
- The Bidder not conforming to unconditional acceptance of full responsibility of providing services in accordance with the Agreements of this tender.
- If the bid does not conform to the timelines indicated in the bid.
- If the purchaser of the bid (i.e., who pay Tender Fee and EMD) and submitter of the bid is different.
- Any effort on the part of a Bidder to influence the bid evaluation, bid comparison or contract award decisions by unlawful/corrupt/fraudulent means at any point of time during the Bid process.
- Bidder fails to enter into a Contract within 10 Days of the date of issue of Letter of empanelment / award of contract or within such extended period, as may be specified by the Chief Executive Officer, Zilla Parishad Ratnagiri.
- While evaluating the Proposals, if it comes to the Chief Executive Officer, Zilla Parishad Ratnagiri. knowledge expressly or implied, that some Bidders may have colluded in any manner whatsoever or otherwise joined to form an alliance resulting in delaying the processing of Proposal then the Bidders so involved are liable to be disqualified for this contract as well as for a further period of three years from participation in any of the TENDER floated by the Chief Executive Officer, Zilla Parishad Ratnagiri Bidder doesn't agree to the Terms and Conditions of the Bid.

21. Opening of Bid

a) Envelope No. 1 containing the **Technical Bid (Technical Proposal)** shall be opened online in the head office of Chief Executive Officer Zilla Parishad Ratnagiri

b) Envelope No. 2 containing Financial Bid (Commercial Proposal) of the bidders, who have been qualified in the Technical Bid, shall only be opened, in Chief Executive Officer Zilla Parishad Ratnagiri

c) Tenders will be opened on or after scheduled time specified in the tender notice.

d) Tenders will be opened by Tender Committee / Bid Evaluation Committee.

e) Initially the payment of Tender Fee and EMD will be verified, if it is correctly paid then only the opening of technical bid will be done and evaluation of technical bid will be carried out.

f) Commercial Bid will be opened only after the opening and scrutiny of the Technical Bid. The Commercial

Bids of only those Bidders will be opened who fulfils the qualifying criteria and qualifies in Technical Bid Evaluation

22. Evaluation of Technical and Financial Bid:

Bid Evaluation the Technical and Financial Bid and submit its recommendation to Chief Executive Officer Zilla Parishad Ratnagiri would be final and binding upon all the Bidders.

A. Evaluation of Technical Bid (Proposal)

The evaluation of the **Technical Bid** will be carried out in the following manner:

- i. The Bidder's Technical Bid will be evaluated as per the requirements and evaluation criteria as mentioned in this Bid document. The Bidders are required to submit all required documentation in support of the evaluation criteria.
- ii. At any time during the Bid evaluation process, the Bid Evaluation Committee may seek written clarifications from the Bidders. The Committee may seek inputs from their professional and technical experts in the evaluation process.
- iii. Chief Executive Office Zilla Parishad Ratnagiri may, at its discretion, call for additional information from the Agency/Bidder. Such information has to be supplied within the set out time-frame, otherwise the Bid Evaluation Committee shall make its own reasonable assumptions at the total risk and cost of the agency/ bidder and the Proposal is liable to be rejected. Seeking additional information or clarifications cannot be treated as acceptance of the proposal.
- iv. For verification of information submitted by the agency, the Bid Evaluation Committee may visit agency's/ bidders' offices at its own cost. The agency shall provide all the necessary documents, samples and reference information as desired by the Committee. The Agency shall also assist the Committee in getting relevant information from the Agency references, if desired.
- v. The Committee reserves the right to do a reference check of the past experience stated by the Bidder. Any feedback received during the reference check shall be taken into account during the technical evaluation process.
- vi. The Commercial Bid will be opened only after the opening and scrutiny of the Technical Bid. The Commercial Bids of only those Bidders will be opened whose Technical Bids are qualified. I.e., Only technically qualified Proposals / Bids shall be considered for financial bid Opening.

23. Signing of Contract

Once Chief Executive Officer Zilla Parishad Ratnagiri notifies the successful bidder that its bid / proposal has been accepted, Education Officer (secondary) Zilla Parishad Ratnagiri shall enter into a, incorporating the conditions of the tender document .

for the period of 2 year or the completion of coaching whichever is later, from the effective date as mentioned. However Chief Executive Officer Zilla Parishad Ratnagiri.

