

कार्यालय जिला शिक्षा पदाधिकारी, हजारीबाग

जिला समाहरणालय, हजारीबाग- 825301

E-Mail - deo\_hazaribagh@rediffmail.com

748

19.4.25

**अल्पकालीन इच्छा की अभिव्यक्ति (Expression of Interest)**

वित्तीय वर्ष 2024-25 में "बढ़ते कदम" कार्यक्रम के तहत कस्तूरबा गाँधी मुख्यमंत्री उत्कृष्ट बालिका विद्यालय चुरचू की 11वीं एवं 12वीं की छात्राओं को आई०आई०टी० एवं मेडिकल परीक्षा में उत्तीर्ण कराने के उद्देश्य से विभिन्न कोचिंग संस्थानों से कोचिंग देने से संबंधित "प्रस्ताव के लिए अनुरोध (Request for Proposal)" आमंत्रित की जाती है। इच्छुक कोचिंग संस्थान विभिन्न शर्तों के अनुरूप अपना सीलबंद प्रस्ताव "प्रस्ताव के लिए अनुरोध (Request for Proposal)" अन्तर्गत दिनांक-05.05.2025 के अपराह्न 05.00 बजे तक कार्यालय, जिला शिक्षा पदाधिकारी, हजारीबाग में समर्पित करना सुनिश्चित करेंगे। दिनांक-06.05.2025 के पूर्वाह्न 11.00 बजे प्राप्त निविदा समिति के समक्ष बीड खोला जायेगा जिसमें इच्छा की अभिव्यक्ति में भाग लेने वाले संस्थानों के प्रतिनिधि की उपस्थिति अनिवार्य है। निर्धारित तिथि एवं समय के पश्चात् जमा किये जाने वाले "प्रस्ताव के लिए अनुरोध" पर कोई विचार नहीं किया जायेगा। निविदा की नियम एवं शर्तें हजारीबाग जिला के वेबसाइट <https://www.hazaribag.nic.in> पर देखा जा सकता है। बिना कोई कारण बताये इस इच्छा की अभिव्यक्ति (Expression of Interest) को रद्द करने का अधिकार अधोहस्ताक्षरी को सुरक्षित रहेगा।

19/4/25

जिला शिक्षा पदाधिकारी,  
हजारीबाग।

**REQUEST FOR PROPOSAL (RFP) FOR**

**SELECTION OF COACHING AGENCY**

**FOR**

**PROVIDING ENGG/MEDICAL ENTRANCE EXAMINATION COACHING TO  
SELECTED STUDENTS FROM KGBV CM SOE GIRLS CHURCHU, HAZARIBAG  
(BADHTE KADAM)**

**HAZARIBAG DISTRICT OF JHARKHAND**

**DATE OF ISSUE: 19/04/2025**

**ADDRESS:**

District Education Office,  
Hazaribag Government of  
Jharkhand Phone:

.....

Email:

**Address for communication & submission of documents during tender period:**

District Education Office, B-004, Ground floor, Deputy Commissioner Office, Sarley,  
Dipugarha, Hazaribag - 825301

Phone:

Email: deo\_hazaribagh@rediffmail.com

## NOTICE INVITING EXPRESSION OF INTEREST

FOR

Selection of institution for coaching of selected students for KGBV CM SOE Girls Churchu National and State level Engineering entrance examinations in Hazaribag, District, Jharkhand.

RFP No: 01/748

Hazaribag, Dated: 19/04/2025

The District Administration of Hazaribag, being aware of the acute need for improving access to high quality higher education to students in the district has planned to start a coaching institute for national & state level Engineering and Medical entrance examination from this year onwards. To this end, the District Administration is seeking a reputed and experienced organization with proven track record in the coaching sector to run this institute this year. The organization will be expected to provide both academic support for school academics (Class XII Board examination) as well as coaching for entrance examinations. Offers are invited from reputed firms for the said work, which will be purely on contract basis for a duration of 2 years extendable up to one year based on performance of the coaching agency.

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

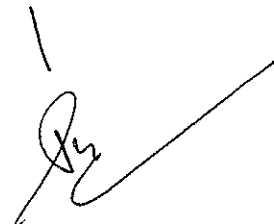
The bids are to be submitted by post (Registered/Speed) or by hand as per the format specified in this RFP, at the following address latest 05/ 05/ 2025 by 05:00 PM.

Address for communication & Submission of documents:

District Education Office, B-004, Ground floor, New Samaharnalay Bhawan, Sarley, Dipugarha, Hazaribag- 825301

Email: deo\_hazaribagh@rediffmail.com

The Technical Bid would be opened in office of District Education Office, B-004, Hazaribag District, on 06/ 05/ 2025 at 11:00 AM in the presence of bidders who choose to be present and whose EMD and other supporting documents is in order.

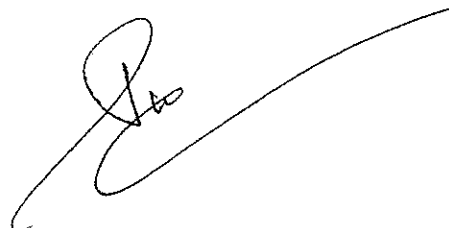


## FACTSHEET

S.No.	PARTICULARS	DETAILS
1	Name of the work	Selection of agency for coaching of selected students of 'KGBV CM SOE Girls Churchu for national/state level engineering and medical entrance examinations in Hazaribag District, Jharkhand
2	Name of the issuer of this Request for proposals	District Education Officer, Hazaribag
3	Date of issue of RFP document	19/04/2025
4	Last Date for Submission of Bid	05/05/2025 by 05:00 PM
5	Date of Technical & Financial Bid opening	06/05/2025 at 11:00 AM
6	Date of presentation of eligible bidders	06/05/2025 (In case the technical presentation is not completed on the said date, a later date may be notified to the eligible bidders)
7	Place of Bid Opening	District Education Office, B-004, Ground floor, New Samaharnalay Bhawan, Sarley, Dipugarha, Hazaribag - 825301 Email: deo_hazaribagh@rediffmail.com
8	Address of Communication	District Education Office, B-004, Ground floor, New Samaharnalay Bhawan, Sarley, Dipugarha, Hazaribag - 825301 Email: deo_hazaribagh@rediffmail.com
9	Earnest Money Deposit (EMD)	Rs. 2,00,000 /-(Two Lakh rupees only) DD in favor of District Education Officer, Hazaribag
10	Availability of Expression of interest Document	Request for proposal can be downloaded from <a href="https://hazaribag.nic.in/">https://hazaribag.nic.in/</a>
11	Method of selection	Quality cum cost-based selection

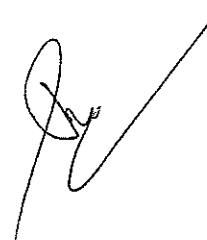
**Note:** The District Administration reserves the right to change any schedule. Please visit the website mentioned in the RFP document regularly for the same.