Chief Executive Officer Zilla Parishad Ratnagiri may forfeit the Earnest Money Deposit (EMD) and cancel the Bid, in case the successful bidder is unable to execute contract within 10 days of the date of issue of Letter of selection / award of contract or within such extended period, as may be decided by the Chief Executive Officer Zilla Parishad Ratnagiri

Section-4: General Terms and Conditions

Agency (Coaching Institute) should read these Terms and Conditions carefully and comply strictly while submitting the Proposals/Bid/Expression of Interest

1. Conditional Bid (TENDER Proposals) are liable for rejection.
2. Intending bidders can have detailed information from the office of Chief Executive Officer Zilla Parishad Ratnagiri hours.
3. Agency (Coaching Institute) shall not assign or sublet the Work Order or any part thereof to any other agency, nor can the agency have arrangement with other company/agency for bidding purpose. Joint venture is not permitted. If the Coaching Institutions are found to have sublet the contract, the contract will be terminated at the risk and cost of the Coaching Institutions concerned and the agency will be blacklisted.

4. Validity of Proposal

The following will be considered for the validity of the proposals deemed submitted:

- a. Proposals shall remain valid for a period of 120 days from the date of opening of Proposal.
 - b. Chief Executive Officer Zilla Parishad Ratnagiri reserves the right to reject a proposal valid for a shorter period as non-responsive.
 - c. In exceptional circumstances Chief Executive Officer Zilla Parishad Ratnagiri may request the Agency's consent to an extension of the period of validity. The request and the response thereto shall be made in writing.
5. Rates (Coaching Fee) quoted will be valid up to 120 days from the submission of the bid.
 6. Rate (Coaching Fee) shall be written both in words and figures. There should not be errors and /or over-writings and corrections, if any, should be made clearly and initialed with dates. The rates quoted in words will be considered in case of difference in the rates quoted in words and figures.
 7. Direct or indirect canvassing on the part of the Agency (Coaching Institute) or his representative will lead to disqualification.
 8. If an Agency (Coaching Institute) imposes conditions, which is in addition to or in conflict with the conditions mentioned herein, his Bid is liable to rejection. In any case none of such conditions will be

deemed to have been accepted unless specifically mentioned in the letter of acceptance of Bid issued by the Chief Executive Officer Zilla Parishad Ratnagiri

9. Chief Executive Officer Zilla Parishad Ratnagiri reserves the right to reject any or all bids without assigning any reason and accept bid for all or anyone.

10. Chief Executive Officer Zilla Parishad Ratnagiri reserves the right to increase or decrease the number of students/ candidates to be deputed to the institutions, to ensure Qualitative Coaching.

11. The Coaching Institutions shall conduct periodic tests.

12. The Coaching Institutions shall cover the complete syllabus of JEE, NEET Examination. If the coaching is incomplete or not properly imparted, the Coaching Institute will be **blacklisted** and complete fee due will not be paid.

13. The Coaching Institutions shall provide study material/ Class notes (at no extra cost) to the candidates, as and when the study materials/ class notes are given to other candidates taking coaching in the institute.

14. The selected Institutions shall enter into a contract agreement on a non-judicial stamp paper of Rs 500, with terms and conditions as per the format specified by Chief Executive Officer Zilla Parishad Ratnagiri within 10 days from the receipt of written communication of letter of selection to this effect, failing which the EMD will be forfeited and the Institution will be removed from the empanelled list of institutes.

5. Payment Terms:

- a) **Coaching fee will be paid in four installments;** first installment of thirty percent (30 %) of the total fee will be paid on or before the completion of one months of Coaching. Second installment of thirty percent (30 %) of the total fee will be paid on or before the completion of three months of coaching. Third installment of twenty percent (20 %) of the total fee will be paid on or before the completion of five months of coaching and final installment of twenty percent (20%) of the total fee will be paid after completion of coaching. Chief Executive Officer Zilla Parishad Ratnagiri reserves the right to change the payment terms.
- b) Payment of Coaching Fee shall be made after deducting all statutory deductions (TDS) in lieu of the taxes levied by the state government, central government and other authorities.
- c) Chief Executive Officer Zilla Parishad Ratnagiri is not liable to pay any kind of interest on delayed payment.

15. Chief Executive Officer Zilla Parishad Ratnagiri reserves the rights of overall monitoring of the Training program.

16. The coaching institutes should submit their invoice / bill for each installment, in duplicate with the list of candidates. The payments shall be made demand and receipt of invoice. If, due to any reasons,

payment delayed, no interest is payable.

17. The contract is for a period of one year or up to the completion of syllabus of JEE, NEET whichever is later. On completion of coaching, the institute will have to submit following reports to Chief Executive Officer Zilla Parishad Ratnagiri

- Declaration of completion of course on the letter head.
- Results of Test conducted by the Coaching Institute
- Attendance of the candidates if required for any month.

18. Chief Executive Officer Zilla Parishad Ratnagiri has the power to issue notices in writing and to instruct/direct the Institutions to make alterations/variations in the assigned Coaching.

6. Failure to abide by the Agreement:

The conditions stipulated in the agreement shall be strictly adhered to and violation of any of the conditions will entail termination of the contract without prejudice to the rights of the Chief Executive Officer Zilla Parishad Ratnagiri.

With such penalties as specified in the Bidding document and the Agreement.

7. Confidentiality of the Document

I. This Tender Document is confidential shall ensure that anything contained in this Tender Document shall not be disclosed in any manner, whatsoever.

ii. The Agency becomes insolvent or bankrupt or goes into liquidation whether compulsory or voluntary.

If a Force Majeure situation arises, the coaching institute shall promptly notify Chief Executive Officer Zilla Parishad Ratnagiri in writing of such condition and the cause thereof. Unless otherwise directed by Chief Executive Officer Zilla Parishad Ratnagiri in writing, the coaching institute shall continue to perform its obligations under the Contract as far as it is reasonably practical and shall seek all reasonable alternative means for performance not prevented by the Force Majeure event.

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Annexure – I
TECHNICAL BID (PROPOSAL)

[Agency (Coaching Institute) is required to submit the Technical Bid as given under on their letter head, duly stamped and signed by authorized person]

To,
 Dr. Babasaheb Ambedkar Bhavan
 Chief Executive Officer
 Zilla Parishad Ratnagiri
 Malnaka Ratnagiri
 Tal. Dist- Ratnagiri Pin- 415612,

Subject: Technical Bid for providing coaching to the JEE, NEET candidates Examination.

Reference: Tender No. Dated.....

Respected Sir,

I / We hereby offer to submit the Technical Bid for to the NEET Examination.

I / We have read, and understood the contents of the Tender/Bid Document and further state that I / We unconditionally accept and abide by the terms & conditions specified therein.

I / We submit the Technical Bid (Proposal) as under:

1.	Name and address of the head office of the Coaching Institute Note:- Certificate of Incorporation / Registration, Rent / Lease agreement should be submitted along with Technical Bid	
2.	Address and contact details of branch office of the Coaching Institute Note:- Rent / Lease agreement should be submitted along with Technical Bid	
3.	Name of Managing Director / CEO/ Chairperson / President/Partner/Director	
4.	Contact Person's Name and Designation	
	Contact No.	

5.	<p>Date of Establishment or incorporation of organization / Coaching Institute as per Documents of establishment/ certificate of incorporation / registration of the organization</p> <p>Note:- Certificate of Incorporation / Registration/Shop Act/ Trust/ Partnership deed/ Registration certificate under any relevant applicable act should be submitted along with Technical Bid</p>					
6.	a) Whether the Coaching Institute is registered under relevant Act. Such as Company Act, Partnership Act, Trust, proprietorship or any other relevant applicable Act.(Yes/No)					
	b) If Yes, under which act. Coaching Institution is registered (Legal status)					
	c) Specify, whether the Coaching Institute is a Public Limited Company, Private Limited Company, Partnership firm, proprietorship, trust or any Other					
	d) Registration Number					
	e) Date of Registration					
	f) Date of Expiry if any					
7.	a) Whether GST payee (Yes / No).					
	b) If Yes, Mention GST number					
	Note: Submit GST Registration Certificate along with Technical Bid.					
8.	a) Whether Income tax payee (Yes / No).					
	b) Mention Permanent Account Number (PAN) of the organization or as applicable.					
	Note: Submit Copy of PAN card along with Technical Bid.					
9.	Total financial turnover for the last 5 financial years as per income tax return and financial statement.	2019-20	2020-21	2021-22	2022-23	2023-24