Proposals must be received not later than the time, date mentioned in the Fact Sheet. Proposals that are received after the deadline will not be considered.

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## PART-1 About “Badhte Kadam” (Section-1)

Hazaribag district has a total of 10 KGBV Schools, which are plus two schools. Here, students of Std. 11<sup>th</sup> and 12<sup>th</sup> are good in their science/mathematics streams. They further wish to pursue their dream in the field of science. The limited number of learning facilities in these streams at the intermediate level and lack of teaching faculty especially in science stream, has led students to take arts streams despite their interest in science. For this purpose, under “Transforming Aspirants” district administration Hazaribag has decided to launch an online/offline hybrid plan for such interested students.

### Components of the Initiative and Target Beneficiaries

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

The residential school is proposed to have the following components:

- 1) Specialized coaching for science students in 11<sup>th</sup> standard to clear engineering and medical entrance examination.
- 2) Specialized coaching/classes for science students currently in 11<sup>th</sup> standard to help them score better in the 12<sup>th</sup> standard board examinations.

### Objectives

The objectives of this initiative are as follows:

**Short Term Objective** – The initiative is expected to help the students from the KGBVs of the District to clear national and state level engineering and medical entrance examinations. The short term objective will also be to improve the pass percentage of the District for the intermediate level and ensure that students from the District go on to pursue their higher education from top institutions of the country.

**Long Term Objective** - The long term objective is to provide ample opportunities and assistance to the students in the higher classes so that all students can continue to pursue their education in top institutions without any financial hindrance. This initiative is also expected to transform the lives of communities benefited by the scheme.

### Selection of students

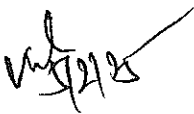
The selection of the students for the program will be done by conducting entrance tests to select students on a merit basis with all girls preferably. In the first year, the initiative shall select a minimum of **100 students (50 for NEET & 50 for JEE)**, subject to increase in the following year as decided by the District Administration.





## Definitions and Interpretations (Section-2)

- “Agreement”** means the Agreement to be signed between the successful bidder and District Administration including all attachments, appendices, all documents incorporated by reference there to together with any subsequent modifications, the RFP, the bid offer, the acceptance and all related correspondences, clarifications, presentations.
- “Bidder”** means any firm offering the solution(s), service(s) and /or materials required in the RFP. The word Bidder when used in the pre award period shall be synonymous with Bidder, and when used after award of the Contract shall mean the Coaching Agency which the District Administration signs the agreement for providing its services.
- “Contract”** issued synonymously with Agreement.
- “District Administration”** means the District Administration of Hazaribag, Jharkhand
- “Designated Officer”** means any officer appointed by the District Administration to act on its behalf for overall supervision and coordination of the project.
- “Effective Date”** means the date on which this Contract is signed.
- “CA”** means Coaching Agency which has to provide coaching services to selected students as per the scope of work of this RFP. This definition shall also include any and/or all of the employees of authorized service providers/ partners and representatives or other personnel employed or engaged either directly or indirectly by CA for the purposes of this Contract.
- “Scope of Work”** means all Goods and Services, and any other deliverables as required to be provided by the CA under this RFP.
- “Committee”**, means the Bid Evaluation Committee setup to evaluate the responses of the Bidders.
- “Services”** means the work to be performed by the agency pursuant to the RFP and to the contract to be signed by the parties in pursuance of any specific assignment awarded by the designated authority. In addition to this, the definition would also include other related/ ancillary services that may be required to execute the Scope of Work under the RFP.
- “Timelines”** means the project milestones for performance of the Scope of Work and delivery of the Services as described in the RFP.



### Scope of Work (Section-3)

1. Offers are invited from firms for school academics and coaching support for meritorious 11th & 12<sup>th</sup> standard students, 100 students (50 for NEET & 50 for JEE) of KGBV CM SOE Girls Churchu for the duration of the contract. This shall include learning material provided to students (hardcopy) along with the regular question papers, answer keys, compendiums, All India test series, All India Test series results in terms of comparative marks and ranking (with at least 20,000 students participating in the Test series), online classes, offline discussion classes, etc. which supplement the learning process.
2. The venue for this program shall be Hazaribag District only.
3. The CA shall be responsible for conducting the entrance examination and evaluation of answer scripts. Post the declaration of results, the CA will conduct an orientation session to counsel the students on which stream (Mathematics/Biology) must the student opt.
4. However, the District Administration will be the final authority in selecting the students, based on the examination results as well as the socio-economic background of the students.
5. Medium of teaching/pedagogy should be in English and Hindi both. CA has to make sure that the students coming from Hindi medium background should not face any challenges and language should not become the bottleneck in their success. If required extra classes of English can be taken which may help in competitive examinations.

The CA should provide the minimum number of teaching staff as follows:

S. No	Subject	Number	Minimum Qualifications
1.	Physics	1	<p>i) Essential educational qualification: Msc/Ph.D in respective subject or B.Tech/ M.Tech from IIT/NIT/Govt. Engineering College/NIRF top 50 ranked engineering college.</p> <p>ii) Minimum teaching experience in coaching institutes: 3 years</p> <p>Desirable qualifications: Three years or more Experience in teaching a reputed national coaching institute.</p>

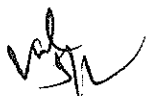
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2.	Chemistry	1	<p>i) Essential educational qualification: Msc/PhD in respective subject or B.Tech/ M.Tech from IIT/NIT/Govt. Engineering College/NIRF top 50 ranked engineering college.</p> <p>ii) Minimum teaching experience in coaching institutes: 3 years</p> <p>Desirable qualifications: Three years or more Experience in teaching at reputed national coaching institutes.</p>
3.	Mathematics	1	<p>i) Essential educational qualification: M.Sc./in respective subject or B.Tech / M.Tech from IIT/NIT/ Govt. Engineering College or NIRF top 50 ranked engineering college</p> <p>ii) Minimum teaching experience in coaching institutes: 3 years</p> <p>Desirable qualifications: Three years or more experience in teaching at reputed national coaching institutes.</p>
4.	Biology	1	<p>i) Essential educational qualification: M.Sc./ PhD in respective subject or MBBS/ BDS/ BVSc from AIIMS/Govt. Medical College or NIRF top 50 ranked Medical college.</p> <p>i) Minimum teaching experience in coaching institutes: 3 years</p> <p>Desirable qualifications: Three years or more experience In teaching at reputed national coaching institutes.</p>

6. No expense in relation to accommodation and food for the teaching staff will be borne by the District Administration.
7. The CA has to ensure that the teaching staff engaged after approval from the District Administration will continue for the full duration of two years.
8. Under no circumstance the teacher would be changed without the approval of the District Administration. In case of violation of this, the District Administration reserves the right to levy proportion at financial penalty on the Coaching Agency.
9. The CA has to make sure that the training curriculum adapted is in line with the latest exam pattern for that academic year and update the same as need be.
10. The frequency and duration of classes to increase a month before the student is to appear in the examination.