10.	Total years of experience of the Coaching Institution JEE, NEET Examination. Note: Period before the date of registration of the organization is not considered				
11.	Year wise details of successful candidates of the Coaching Institute in the final result of JEE,NEET Examination of last 5 years:				
	Particulars	2020-21	2021-22	2022-23	2023-24
	Number of successful candidates of the Coaching Institute in the final result of JEE,NEET Examination				
	Note: List of the candidates, contact number, subject for JEE, NEET Examination should be submitted with technical bid to support the above number.				
12.	Whether the Coaching Institute has provided / providing Coaching for JEE,NEET Examination to the candidates sponsored by any state/ central government organization or any autonomous institute of central or state government or any public sector undertaking (Yes / No). If yes furnish following details:				
	Name of the organization / institute that has sponsored the candidates	State	Category of candidate (SC/ ST / OBC/Minority/Any other	Total number of candidates sponsored to the coaching institute in last 3 years	
				2022-23	2023-24
	Note: Empanelment letter and Work order / Agreement should be submitted with Technical Bid to support the above information				

13.	Details of faculty:				
	Sl. No.	Name of faculty	Qualification	Teaching Subject	Experience in coaching for JEE, NEET Examination (In years)
<p>Note: List of all the faculty (Visiting / Permanent) with above details should be provided along with their Bio data. Faculty should not be in any full-time employment in any College, University, State or Central Govt., private Company, etc.</p>					
14.	Subjects applicable for JEE, NEET Examination-2025/26, offered by the Institute		1)		
			2)		
			3)		
			4)		
			5)		
15.	Study Material		<p>Bidder must submit one copy of the following study material on or before the date of opening of Technical bid:</p> <ul style="list-style-type: none"> a. Study materials/ booklets/ books of the Coaching Institute covering all the topics in the latest syllabus of JEE, NEET Examination. b. Study materials/ booklets/books covering Multiple Choice Questions as per syllabus of JEE, NEET Examination. c. Study materials/ booklets/books covering Descriptive Questions as per latest syllabus of JEE, NEET Examination 2025/26. 		
16.	Academic Plan: Submit a Meticulously drafted academic plan covering all points of the syllabus				
17.	Stability of the institute and Credibility of the management		<p>a) Constitution of the institute and Vision and mission statement should be submitted</p> <p>b) Self Declaration on the letter head that the institute is not blacklisted by any of the Govt. /Semi Govt. Organization / Autonomous Institute of Govt. (Annexure – IV)</p> <p>c) Self-declaration on the letter head that none of the Governing member / Partner/Director is having criminal case against them. (Annexure – V)</p>		

18.	Efforts to improve performance of the weak students	Efforts taken to improve the performance of the weak students by regular counseling, extra lecture, etc., to be submitted along with Technical Bid.
19.	Number of candidates of the Coaching Institute is willing to provide coaching for the year 2025-26.	
20.	Whether all the documents specified in point 18 (b) and 22 of section -4, of this tender document is uploaded with Technical Bid (Yes / No)	
21.	Any other details:	

Yours faithfully,

Signature of Authorized Representative

Designation

Date

Annexure – II**FINANCIAL BID (PROPOSAL) FOR THE COACHING OF MPSC (STATE SERVICES) EXAMINATION IN OBJECTIVE (MCQ) PATTERN**

[Agency (Coaching Institute) is required to submit the Commercial Bid as given under, on their letter head, duly stamped and signed by authorized person]

To,

Dr. Babasaheb Ambedkar Bhavan
Chief Executive Officer
Zilla Parishad Ratnagiri
Malnaka Ratnagiri
Tal. Dist- Ratnagiri Pin- 415612

Subject: Financial Bid for providing coaching to the JEE, NEET candidates Examination.

Reference: Tender No. Dated.....

Respected Sir,

I / We hereby offer to submit the Financial Bid for providing coaching to the to the JEE, NEET

I / We have read, and understood the contents of the Tender/Bid Document and further state that I / We unconditionally accept and abide by the terms & conditions specified therein.

I / We submit the Commercial Bid (Proposal) as under:

Sr. No.	Subjects	Course Fee (Excluding taxes) per candidate of online coaching for JEE, NEET Examination.		Course fee (Excluding taxes) per candidates of offline coaching JEE, NEET Examination.	
		Amount (Rs)	Amount in words (Rs)	Amount (Rs)	Amount in words (Rs)
1.	Coaching for complete syllabus of JEE, NEET Examination				
3.	Test Series for JEE, NEET Examination				
4.	Test Series for JEE, NEET Examination				
TOTAL					

Note:

1. Above Course/ Coaching Fee are excluding GST. GST at the applicable rates as may be in force from time to time will be in addition to the above Course/ Coaching Fee.
2. Course/ Coaching Fee should be quoted for each of the above courses, combined Course/ Coaching Fee should not be quoted
3. Duration of the coaching for JEE, NEET Examination is approximately 12 months
4. The Course/ Coaching Fee quoted above are for 1st year of Coaching. The contract may be extended based on decision arrived at mutually between Chief Executive Officer Zilla Parishad Ratnagiri and the Agency (Coaching Institute).
6. For evaluation purpose the Total Amount excluding Taxes as quoted above shall be taken into consideration.

Yours faithfully,

Signature of Authorized Representative

Designation

Date

Annexure- III

(Declaration / Undertaking of the Coaching Institution to be submitted along with Technical Bid, on its letter head)

To,

Dr. Babasaheb Ambedkar Bhavan
Chief Executive Officer
Zilla Parishad Ratnagiri
Malnaka Ratnagiri
Tal. Dist- Ratnagiri Pin- 415612,

Subject: Tender / Proposal for providing coaching to the candidates to Be JEE, NEET Examination.

Respected Sir,

I/Wedo hereby submit tender/bid for providing coaching to the JEE, NEET Examination, the terms and conditions as mentioned in the Bid Document.

1. We have read all the provisions of Tender Document and confirm that these are acceptable to us.
2. We agree to abide by this Proposal, consisting of this letter, our Technical and Financial Proposals, and all attachments, for a period of 120 days from the date fixed for submission of Proposals as stipulated in the Tender Document and modifications if any, and it shall remain binding upon us and may be accepted by you at any time before the expiration of that period.
3. We hereby declare that all the information and statements made in this proposal are true and accept that any misrepresentation or misinterpretation contained in it may lead to our disqualification.
4. We understand, you are not bound to accept any proposal you receive, not to give reason for rejection of any proposal and that you will not reimburse any expenses incurred by us in bidding.
5. I/We have read the Tender documents and related matters carefully and diligently and that I / We have uploaded the tender having studied, understood and accepted the full implications of the agreement and or bids
6. The requirements of the tender agreement stated herein will be fulfilled by me/us to the satisfaction of Chief Executive Officer Zilla Parishad Ratnagiri
7. We have paid the EMD of Rs 95,000 and Tender fee of Rs 5,700 and the proof of the same is submitted along with the Technical Proposal. We understand that the EMD and Tender fee is mandatory and exemption from the payment is not provided for the same.
8. We are aware that Tender fee of Rs 5,700 is non refundable.