11. CA is also expected to provide guidance/counseling to the students while filling in JEE/NEET and other state/central government college entrance examination forms and during the college selection/counseling process after the respective results are out.
12. CA shall establish proper measures for student performance monitoring and interpreting the likelihood of their selection in the examinations by means of regular tests/mock tests. Result/reports in this concern must be shared monthly by coaching agency with the District Administration.
13. CA is responsible for conducting feedback sessions from students and get formal feedback. Report of the feedback should be shared with District Administration. If the feedback is not satisfactory for 3 months consecutively and CA does not adhere to all the terms and conditions of this RFP, District Administration will have all rights to inspect, consult with students.
14. CA must provide teaching staff, training material and necessary literature, stationery and training material required for conducting regular exam and mock exams.
15. No student can leave the course without prior permission of the District Administration.
16. Leave to students will be granted by the CA. Without approval of leave, students cannot be absent from the classes. The CA shall provide monthly reports of attendance and leaves to the District Administration.
17. CA must provide teaching material in English or Hindi in hard copy and soft copy as required. The CA should maintain the records of:
  - a) Number of lectures taken
  - b) Duration of lectures
  - c) Attendance of lecturers
  - d) Attendance of students
  - e) Performance of students and their progress
  - f) Number of AITS conducted.
  - g) Performance of students and their progress in AITS held at national level

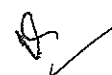
The CA is expected to deliver results as follows:

- a) The CA should start the coaching within 7 days from receiving the work order from the District Administration.
- b) 100% of the students should score more than 60% marks in 12<sup>th</sup> board exams.
- c) At least 30% of students from mathematics stream should clear JEE-Main or get admission in any of the following colleges IIT's, NIT's and in any



State Government and Central Government Engineering college. At least 20% students from biology stream should clear NEET/ JCECE exam or be eligible to get admission into MBBS/BDS/ Other Allied Courses by Govt. of Jharkhand.

Sl. No.	Requirements	Responsibility
1	Selection of venue for coaching the Selected students	DEO
2	Selection of students for the coaching	DEO/Successful bidder
3	School Academics and Coaching of students	Successful bidder
4	Compendiums, question papers, answer keys, test series	Successful bidder
5	Textbooks for academic purpose	DEO
6	Information and Guidance on various Engg. /Med. Entrance Exams such as important dates, filling of applications, selection of streams and colleges, applying for educational loans, Counseling etc.	Successful bidder
7	Hostel and food facilities for selected students	DEO

**Eligibility Criteria (Section-4)**

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

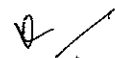
S. No	Parameter	Eligibility criteria	Supporting documents required
1.	Legal Entity	i. A company incorporated in India under the Companies Act, 1956, 2013 and subsequent amendments thereto / Firm / LLP ii. Should have GST Number iii. Should have a valid PAN Number	i. Copy of Certificate of Incorporation and Copy of Memorandum of Associations (MOA), Articles of Association (AOA) ii. GST Registration Copy iii. PAN Card
2.	Financial Strength (Positive Net Worth)	Bidder should have net worth of Rs. 1 Crore for the previous financial year.	Certificate from the Chartered Accountant for Positive Net Worth of Rs 1 Crore.
3.	Financial Strength (Turnover)	The bidder should have a minimum annual average turnover of Rs. 2 Crores from coaching business in the last three financial years ending 31 <sup>st</sup> March 2024.	Certificate from the Chartered Accountant along with the copies of audited Financial Statement for last three financial years. (Provisional/ audited report for FY 2023-24 has to be submitted) (Refer Annexure - 4)
4.	Experience	The Bidder should have minimum of five years of experience in providing coaching for NEET/JEE and should have offline centers present at least in 2 states.  Bidders with previous experience with the Jharkhand Government will be given preference. (not compulsory)	Certification as per the format given in Annexure 4 and Self-Declaration as per Annexure-2 with the proofs.  Relevant documents (Copy of Agreement/LOI/ Work order) should be submitted along with the Technical Bid.

5.	Previous Selections	In last three years, following numbers of students per year (average) should have been selected:  NEET=100 JEE (Qualified for JEE Advanced) = 100	Self-Certified year wise list of all candidates selected for all these Entrance Exam to be submitted as per format given in Annexure 6.
6.	Faculty	The coaching agency should have Minimum two (2) full time teachers per subject (Mathematics, Physics, Chemistry & Biology). CA must Produce the salary slip of the teacher Certifying that the teacher has been a part Of the coaching institute for the last one year.	Self-Certified list of teachings staff with their subject area to be submitted as per format given in Annexure 8.  <b>At least four (4) resumes for Each subject teacher proposed To be engaged for the Hazaribag Project should also be submitted. District Administration will take interview of all the candidates.</b>
7.	Non-Blacklisting	The Bidder should not be under a declaration of ineligibility for corrupt or fraudulent practices or blacklisted with any of the Government (Central, State or District), Semi-Govt. & PSU in India in last five years or not having any legal disputes with any Govt. Organization in last five years (from the date of submission of bid)	Self-Declaration Letter duly signed by authorized signatory on company letter head as per format given in Annexure 5.

**Note:** "Selection" of students means:

- I. For NEET: Qualified in NEET Final Examination
- II. For JEE: Qualified in JEE Main/Advanced Final Examination

**NOTE-** Department shall be free to verify the names of selected candidates submitted by bidders from the concerned authorities.

## Instructions to Bidders (Section-5)

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

### General Instructions

From the time of bid advertisement to the time of Contract award, if any Bidder wishes to contact the District Education Office for clarifications on any matter related to the bid, it should do so in writing at the address mentioned in bidding datasheet.

The Officer notified by the District Administration will endeavor to provide timely response to the queries. However, District Administration makes no representation or warranty as to the completeness or accuracy of any response made in good faith, nor does the District Administration undertake to answer all the queries that have been posed by the bidders.

The bidder shall bear all costs associated with the preparation and submission of its Bid, and the District Administration shall not be responsible or liable for those costs, regardless of the conduct or outcome of the bidding process.

Bidders should submit only one Bid.

The bids shall remain valid for the period of at least 180 days after the bid submission deadline date prescribed by the District Administration.

In exceptional circumstances, prior to the expiration of the bid validity period, the District Administration may request bidders to extend the period of validity of their bids. In case such extension, the Bidder shall also extend the bid security/EMD for forty-five (45) days beyond the deadline of the extended validity period.

Bidder has to submit duly notarized "Power of Attorney" as per the format provided in Annexure 11.

### RFP Document Fee

RFP document can be downloaded from the website <http://Hazaribag.nic.in> RFP document fees in form of bank demand draft of INR10,000/- drawn in favor of District Education Officer, Government of Jharkhand payable at Hazaribag from any nationalized bank / scheduled bank.

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





## Earnest Money Deposit

Bidders shall submit, along with their Bids, EMD of INR 2,00,000/- (Rupees Two lakh Only), in the form of a Demand Draft issued in favor of The District Education Officer Hazaribag, payable at Hazaribag, or Fixed Deposit Receipt (FDR) duly pledged with The District Education Officer, Hazaribag Government of Jharkhand and should be valid for forty-five (45) days beyond bid validity period.

EMD of all unsuccessful bidders would be refunded within 60 Days of the Bidder being notified as being unsuccessful. The EMD, for the amount mentioned above, of successful Bidder would be returned upon submission of Performance Bank Guarantee as per the format provided in Annexure 14.

EMD amount is interest free and will be refundable to the unsuccessful Bidders without any accrued interest on it.

The bid submitted without EMD, mentioned above, will be summarily rejected. The EMD may be forfeited:

- i. If a Bidder withdraws its bid during the period of validity.
- ii. In case of a successful bidder, if the bidder fails to sign the Contract in accordance with this RFP.
- iii. In case the bidder submits any wrong or fraudulent details as part of the bidding process will fully.

## Contract Performance Guarantee

Within 21 days after the receipt of notification of award of the Contract from the District Administration, the successful Bidder shall furnish Contract Performance Guarantee to The District Education Officer, Hazaribag which shall be equal to 3% of Total Professional Fee and shall be in the form of a Bank Guarantee Bond from any Nationalized Bank/ Scheduled bank in the Performa given in Annexure 14, valid for period of 2 years beyond the duration of Contract as specified in the document.

The proceeds of the performance guarantees shall be payable to The District Education Officer, Hazaribag as compensation for any loss/ penalties resulting from the successful Bidder's failure to complete its obligations under the Contract.

The performance guarantee will be discharged by The District Education Officer, Hazaribag and returned to the successful Bidder within 60 days following the date of completion of the performance obligations, including any warranty obligations under the Contract.



## Submission of Bids (Section-6)

### Preparation of Bids

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

- a) First envelope containing Technical Bid for coaching of state and national level engineering and entrance exams(containing)
  - i. EMD, Power of Attorney (refer Annexure11) and RFP document fees
  - ii. Technical Cover Letter (refer Annexure7), Particulars of the Bidder (refer Annexure1), Eligibility Criteria (refer Section 4.0 and corresponding Annexures)
- b) Second envelope containing Financial Bid for coaching of state and national level engineering and entrance exams (containing)
  - i. Cover Letter (Annexure 9)
  - ii. Financial Bid (Annexure10)

### Sealing and Marking of Bids

The bids (outer envelope) shall be submitted in separate sealed cover, which shall be marked as "Coaching for state and national level Engineering and Medical entrance exams".

The 2 inner envelopes containing Technical Bid and Financial Bid for Coaching for state and national level engineering and entrance exams shall be marked as "Technical Bid for Coaching of state and national level engineering and Medical entrance exams" and "Financial Bid for Coaching state and national level engineering and medical entrance exams" respectively. The bid shall be addressed to District Education Office Government of Jharkhand.

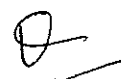
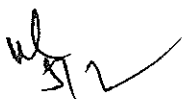
The outer envelope shall indicate the name and address of the bidder to enable the bid to be returned unopened in case it is declared late.

Bid can be sent by post (Registered/ Speed), and also can be submitted by hand before the deadline. The postal address for sending the bid is: District Education Office, B-004, Ground floor, New Samaharnalay Bhawan, Sarley, Dipugarha, Hazaribag – 825301

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

### Financial Bid:

The financial bid shall be submitted in the format as given in Annexure10



The financial bid shall indicate the total cost for the program for two (2) years (in Indian Rupees). Quoted prices should be inclusive of taxes/charges applicable.

Prices quoted by the bidder shall be fixed for the period of the contract and not subject to variation on any account. A bid submitted with an adjustable price will be treated as non-responsive and will be rejected.

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

Rates should be valid for at least 180 days from the last date of bid submission prescribed by the District Administration.

### **Deadline for Submission of Bids**

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

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

### **Late Bids**

Any bid received after the deadline for submission of bids prescribed by the District Administration will be rejected and / or returned unopened to the bidder.

### **Bid Evaluation Committee (Section-7)**

A Bid Evaluation Committee will be constituted to evaluate the responses of the Bidders all supporting documents / documentary evidence.

The decision of the Bid Evaluation Committee in the evaluation of responses to the RFP shall be final. No correspondence will be entertained outside the process of evaluation with the Committee.

When necessary, the Bid Evaluation Committee may seek clarification on any aspect of their bid from bidder and may give the bidder the opportunity to provide clarifying documents.

The Bid Evaluation Committee reserves the right to



- i. Reject any or all of the Bids submitted
- ii. Accept any Bid whole or in part
- iii. Invalidate any proposal of the bidder, who in the opinion of the Committee, is not in a position to perform the contract
- iv. Negotiate with the most favorable bidder.

### Evaluation process and Selection (Section-8)

#### Technical Evaluation

On the date of technical bid opening, the documents submitted by each bidder shall be evaluated for compliance with Eligibility Criteria, EMD and other specifications as per this RFP. Only those bidders who are in full compliance will be invited for technical presentation.

Conditional bids are liable to be rejected.

The bidders' representatives present there, shall sign a register evidencing their attendance.

In the event of the specified date of the bid opening being declared a holiday for District Administration, the bids shall be opened at the appointed time and location on the next working day.

The committee shall check technical eligibility of the bidder based on criteria given in the table below:

#### Technical Evaluation Criteria for providing Training of in Entrance examination.

#	Description (Evaluation criteria)	Max Score
<b>Technical Evaluation Framework</b>		
1.	<b>Presentation:</b> During the presentation, the bidder shall focus on the following points: <ol style="list-style-type: none"> <li>i. Experience of the teaching staff. (1 mark each for 3 years of experience of every faculty; 0.5 mark each for every additional year of experience of each teacher). (Min 4, max 10)</li> <li>ii. Strategy chalked out for Hazaribag District, through presentation. (30)</li> </ol>	40

2	<b>Experience of the Bidder</b> in the coaching field [Minimum (5 marks),2.5 marks for every additional year of experience]			20
3	<b>Success Rate/ Previous Selections</b> in the Medical &Engineering entrance examination:			10
	The Bidder should have successfully trained students each year and out of them at least following numbers of students should have been successfully qualified/selected on an average annually in last three years:			
	1	(Qualified in JEE /NEET =>301 or more	10	
	2	(Qualified in JEE /NEET =>Between 300 – 251	7.5	
	3	(Qualified in JEE /NEET =>Between 250 – 200	5	
4	<b>Demonstration class</b> of teachers who will be teaching in the KGBV			5
5	<b>Average Annual Turnover</b> over last three financial years. [ Minimum 2 marks and 2 marks for every extra 5 Crores, maximum up to 10 marks]			10
6	<b>Physical Centers</b> are present in more than one state. [Minimum 1 marks and 1 mark extra for every 1 extra state, maximum up to 5 marks]			5
7	<b>Experience with Jharkhand Govt.</b> in similar kind of Projects [ 2 marks for every 50 number of students maximum up to 10 marks]			10

**\*Note: The CA shall compulsorily provide a minimum of 5 days in a week offline/online coaching classes to the selected students.**

## Financial Evaluation

The CA shall be selected on the basis of Quality cum Cost Based System (QCBS), where by Technical Bid will be allotted weightage of 80% and Financial Bid will be allotted weightage of 20% The Proposal with the lowest bid shall be given a financial score of 100 and the other proposals shall be given financial scores that are inversely proportionate to lowest Financial Bid as stated below. The total score, both technical and financial, shall be obtained by weighing the quality and cost score and adding them up.

Financial Bids of only those Bidders who scores at least 50 marks in Technical Bid evaluation shall be opened and evaluated as per financial evaluation criteria.

Financial cost must be given in item of cost per children for class 11<sup>th</sup> & class 12<sup>th</sup> combined (including taxes) for entire subject.

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

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

**Final score calculation:** For selection of Coaching Agency, final ranking will be determined based on the combined total score for each Bidder separately. The Total Score of Technical Bid and Financial Bid shall be computed as follows:

**Final Score=(0.80 \*Technical Score(0.40 Technical + 0.40 Presentation)+( 0.20\*Normalized Financial Score)**

## Award Criteria

**The bidder with the highest final score shall be treated as the successful bidder.**

In the event the Final scores are 'tied', the bidders whose score is tied securing the lowest (among all the tied bidders) financial score will be adjudicated as the Best Value Bidder forward of the Project.

## Approval of Teaching Staff

The successful bidder shall present a panel of four teachers who fulfill the minimum eligibility criteria for each subject as mentioned in the RFP, on the date fixed by the District Administration.

The final selection of teaching staff shall be undertaken by the District Administration after interview and assessment of teaching capabilities of each teacher as may be deemed necessary.

The District Administration reserves the right to reject any or all the teachers presented by the successful bidder and demand a new panel of teachers be presented at a later date fixed



by the District Administration.

## Contract Signing

After selection of teaching staff, a work order will be issued to the selected agency at the earliest.

In case the bidder does not acknowledge the receipt of the work order within one week, the Bid Evaluation Committee will have all rights to select another bidder who has scored second highest overall score and issue them the work order.

## Payment Schedule (Section-9)

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

Installment No. and Tentative Timelines	Event of Payment	Percentage of Total Amount	Document to be submitted
Installment1 After one month of commencement of project	NA	25%	Performance Report
Installment2 4th Month	NA	25%	Performance Report
Installment3 8 <sup>th</sup> month	NA	15%	Performance Report
Installment4 13 <sup>th</sup> month	NA	15%	Performance Report
Installment5 15 <sup>th</sup> month	NA	10%	Performance Report
Installment6 (After Declaration of results)	Upon <b>selection*</b> in Competitive Examinations: <ul style="list-style-type: none"> <li>JEE (Qualifying for JEE Advanced Examination)</li> <li>Qualifying Medical entrance Examination (NEET/JCECE)</li> </ul>	10%  <b>(The last installment shall be paid at the discretion of the District Administration based on the results achieved)</b>	Copy of Result  (This amount will be paid only after completion of course.)

**\*Note:** An achievement bonus of 10% of the total payable amount to the CA will be provided on successful selection of minimum 10 students in JEE Main entrance exam or NEET entrance exam

) or admission in Govt Engineering/Medical college through JEE / NEET/JCEC Entrance exam.

Note:

\*“Selection” of student means:

- i. For JEE: Selection in JEE Main
- ii. For NEET / JCECE exam

**NOTE -** Department shall be free to verify the names of selected candidates submitted by bidders from the concerned authorities.

The selected bidder's request for payment shall be made to District Education Office in writing, accompanied by invoices describing, as appropriate, the related services performed, and by the required documents submitted pursuant to general conditions of the contract and upon fulfillment of all the obligations stipulated in the Contract.

Due payments shall be made promptly by the District Administration.

The currency or currencies in which payments shall be made to the supplier/ selected bidder under this Contract shall be Indian Rupees (INR) only.

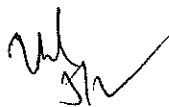
All remittance charges will be borne by the supplier/selected bidder.

In case of disputed items, the disputed amount shall be withheld and will be paid only after settlement of the dispute.

Any penalties/ liquidated damages, as applicable, for delay and non-performance, as mentioned in this bidding document, will be deducted from the payments for the respective milestones.

Taxes, as applicable, will be deducted/paid as per the prevalent rules and regulations.

The final deciding authority for any payment related issue will be Deputy Commissioner (DC), Hazaribag .



## PART 2

### 1. General Terms and Conditions of Contract

#### Contract and Interpretation Law and Language

The Contract shall be governed by and interpreted in accordance with laws of India. The language of the Contract shall be stated in the English/Hindi or both.

#### Duration of Contract

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

#### Time for Commencement and Completion

The Coaching Agency shall commence work as per the period specified in the RFP. CA shall there after proceed with the facilities in accordance with the time schedule specified in the implementation schedule and any refinements made in the agreed and finalized project plan. Failure on the part of the agency to meet the timelines will entail the District Administration to invoke the termination provision as contained herein.

#### Liquidated Damages

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

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

The District Administration reserves its right to recover these amounts by any mode such as adjusting from any payments to be made by District Administration to the Coaching Agency. Liquidated damage will be calculated on per week basis.

The cumulative and aggregate limit of LD for delay in delivery and LD for delay in commissioning would be limited to maximum of 10% of the total Professional Fee. The

aggregate liability of the Coaching Agency shall in no event exceed the total value of the fee received under this Contract.

## Taxes and Duties

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

All payments to the Coaching Agency shall be subject to the deductions of tax at source under Income Tax Act, and other applicable taxes, and deductions as provided for under any law, rule or regulation. District Administration shall provide the Coaching Agency with the original tax receipt of any withholding taxes paid by the District Administration on payments under this contract within reasonable time after payment. All costs, damages or expenses which District Administration may have paid or incurred, for which under the provisions of the contract, the Agency is liable, the same shall be deducted by District Administration from any dues to the Agency.

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

## Termination

The District Administration may, terminate the Contract in whole or in part by giving the Agency a prior and written notice of 30 days indicating its intention to terminate the Contract under the following circumstances:

Termination for breach: Where the District Administration is of the opinion that there has been such event of default on the part of the agency which has not been cured within 15 days' notice period.

Termination for Insolvency: The District Administration may at any time terminate the Contract with immediate effect, without compensation to the Coaching Agency, if the Coaching Agency becomes bankrupt or otherwise insolvent, provided that such termination will not prejudice or affect any right of action or remedy which has accrued or will accrue thereafter to the District Administration. Upon such termination, the District Administration shall reserve the right to take any steps as may be necessary, to ensure the effective transition of the project to a successor Agency, and to ensure business continuity provided that such termination will not prejudice or affect any right of action or remedy which has accrued or will accrue thereafter to the District Administration.



Termination for Convenience: The District Administration may terminate the Contract for convenience by giving 15 days prior written notice.

### Monitoring and Evaluation

The District Administration shall designate an officer to monitor and evaluate the project. The designated officer reserves the right to inspect and monitor the quality-of-services at any given point.

The designated officer shall be the point of contact for the Coaching Agency for any assistance during the period of the contract.

The designated officer shall also have the right to conduct, either itself or through another agency as it may deem fit, an audit to monitor the performance by the CA of its obligations / functions in accordance with the standards committed to or required by the District Administration

Any deviations or contravention identified because of such audit/ assessment would need to be rectified by the Coaching Agency failing which the designated officer may, without prejudice to any other rights that it may have, issue a notice of default. Adherence to the guidelines of the education department shall be ensured by the District Education Officer, Hazaribag.

### Local Conditions

Each Bidder is expected to become fully acquainted with the local conditions and factors, which may affect the performance of the Contract and / or the cost.

The Bidder is expected to know all conditions and factors which may have any effect on the execution of the Contract after issue of letter of Award. The District Administration shall not entertain any request for clarification from the Bidder regarding such local conditions.

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



## **Conflict of interest**

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

## **Publicity**

The CA shall not make or permit to be made a public announcement or media release about any aspect of this Contract unless the District Administration first gives its written consent.

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

In the event of any dispute or difference arising under the contract or any special condition of the contract, the same will be referred to District Education Office. The decision may be further appealed to the Deputy Commissioner (DC), Hazaribag. for final decision and will be binding to all. The DC shall also have the power to amend any clause of the RFP before opening of the bids and the same shall be notified to the public via the website of the District Administration.

## **Continuance of the Contract:**

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

## **2. Confidentiality**

The District Administration may share certain confidential information with the Coaching Agency and the Coaching Agency shall maintain the highest level of secrecy, confidentiality, and privacy regarding such confidential information. The Coaching Agency shall use its best efforts to protect the confidentiality and proprietary of confidential information.

Additionally, the Coaching Agency shall keep confidential all the details and information with regard to the Project. The Coaching Agency shall use the information only to execute the Project.

The District Administration shall retain all rights to prevent, stop and if required take the necessary punitive action against the Coaching Agency regarding any forbidden disclosure.





The Coaching Agency may share confidential information with its employees but only strictly on a need-to-know basis. The Coaching Agency shall execute a corporate non-disclosure agreement with the District Administration in the format provided by District Administration and shall ensure that all its employees, agents and any other personnel execute individual non-disclosure agreements, which have been duly approved by District Administration with respect to this Project.

It is however clarified that confidential information does not include information which is lawfully available in the public domain.

Any breach of confidentiality as per the terms and conditions in this RFP shall result in immediate termination of Contract.

### **3. Corrupt or Fraudulent Practices**

Bidders shall observe the highest standard of ethics during the procurement and execution of the contract.

The Bid Evaluation Committee will reject a proposal forward if it determines that the Bidder recommended forward has engaged in corrupt or fraudulent practices in competing for the contract in question.



### PART 3

#### Annexure1: Format for Particulars of the Bidder

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

*Handwritten signature*

*Handwritten signature*

**Annexure 2: Format for Declaration about number of states in which Bidder has offline centers.**

[ON BIDDERS LETTER HEAD]

To

District Education Officer, Hazaribag District,  
Government of Jharkhand, 835210-825301

**Date:** DD/MM/YYYY

**Sub:** Declaration about number of states with offline centers

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

(Bidding Document No Dated: \_\_\_\_/\_\_\_\_/\_\_\_\_)

Sir,

In response to the above-mentioned RFP I, \_\_\_\_\_,  
as \_\_\_\_\_ <Designation> \_

of M/s \_\_\_\_\_, hereby declare that:

Our organization has offline centers present in.....number of states running since last 2 years. And the attachment has the proofs of these centers such as lease deed/ rent agreements/ Govt documental proofs.

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

Date:

Signature of Authorized Representative:

Name of Coaching Agency: Full Address:

Telephone No.

only  
5/12

✓

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

[ON BIDDERS LETTER HEAD]

To

District Education Officer, Hazaribag District,

Government of Jharkhand, ~~835210~~ 825301

**Date:** DD/MM/YYYY

**Sub:** Declaration about providing coaching to 200 students annually average in last three years

**Ref:** Selection of Coaching Agency to provide training to students in Hazaribag District for preparation for national/state level competitive entrance examinations.

(Bidding Document No Dated: \_\_\_\_/\_\_\_\_/\_\_\_\_)

Sir,

In response to the above-mentioned RFP I, \_\_\_\_\_,  
as \_\_\_\_\_ <Designation>\_\_

of M/s \_\_\_\_\_, hereby declare that:

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


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

Date:

Signature of Authorized Representative:

Name of Coaching Agency: Full Address:

Telephone No.:



**Annexure 4: Format for Experience Certificate of 5 years in providing training / Turnover / Net worth of the bidder.**

This is to certify that M/s..... has experience of providing coaching for... .. Years

(minimum 5 years) and annual average turnover from coaching business is..... in last three years from coaching business. The details of financial data as follows prove that the bidder has more than 1 Crore positive net worth in last financial year.

Sr. No.	Financial Year (Ending 31 March 2024)	Annual Turnover from Coaching Business
1	2023-24	
2	2022-23	
3	2021-22	
TOTAL		
AVERAGE TURNOVER FROM COACHING BUSINESS IN LAST 3 YEARS		

Note: This certificate should be certified by a Chartered Accountant (Auditor of the firm).




**Annexure 5: Format for Self-declaration by bidder for not being blacklisted**  
[ON BIDDERS LETTER HEAD]

To

District Education Officer, Hazaribag,  
Government of Jharkhand, 835210-825301

**Date:** DD/MM/YYYY

**Sub:** Declaration of non-blacklisting for corrupt or fraudulent practices with any of the Government agencies in India during the last 5 years.

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

(Bidding Document No: \_\_\_\_\_ Dated: \_\_\_\_/\_\_\_\_/\_\_\_\_)

Sir/Madam,

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

Date:

Signature of Authorized  
Representative:

Name of Coaching  
Agency:

Full Address:

Telephone No.:





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

[ON BIDDERS LETTER HEAD]

To,

District Education Officer, Hazaribag District,  
Government of Jharkhand, 835210-825301

**Date:** DD/MM/YYYY

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

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

(Bidding Document No

Dated: / / )

Sir/Madam,

In response to the above-mentioned RFP, I as <Designation> of M/s, hereby declare that .....No of students per year (average) got selected in.....Course in last 3 years.

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

Sl. No.	Student Name	Mobile No.	Year in which Student was enrolled in coaching (Start / End Date)	Name of the Qualifying Examination	Rank (Cat.)	Caste Category

Date:

Signature of Authorized:

Representative:

Name of the Coaching

Agency: Full Address:

Telephone No:

## Annexure 7: Format for Technical Bid Cover letter

[ON BIDDERS LETTER HEAD]

To

District Education Officer, Hazaribag District,  
Government of Jharkhand, ~~835210~~ 825301

**Date:** DD/MM/YYYY

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

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

(Bidding Document No: \_\_\_\_\_ Dated: \_\_\_\_/\_\_\_\_/\_\_\_\_)

Sir/Madam,

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

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

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

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

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

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

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

Date:

Signature of Authorized  
Representative

Name of CA:  
Full Address:  
Telephone No.:

**Annexure 8: Format for details of qualified teachers for providing Entrance Exam Coaching**

[ON BIDDERS LETTER HEAD]

To

District Education Officer, Hazaribag District,  
Government of Jharkhand, 835210-825301

**Date:** DD/MM/YYYY

**Sub:** Declaration about number of qualified teachers providing coaching

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

(Bidding Document No: \_\_\_\_\_ Dated: \_\_\_\_/\_\_\_\_/\_\_\_\_)

Sir/Madam,

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

1. There are .....No. of teachers imparting coaching to students in various subjects for different courses.

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

S.No	Name	Subject	Maximum qualification (attach relevant documents)	Experience(yrs)	Certified Salary Slip Status Y/N (attach certified salary slip with this document)

Date:



Signature of Authorized

Representative:

Name of firm:

Address and Contact No.



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

[ON BIDDER'S LETTER HEAD]

District Education Officer, Hazaribag District,  
Government of Jharkhand, 835210-825301

**Date:** DD/MM/YYYY

**Sub:** Covering letter for Financial Bid for referred Bidding Document

**Ref:** Selection of Coaching Agency to provide training to students in Hazaribag District for preparation for national/ state level competitive entrance examination

(Bidding Document No: \_\_Dated: \_\_/\_\_/\_\_)

Dear Sir /Madam,

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

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

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

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

Date:

Signature of Authorized  
Representative:

Name of firm:

Address and Contact No.



## Annexure 10: Format for Price Bid

Following is the price bid format.

S. No.	Description	Total Fee		
		Fee(A)	Taxes(B)	Total(C=A+B)
1	Training of 100 Students for preparation of Engg / Med (JEE/NEET) Entrance Examination			

Date:

Signature of Authorized  
Representative:

Name of firm:

Address and Contact No.

*val*  
*5/12*

*0* ✓

## Annexure 11: Format for Power of Attorney

(To be provided in original as part of Technical Bid on Rs 100/- stamp paper of value required under law duly signed by 'Bidder' for the tender)

Dated: \_\_\_\_\_

### POWER OF ATTORNEY

To Whomsoever It May Concern

Know all men by these presents, we \_\_\_\_\_ (name and registered office address of the Applicant) do hereby constitute, appoint and authorize Mr. \_\_\_\_\_ (Name of the Person(s)), domiciled at \_\_\_\_\_ (Address), acting as \_\_\_\_\_ (Designation and the name of the Organization), as Authorized Signatory and whose signature is attested below, as our attorney, to do in our name and on our behalf, all such acts, deeds and things necessary in connection with or incidental to our Proposal for award of Agreement "SELECTION OF COACHING AGENCY FOR PROVIDING ENGG/MED ENTRANCE EXAMINATION COACHING TO SELECTED STUDENTS IN HAZARIBAG DISTRICT" involving the deliverables as per agreement with District Administration, Hazaribag, vide Request of Proposal (RFP) Document dated \_\_\_\_\_, issued by The District Education Officer Hazaribag, including signing and submission of all documents and providing information and responses to clarifications/ enquiries etc. as may be required by District Education Officer Hazaribag or any governmental authority, representing us in all matters before District Education Officer, District Hazaribag, Government of Jharkhand, and generally dealing with, Hazaribag in all matters in connection with our Bid for the said Project. We hereby agree to ratify all acts, deeds and things lawfully done by our said attorney pursuant to this Power of Attorney and that all acts, deeds and things done by our aforesaid attorney shall and shall always be deemed to have been done by us.

For \_\_\_\_\_

(Signature)

(Name, Title and Address)

Accept

(Attested signature of Mr. \_\_\_\_\_) (Name, Title and Address of the Attorney) Notes:

- To be executed by the Applicant
- The mode of execution of the Power of Attorney should be in accordance with the procedure, if any, laid down by the applicable law and the charter documents of the executants(s) and when it is so required the same should be under common seal affixed in accordance with the required procedure.
- Also, wherever required, the executants(s) should submit for verification the extract of the charter documents and documents such as a board resolution / power of attorney in favour



of the Person executing this Power of Attorney for the delegation of power hereunder on behalf of the executants(s).

### Annexure12: Check list for Eligibility & Technical Evaluation Criteria

Sl.No.	Form	Form Description	RFP Reference (Section)	Page No.(Proposal)
1.	EC-1	Incorporation Certificate	Section 4	
2.	EC-2	GSTIN Certificate	Section 4	
3.	EC-3	Certificate from CA in dictating the Turnover/Net worth/ number of years in experience that the firm has in providing coaching.	Annexure 4	
4.	EC-4	Self-Certification with Proofs of centers such as lease deed/ rent agreements/ Govt documental proofs.	Section 4 Annexure 2	
5.	EC-5	Self- Certification to prove minimum number of candidates trained	Annexure 3	
6.	EC-6	Self-Certified year wise list of all candidates selected	Annexure 6	
7.	EC-7	Self-Certified list of teaching staff mentioning their subject area	Annexure 8	
8.	EC-8	Self-Declaration of Non-blacklisting or not having any legal disputes with any Govt. Organization in last five years . (from the date of submission of bid) on company letter head duly signed by authorized signatory.	Annexure 5	
9.	EC-9	Power of Attorney	Annexure 11	
10.	EC-10 (if present)	Self-declaration and Copy of Agreements/LOI/ Work-order as proof for previous experience in working with Jharkhand Government.	Section 8.7 Annexure - 13	
11.	EC-11	Earnest Money Deposit (EMD)	Section 5	
12.	EC-12	RFP Document Fees	Section 5	

**Annexure 13: Format for Self-declaration for previous experience in working with Jharkhand Government.**

[ON BIDDERS LETTER HEAD]

To

District Education Officer, Hazaribag District,

Government of Jharkhand, 835210

**Date:** DD/MM/YYYY

**Sub:** Declaration for previous experience in working with Jharkhand Government.

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

(Bidding Document No: \_\_\_\_\_ Dated: \_\_\_\_ / \_\_\_\_ / \_\_\_\_)

Sir/Madam,

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

We have previous experience in working with Jharkhand Government in similar projects.  
Whose details are provided in the following table.

S.No	Name Of the project	Place of Execution	Year of allotment	Duration	No. Of students allotted	Details of proof attached

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

Date:

Signature of Authorized Representative:

Name of Coaching Agency: Full Address:  
Telephone No.:



#### Annexure 14: Draft Performance Guarantee

(To be issued by a Bank)

This Deed of Guarantee executed at \_\_\_\_\_ by \_\_\_\_\_ (Name of the Bank) having its Head/ Registered office at \_\_\_\_\_ (herein after referred to as "the Guarantor") which expression shall unless it be repugnant to the subject or context thereof include its heirs, executors, administrators, successors and assigns;

In favor of the District Education Officer Hazaribag, Government of Jharkhand, having its office at Hazaribag \_\_\_\_\_, Jharkhand, India (hereinafter called "District, Hazaribag ,Government of Jharkhand" which expression shall unless it be repugnant to the subject or context thereof include its heirs, executors, administrators, successors and assigns);

Whereas M/s \_\_\_\_\_ an organization/company/ firm formed under \_\_\_\_\_ (specify the applicable law) and having its registered office at \_\_\_\_\_ has been, consequent to conduct and completion of a competitive Request For Proposal (RFP) process in accordance with the letter of requirements document No. \_\_\_\_\_ dated //2025 issued by District Education Officer, Government of Jharkhand, and selected M/s \_\_\_\_\_ (hereinafter referred to as the Applicant) for the Agreement by The District Education Officer, Hazaribag, Government of Jharkhand as more specifically defined in the aforementioned Document including statement of work and the Agreement executed between District Education Officer, Hazaribag, Government of Jharkhand, and the Applicant. The Agreement requires the Applicant to furnish an unconditional and irrevocable Bank Guarantee for an amount of Rs. \_\_\_\_\_ /-(Rupees \_\_\_\_\_ only) by way of security for guarantee in the due and faithful compliance of its obligations under the Agreement.

Whereas, the Applicant approached the Guarantor and the Guarantor has agreed to provide a Guarantee being these presents:

Now this Deed witnessed that in consideration of the premises, we, .... Bank hereby guarantee as follows:

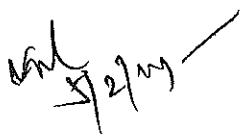
1. The Applicant shall implement the Project, in accordance with the terms and subject to the conditions of the Agreement, and fulfill its obligations there under
2. We, the Guarantor, shall, without demur, pay to The District Education Officer, Government of Jharkhand an amount not exceeding INR \_\_\_\_\_ (Rupees only) within 7 (seven) days of receipt of a written demand therefore from District Education Officer, Government of Jharkhand, stating that the Applicant has failed to fulfill its obligations as stated in Clause 1 above.

3. The above payment shall be made by us without any reference to the Applicant or any other person and irrespective of whether the claim of District Education Officer Hazaribag, Government of Jharkhand is disputed by the Applicant or not.
4. The Guarantee shall come in to effect from \_\_\_\_\_ (Start Date) and shall continue to be in full force and effect till the earlier of its expiry at 1700 hours Indian Standard Time on (Expiry Date) (both dates inclusive) or till the receipt of a claim, from District Education Officer, Hazaribag Government of Jharkhand, under this Guarantee, which is one month after the expiry of performance guarantee, whichever is earlier. Any demand received by the Guarantor from District Education Officer, Hazaribag Government of Jharkhand prior to the Expiry Date shall survive the expiry of this Guarantee till such time that all the moneys payable under this Guarantee by the Guarantor to The District Education Officer, Hazaribag, Government of Jharkhand.
5. In order to give effect to this Guarantee, The District Education Officer, Hazaribag Government of Jharkhand shall be entitled to treat the Guarantor as the principal debtor and the obligations of the Guarantor shall not be affected by any variations in the terms and conditions of the Agreement or other documents by, The District Education Officer, Hazaribag Government of Jharkhand or by the extension of time of performance granted to the Applicant or any postponement for any time of the power exercisable by, Government of Jharkhand against the Applicant or forebear or enforce any of the terms and conditions of the Agreement and we shall not be relieved from our obligations under this Guarantee on account of any such variation, extension, forbearance or omission on the part of, Government of Jharkhand or any indulgence by The District Education Officer, Hazaribag Government of Jharkhand to the Applicant to give such matter or thing whatsoever which under the law relating to sureties would but for this provision have effect of so relieving us.
6. This Guarantee shall be irrevocable and shall remain in full force and effect until all our obligations under this guarantee are duly discharged.
7. The Guarantor has power to issue this guarantee and the undersigned is duly authorized to execute this Guarantee pursuant to the power granted under \_\_\_\_\_.

In witness, where of the Guarantor has set its hands herein to on the day, month and year first here-in above written.

Signed and Delivered by \_\_\_\_\_ Bank by the hand of Shri \_\_\_\_\_ its \_\_\_\_\_ and authorized office.

Authorized Signatory \_\_\_\_\_ Bank

 5/2/17