9. We are aware that the EMD of Rs 95,000 will not bear any interest and the EMD of the successful bidder will be adjusted against performance bank guarantee. This contract and shall be released on successful completion of coaching during Contract period. EMD of the bidders whose bids is rejected will be refunded on completion of the tender process and award of contract to successful bidder.
10. We are aware that Successful Bidder has to submit performance bank guarantee of 3% of the awarded contract value from any scheduled bank in India, within 10 days of award of work order. EMD of successful bidder will be adjusted against the required value of Performance Bank Guarantee. This contract and shall be released on successful completion of coaching during Contract period.
11. I/We understand that the, offering, giving, receiving or soliciting of anything of value to influence the action its personnel while executing this work will lead to rejection of our bid.
12. I/We understand that the misrepresentation of facts, in order to influence a Selection process or the execution of a Work Order, and includes collusive practice among Agency (prior to or after Proposal submission) designed to establish Proposal prices at artificially high or non-competitive levels and to deprive of the benefits of free and open competition will lead to rejection of our bid.
13. I/We understand that, putting influence, pressure from the person/ Authority within and or outside of the (organization), harming or threatening to harm, directly or indirectly, persons or their property to influence their participation/ selection in the tender process or execution of the Work order will lead to rejection of our bid.
14. If our Bid (Proposal) is accepted, I/We agree to abide by and fulfill all the terms and conditions of the contract.
15. We hereby distinctly and expressly declare and acknowledge that before submission of this tender (Proposal) we have carefully followed the instructions.
16. We distinctly agree that, we would hereafter make no claim or demand upon or arising out of any alleged misunderstanding or misconceptions or mistake on my / our part of the said contract, agreements, stipulations, restrictions and conditions.
17. Any notice required to be served on me / us shall be sufficiently served on me / us by post (registered or ordinary), email or courier or left at my / our office address given herein.

I / We fully understand the terms and conditions of the contract to be entered into between me/us and the Chief Executive Officer Zilla Parishad Ratnagiri the written agreement shall be the foundation of the rights of both the parties and the contract shall not be deemed to be complete until an agreement has been signed.

Yours faithfully,

Signature of Authorized Representative

Designation

Date

Annexure- IV

(Declaration / Undertaking of the Coaching Institution to be submitted along with Technical Bid, on its letter head)

Dr. Babasaheb Ambedkar Bhavan
Chief Executive Officer
Zilla Parishad Ratnagiri
Malnaka Ratnagiri
Tal. Dist- Ratnagiri Pin- 415612,

Subject: Undertaking / Declaration that, the Coaching Institute not to be blacklisted.

Respected Sir,

I/We do hereby submit declaration/
undertaking that our Coaching Institute (Name)..... is
not Blacklisted by any Government agency / Department / Autonomous Institute of any state
Government and or Central Government.

I/We have read the Tender documents and related matters carefully and diligently and that I / We
have uploaded the tender having studied, understood and accepted the full implications of the
agreement.

Yours faithfully,

Signature of Authorized Representative

Designation

Date

Annexure- V

(Declaration / Undertaking of the Coaching Institution to be submitted along with Technical Bid, on its letter head)

To,

Dr. Babasaheb Ambedkar Bhavan
Chief Executive Officer
Zilla Parishad Ratnagiri
Malnaka Ratnagiri
Tal. Dist- Ratnagiri Pin- 415612,

Subject: Undertaking / Declaration that, none of the Partner / Director is having Criminal Case against them.

Respected Sir,

I/We do hereby submit declaration/
undertaking that None of the Governing Member, Director, Partner, Managing Director, CEO of our
Coaching Institute (Name)..... is having Criminal Case
against them.

I/We have read the Tender documents and related matters carefully and diligently and that I / We have
uploaded the tender having studied, understood and accepted the full implications of the agreement.

Yours faithfully,

Signature of Authorized Representative

Designation

Date

Annexure- VI**Financial Turnover Certificate**

This is to certify that, we have verified the annual financial turnover of the Company/firm/Agency
/Coaching institute

named..... having
head office at (Address)..... from the
coaching of Competitive Examination and it is as mentioned below:

Particulars	FY 2020-21 Amount (Rs) in both figures and words	FY 2021-22 Amount (Rs) in both figures and words	FY 2022-23 Amount (Rs) in both figures and words	FY 2023-24 Amount (Rs) in both figures and words	FY 2024-25 Amount (Rs) in both figures and words
Annual Financial Turnover from the coaching of Competitive Examination					

Name of CA Firm:

Name of Signing Partner:

Membership Number:

Signature:

Office Seal:

Date:

Annexure- VII

Pre-Bid Queries Format

Name of the Bidder (Organization / Agency):

Name and designation of Person(s) representing the Bidder:

Contact Number:

Email Id:

Sr. No.	Tender document page number	Clause, section, point serial number (Tender Ref.)	Query/ Clarification required	Suggestion
1				
2				
3				
4				

Signature:

Designation:

Date: