



CHHATRAPATI SHAHU MAHARAJ RESEARCH, TRAINING AND HUMAN DEVELOPMENT INSTITUTE, PUNE

(An Autonomous Institute of Govt. of Maharashtra)



शाहू विचाराना वेऊवा गती,
साधूला सर्वांगीण प्रगती

Balchitravani, C T Survey Number 173, B/1, Gopal Ganesh Agarkar Road, Pune 411 004

Email ID : sarthipune@gmail.com

CIN- U74999PN2018NPL177394

Website : www.sarthi-maharashtrgov.in

020-25592502

E-TENDER No. SARTHI/CJJD & JMFC/ COACHING INSTITUTE EMPANELMENT/2022-23

Date:

Invitation of Expression of Interest (EoI) for Empanelment of Coaching Institutes at Pune (Including PCMC), Mumbai (including Navi Mumbai and Thane), Nagpur and Aurangabad for of Civil Judge Junior Division and Judicial Magistrate First Class (CJJD & JMFC) Competitive Examination

Online Expression of Interest (in two Bid system - Technical Bid & Commercial Bid) are invited for empanelment of Coaching Institutes located at **Pune (Including PCMC), Mumbai (including Navi Mumbai and Thane), Nagpur and Aurangabad only** for providing coaching to the candidates to be sponsored by Chhatrapati Shahu Maharaj Research, Training and Human Development Institute (hereinafter referred to as SARTHI), for the Coaching for **Competitive Examination of Civil Judge Junior Division and Judicial Magistrate First Class (CJJD & JMFC)**

Interested Coaching Institute located at **Pune (Including PCMC), Mumbai (including Navi Mumbai and Thane), Nagpur and Aurangabad only** (coaching classes operating at either all four locations or either any three locations or any two locations or any one location mentioned) having up-to-date facilities and infrastructure can submit their Technical Bid & Commercial Bid online on website.

Name of the Service	Tender Fee	Earnest Money Deposit (EMD)
Providing Coaching to eligible candidates to be sponsored by SARTHI, Pune for the MPSC-Civil Judge Junior Division and Judicial Magistrate First Class (CJJD & JMFC) Competitive Examination	Rs. 10,000/-	Rs. 1,00,000/-

- The Bid Documents are available on website <https://mahatenders.gov.in> and can be downloaded therefrom
- The interested Bidders will have to register and enroll on website <https://mahatenders.gov.in> to participate in the Bid process.
- The interested Bidders will have to submit all the required documents by online submission only.
- Tender fee of Rs.10,000/- is to be deposited online through Credit Card / Debit Card / Net Banking.
- The EMD of Rs.1,00,000/- is to be deposited online through Credit Card / Debit Card / Net Banking.
- Interested Institutes / Bidders shall submit their Bid on or before 23/01/2023, 17:00 hrs.
- The advertisement is also available on SARTHI website www.sarthi-maharashtrgov.in >Notice Board>Tender>MPSC-CJJD & JMFC -Coaching Institute-Empanelment- For information only.
- The Coaching institute shall be selected based on the selection criteria as approved and decided by SARTHI, Pune as mentioned in the Bid Document.
- Joint Venture/Consortium is not permitted.
- In case of any queries, Bidders should contact 020-25592520, 020-25592502 or on E- mail:- sarthipune@gmail.com and jmfc.sarthi@gmail.com
- Right to reject any or all the Bids, without assigning any reason, is reserved by the Managing Director, SARTHI, Pune

Notice:

This document is the property of SARTHI, Pune. It may not be copied, distributed or recorded on any medium, electronic or otherwise, without SARTHI's written permission, even by the authorized personnel / agency for any purpose other than the purpose specified herein and it is strictly prohibited as it shall amount to copyright violation and thus shall be punishable under the Indian Law.

Shri Ashok Kakade IAS
Managing Director, SARTHI, Pune

Section-1: Invitation for Expression of Interest (EOI)

Chhatrapati Shahu Maharaj Research, Training and Human Development Institute, hereinafter referred to as SARTHI, Pune invites online Expression of Interest (EOI), in two Bid system (**Technical Bid & Commercial Bid**) from Coaching Institutes located at **Pune (Including PCMC), Mumbai (including Navi Mumbai and Thane), Nagpur and Aurangabad only (coaching classes operating at either all four locations or either any three locations or any two locations or any one location mentioned)** for empanelment of Coaching Institute to provide coaching to candidates to be sponsored by SARTHI, for **Civil Judge Junior Division And Judicial Magistrate First Class (CJJD & JMFC) Examination**.

Submission of a proposal in response to this notice shall be deemed to have been done after careful study and examination of this document with full understanding of its terms, conditions and implications.

The complete Bid Document is available on the website <https://mahatenders.gov.in> for the purpose of downloading. The downloaded Bid Document shall be considered valid for participation in the electronic Bidding process (e-Tendering) subject to the submission of required tender/ Bid Document fee and EMD.

To participate in online Bidding process, Bidders must procure a Digital Signature Certificate (Class - III) as per Information Technology Act-2000 using which they can digitally sign and encrypt their electronic Bids. In case of any queries or technical difficulties, Bidders should contact SARTHI Technical representative 020-25592520, 020-25592502 or on E- mail:- sarthipune@gmail.com and jmfc.sarthi@gmail.com

Section-2: Key Events & Dates

1. Key Events and Dates

Sr. No.	Stage	Vendor Stage	Start Date & Time	Expiry Date & Time	Envelopes
1	Release Tender	-	28/12/2022 10:00	28/12/2022 17:00	-
2	Pre- Bid Meeting	-	05/01/2023 16:30 (through Zoom/VC)	05/01/2023 17:30 (through Zoom/VC)	-
3	-	Bid Submission	28/12/2022 17:01	23/01/2023 17:00	Commercial Envelop C1, Technical Envelop T1
4	Technical Bid Opening	-	23/01/2023 17:01	27/01/2023 17:00	Technical Envelop T1
5	Spot Verification		To be decided and notified later	To be decided and notified later	
6	Presentation & Demonstration by Shortlisted Bidders on basis of (6) &(7)		To be decided and notified later	To be decided and notified later	
7	Commercial Bid Opening	-	To be decided and notified later	To be decided and notified later	Commercial Envelop C1

* The prospective bidders desirous of attending the Pre bid meeting or sending queries may submit their request through email to jmfc.sarthi@gmail.com and sarthipune@gmail.com. (Refer Appendix B) A link for attending Pre bid meeting via Video Conference on Zoom will be sent to interested bidders on receiving their email IDs. SARTHI reserves the right to restrict the number of participants from a bidder in public interest. In case of decision regarding physical presence for Pre bid meeting, all prospective bidders will be informed beforehand.

2. Other Important Information Related to Bid

Sr. No.	Item	Description
1	Earnest Money Deposit (EMD) (To be paid online)	Rs.1,00,000/- (Rs.One Lakh Only)
2	Tender Fee (To be paid online)	Rs.10,000/- (Rs.Ten Thousand Only)
3	Bid Validity Period	One-hundred-and-twenty (120) days from the date of submission of Bid.
4	Last date of signing contract	As intimated in work order of SARTHI, Pune.
5	Security Deposit	Security Deposit will be 3% of the Total Contractual Value and the EMD amount will be transferred into Security Deposit on request of successful bidders; in case the value of Security Deposit exceeds EMD, the excess amount is to be paid by successful Bidder through Demand Draft, payable to SARTHI, Pune.

Section- 3: Instructions to Bidders

1. Background of SARTHI

Chhatrapati Shahu Maharaj Research, Training and Human Development Institute (SARTHI), Pune is an Autonomous Institute of Government of Maharashtra under Planning Department. Chhatrapati Shahu Maharaj Research Training and Human Development Institute (SARTHI), Pune is registered under Company Act, 2013 under Section 8 as Non-Profit government company for research, policy advocacy, training etc. for socio-economic and educational development of Maratha, Kunbi, Maratha-Kunbi and Kunbi-Maratha community in Maharashtra State.

2. Purpose

Empanelment of Coaching Institutes located at **Pune (Including PCMC), Mumbai (including Navi Mumbai and Thane), Nagpur and Aurangabad only (coaching classes operating at either all four locations or either any three locations or any two locations or any one location mentioned)** for providing coaching to the candidates to be sponsored by SARTHI for **Civil Judge Junior Division and Judicial Magistrate First Class (CJJD & JMFC) Examination**. The proposed coaching should serve as a platform to provide quality coaching to the candidates to be sponsored by SARTHI.

3. Bid Process

The Bidder has to submit a Bid online in **two envelope systems**, one containing **Technical Bid** and other containing **Commercial Bid** for “**Empanelment of Coaching Institutes to provide coaching for Civil Judge Junior Division and Judicial Magistrate First Class (CJJD & JMFC) Examination**”.

The Bidder can submit Bid for coaching at **Pune (Including PCMC), Mumbai (including Navi Mumbai and Thane), Nagpur and Aurangabad only (coaching classes operating at either all four locations or either any three locations or any two locations or any one location mentioned)**, provided that the Bidder can arrange adequate resources within 7 days of award of contract, to provide coaching at the location for which the Bid is submitted. Coaching class must be fully functional and operating as per Technical criteria mentioned herewith, at the time of filling Technical Bid. Failure to arrange the resources, within 7 days, the award of the contract will be cancelled and the EMD will be forfeited.

4. Tender Fee (Non-Refundable)

The Bidders are requested to deposit the **Tender Fee of Rs.10,000/-** online through Credit Card / Debit Card / Internet Banking. Proof of the same should be attached with the Technical Bid. It is to be noted that the Tender Fee is non- refundable. However, Tender Fee will be refunded in case of cancellation of overall tender process (i.e., if the tender process is cancelled by SARTHI) by SARTHI.

5. Earnest Money Deposit

The Earnest Money Deposit (EMD) of Rs.1, 00,000/- is required to be deposited online through Credit Card / Debit Card / Net Banking / NEFT. Proof of the same should be attached with the Technical Bid. Realization of online NEFT / RTGS payment takes 2 to 24 hours, so it is advised to make sure that online NEFT / RTGS payment activity should be completed well before time.

- 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 is liable for rejection.
- d. EMD of unsuccessful Bidders will be refunded after completion of Bid process and the EMD of successful Bidders whose institute is not opted by any of the candidate, for the coaching of **Civil Judge Junior Division and Judicial Magistrate First Class (CJJD & JMFC) Examination**, will be refunded after completion of admission process.
- e. EMD of Successful Bidders, whose institute is opted by the candidates, for the coaching of **Civil Judge Junior Division and Judicial Magistrate First Class (CJJD & JMFC) Examination**, will be refunded after successful completion of course.
- f. **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 the time specified by SARTHI.
 - 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 SARTHI regarding forfeiture of the Bid Security shall be final and binding upon Bidders.

6. (A) SECURITY DEPOSIT:

The amount of Security Deposit to be submitted by the successful bidder will be 3% of the total contractual value awarded to the successful Bidder by SARTHI, Pune. The EMD amount will be transferred into Security Deposit on request of successful bidder and in case of Security Deposit being of higher value than EMD, then the excess amount is to be paid by the Successful Bidder in form of Demand Draft payable to SARTHI, Pune, before the Issuance of Work Order and signing of Memorandum of Understanding (MoU) with SARTHI, Pune. Security Deposit shall be retained by SARTHI, Pune for a period of minimum 3 years.

7. Transfer of Bid

The Bid / EOI Document are not transferable. The Bidder who purchases the Bid Document and submits the Bid shall be the same.

8. Consortium and Joint Ventures

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

9. Completeness of Response

- a) Bidders are advised to study all instructions, forms, terms, 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 EOI should be full and complete in all respects. Failure to furnish all information required by the EOI document or submission of a proposal not substantially responsive to the EOI document will be at the Bidder's risk and may result in rejection of their Proposal.

10. Place of opening of EOI

The EOI will be opened online in the Office of **Chhatrapati Shahu Maharaj Research, Training and Human Development Institute (SARTHI), Balchitravani, C T Survey number 173, B / 1, Gopal Ganesh Agharkar Road, Pune 411 004** on the scheduled dates.

11. Bid Preparation Costs

The Bidder shall submit the Bid at its cost and SARTHI 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 SARTHI and SARTHI shall be at liberty to cancel or modify any or all Bids without giving any reason thereof.

All materials submitted by the Bidder shall be the absolute property of SARTHI and no copyright /patent etc. shall be entertained by SARTHI.

12. Amendment of EOI Document

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

13. Pre- Bid Meeting

Pre- Bid meeting is open to all prospective Bidders. The prospective bidders desirous of attending the Pre bid meeting or sending queries may submit their request, in given format only, through email to sarthipune@gmail.com. A link for attending Pre bid meeting via Video Conference on Zoom will be sent to interested bidders on receiving their email IDs. The same will be held **on 05/01/2023 16:30 hrs., through Zoom Conference. In case of decision regarding physical presence for Pre bid meeting, all prospective bidders will be informed beforehand and the meeting will be held on 05/01/2023 16:30.,** in the Office of **Chhatrapati Shahu Maharaj Research, Training and Human Development Institute (SARTHI)**, Balchitravani, C T Survey number 173, B / 1, Gopal Ganesh Agharkar Road, Pune. (refer Appendix B)

SARTHI reserves the right to restrict the number of participants from a bidder in public interest.

14. SARTHI's Right to Terminate the Process of Amend the EoI

SARTHI may terminate the EOI process at any time and without assigning any reason. SARTHI shall not be held responsible for any cost incurred by the Bidder in Bid preparation. SARTHI reserves the right to amend/edit/add or delete any clause of this Bid Document. However, this will be informed to all and will become part of the Bid. Rights to empanel Coaching Classes location wise and to decide number of empaneled coaching classes are reserved with SARTHI, Pune.

At any time before the submission of bids, SARTHI, PUNE may amend the tender by issuing an addendum in writing or by standard electronic means. If the amendment is substantial. Bidder(s) shall be given reasonable time to make amendment or to submit revised bid and the deadline for submission of bids will be extended if required by SARTHI, PUNE. SARTHI, PUNE has right to cancel or modify the tender.

In case of any amendment, as deemed fit by SARTHI, Pune, with regards to this EoI, will be suitably declared through corrigendum regarding the supplements/modifications added to the EoI.

15. Language of Bids

This Bid should be submitted in English language only. If any supporting documents submitted are originally in Marathi or Hindi language then that will be accepted as it is.

16. Bid Submission Format

- a) 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.
- b) All information called for in the enclosed forms should be furnished against the respective columns in the forms. If information is furnished in a separate document, reference to the same should be given against respective columns in such cases. If any particular query is applicable **However, the bidders are cautioned that not giving complete information called for in the tender forms or not giving it in clear terms or making any change in the prescribed forms or deliberately suppressing the information may result in the bidder being summarily disqualified.** Tenders made by fax and the received late will not be entertained.
- c) The Responses should be typewritten or (legible) handwritten but there should not be any overwriting or cutting. Correction, if any, shall be made by neatly crossing out, initialing, dating and rewriting. The name and signature of bidder's authorized person should appear on each page of the application. All pages of the tender document shall be numbered and submitted as a package along with forwarding letter on bidder's letter head.

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
- B. Commercial 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 superscribed as **“Technical Bid for Empanelment of Coaching Institutes to Provide Coaching for Civil Judge Junior Division and Judicial Magistrate First Class (CJJD & JMFC) Examination.”**

a) Pre-qualification Requirements of the Coaching Institute is as under:

- i. Coaching Institute should be registered under Indian Company Act or Indian Partnership act or any relevant act in India and should have coaching facility at **Pune (Including PCMC), Mumbai (including Navi Mumbai and Thane), Nagpur and Aurangabad only (coaching classes operating at either all four locations or either any three locations or any two locations or any one location mentioned).** Proof of registration should be submitted.
- ii. Coaching Institution should have a **minimum 3 years** of coaching experience. Period before the date of registration of the institute will not be considered.

- iii. Coaching Institute should have average financial turnover of at least Rs.30 Lakhs in last three financial years (FY 2019-20, 2020-21, 2021-22) and should be an Income Taxpayer and GST payer. Proof of payment of income taxes for last 3 years (FY 2018-19, 2019-20, 2020-21) to be enclosed.
- iv. Coaching Institution should provide coaching for complete syllabus of **Civil Judge Junior Division and Judicial Magistrate First Class (CJJD & JMFC) -Preliminary Examination, Main Examination and Interview, within stipulated time period of contract.**
- v. Coaching Institution should have well equipped classroom. The Coaching Institution must provide details of available Virtual Classroom/audio-video set up available at the institution in the proposal.
- vii. Details of course material and trainers' profile should be submitted.
- viii. Coaching Institute should have facility to provide Online as well as Offline Coaching and must mention the details of both Online & Offline coaching facility in the proposal

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

- i. Technical Bid Form (Annexure I).
- ii. Copy of valid Registration Certificate/ shop act /Indian Company Act or Indian Partnership act or any relevant act in India of the Coaching Institute.
- 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 (FY 2018-19, 2019-20, 2020-21)
- vii. Document supporting Annual Turnover: Income and Expenditure Statement / Statement of Profit & loss and Balance Sheet of last 3 financial years.(FY 2019-20, 2020-21, 2021-22) (Refer Annexure I & Appendix A)
- viii. Document supporting Built-up area:-The Coaching Institute must have adequately resourced built-up area with all the facilities. Supportive document of built-up area of the Coaching Institute, to be submitted is Lease and License copy for rented accommodation and property tax bill for own building.
- ix. Supporting document (If any) for having empanelled by any government organization/department/autonomous organization of the government for providing coaching to the sponsored candidates.
- x. Photograph of Coaching Centre, Classrooms and other infrastructure facilities.
- xi. Details of course material and list of faculty members with their bio data
- xii. Submission of Undertaking as given in Annexure III
- xiii. Self-declaration for not black - listed by any of the Govt./Semi Govt. Organization and for not having criminal case against any Governing member/ Partner/Director. (Annexure IV)
- xiv. Year wise details of successful candidates in **Civil Judge Junior Division and Judicial Magistrate First Class (CJJD & JMFC) Examination of past 3 years (or years in which MPSC CJJD & JMFC exam was conducted in recent years)** Details of the selected candidates to be submitted in following format

Sr. No	Name of the Candidate who got selected in Civil Judge Junior Division and Judicial Magistrate First Class (CJJD & JMFC) Examination	Civil Judge Junior Division and Judicial Magistrate First Class (CJJD & JMFC) Exam roll number	Phone Number	Type of Coaching imparted to the candidate by the Coaching Institute (Civil Judge Junior Division and Judicial Magistrate First Class (CJJD & JMFC) Examination- Prelim or Main or both prelim and Main or Interview)	Year of passing Civil Judge Junior Division and Judicial Magistrate First Class (CJJD & JMFC) Exam	Post for which the candidate got selected

Candidates admitted in coaching institute for only Test series or Interview/Personality Test will not be considered as successful candidates of the Coaching Institute. The candidate must have completed Prelims-Mains-Interview Coaching stages at the coaching Institute itself. Data must be authentic and will be verified by SARTHI, Pune and if found to be false, the bidder will be disqualified.

xv. Coaching Institution should be providing coaching for complete syllabus of **Civil Judge Junior Division And Judicial Magistrate First Class (CJJD & JMFC)-Preliminary Examination, Main Examination and Interview, within stipulated time period of contract.**

xvi. The Coaching Institute shall prepare a detailed presentation demonstrating its Offline Coaching plan and available facility, to be presented on the day of technical opening or any other date scheduled by SARTHI, Pune. A back up plan is to be incorporated in the presentation, considering the pandemic situation/emergency situation, regarding the mode of conduct of coaching classes.

Note: The Commercial Bid will be opened only after the opening and scrutiny of the Technical Bid & Spot Verification.

The Commercial Bids of only those Bidders will be opened whose Technical Bids are qualified and also qualify in Spot Verification.

19. Commercial Bid:

The Commercial Bid will contain only the Commercial Bid as per Annexure -II, duly filled in and signed and must be clearly super scribed as “**Commercial Bid for Empanelment of Coaching Institutes to provide coaching for Civil Judge Junior Division and Judicial Magistrate First Class (CJJD & JMFC) Examination.**” **DO NOT ATTACH COMMERCIAL BID OR ANY SORT OF REVELATION OF RATES IN TECHNICAL BID OR ELSE BIDDER WILL BE DISQUALIFIED FROM ENTIRE BID PROCESS.**

20. Disqualification:

The Bidder should ensure that all the required documents, as mentioned in this EOI / 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 /EOI or not submitted the Bid 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.
- Any attempt by Bidder to modify, substitute or withdraw the proposal after submission
- Bid is received after due date and time.
- Bid is not accompanied by all the requisite documents.
- Bids submitted without or with improper EMD
- Bids without signature of person (s) duly authorized on required 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.**

- Commercial 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 SARTHI.
- While evaluating the proposals (Bids), if it comes to the knowledge of SARTHI, 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 EOI floated by the SARTHI.
- Bidder doesn't agree to the any one or more Terms and Conditions of the Bid.

21. Opening of Bid

- a) **Envelope No. 1** containing the **Technical Bid** shall be opened online in the office of SARTHI, in the presence of the Bidder/ representatives of Bidder who choose to attend, at the address, date and time specified in the EOI. Technical Bid will be opened only on confirmation of payment of Tender fee and EMD.
- b) **Envelope No. 2** containing **Commercial Bid** of the Bidders, who have qualified in the Technical Bid and spot verification, shall only be opened, in the office of SARTHI, in the presence of the Bidder/ representatives of Bidder who choose to attend, at the address, date and time specified in the EOI.

22. Evaluation of Technical and Commercial Bid:

Bid Evaluation Committee formed by Managing Director, SARTHI and Purchase Committee will evaluate the Technical and Commercial Bid and submit its recommendation to Managing Director, SARTHI. Decision of the Managing Director, SARTHI would be final and binding upon all the Bidders.

22.1. Evaluation of Technical Bid

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 Committee may seek written clarifications from the Bidders. The Committee may seek inputs from their professional and technical experts in the evaluation process.
- iii. 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.
- iv. **Spot verification after Technical bid evaluation will be mandatory and considered before Commercial Bid Evaluation and before finalizing the selection of the Coaching classes. All criteria submitted by Bidder as 'fulfilled' and presented by the Bidder before SARTHI will be verified and evaluated during Spot verification.**
ANY DEVIATION OR CONTRAST IN THE TECHNICAL CRITERIA SPECIFICATIONS, AS SUBMITTED BY BIDDER, IF OBSERVED DURING SPOT VERIFICATION & REFERENCE CHECK, WILL BE CONSIDERED AS 'FRAUDULENT PRACTICE' AND WILL LEAD TO ELIMINATION OF THE BIDDER FROM THE COACHING CLASS SELECTION PROCESS AND WILL BE BLACKLISTED AS WELL
- v. The technical scores of the Bidders will be announced prior to the opening of the Commercial Bid.
- vi. The Commercial Bid will be opened only after the opening and scrutiny of the Technical Bid & Spot Verification. The Commercial Bids of only those Bidders will be opened whose Technical Bids are qualified as well as qualify as eligible in Spot Verification.

22.2. Technical Evaluation Criteria:

Sr. No.	Criteria	Supporting Documents	Description	Maximum Marks
1	Previous year's Results of the Institute	a. List of candidates qualified Civil Judge Junior Division and Judicial Magistrate First Class (CJJD & JMFC) Examination (Prelims, Mains and Interview) in last 5 years (or recent years in which CJJD & JMFC exam was conducted) along with their roll number and year of passing	1. Total number of successful candidates in the Civil Judge Junior Division and Judicial Magistrate First Class (CJJD & JMFC) Preliminary Examination in last 3 years is 15 candidates (or applicable years in which exam was conducted) (Include the most recent 3 years ONLY or applicable years when the CJJD & MPSC Exam was conducted)	45

		b. Any confirmatory document (Admission form, Fee receipt, etc.,) about selected candidate's registration with the institute.		
2	Quality of study material	Set of booklets/study material/books provided by the Institute to the students.	Study materials/ booklets/ books covering all the topics, MCQ and descriptive questions in the syllabus	12
3	Regularity and quality of Test	Test Series planned in the proposed period	Plan of regular test series followed by detailed discussion and answer key	12
4	Timely completion of syllabus, schedule of lectures and regularity in Implementation	a. Academic Plan and Course completion Report of Previous years b. Academic Plan of the proposed period	Meticulously drafted academic plan covering all points of the syllabus at-least 10 days before the upcoming Civil Judge Junior Division and Judicial Magistrate First Class (CJJD & JMFC) Preliminary Examination and Main Examination	12
5	Well equipped, adequate audio visual classroom	Photos of seating capacity in class room and audiovisual facility.	Seating capacity of 25 candidates–3 Marks	15
6	Number of lecturers (Note- Lecturer should not be working on permanent/full time job.)	List of lecturers with their qualification and subject they are teaching.	(Note- Lecturer should not be working on permanent/full time job anywhere else)	12
7	Experience of Lecturers for coaching of Civil Judge Junior Division and Judicial Magistrate First Class (CJJD & JMFC) Examination	Bio-data of lecturers with number of years of experience of coaching for Civil Judge Junior Division and Judicial Magistrate First Class (CJJD & JMFC) Examination	(Note- Lecturer should not be working on permanent/full time job anywhere else)	12
8	No. of years from which Coaching Institute is providing coaching for Civil Judge Junior Division And Judicial Magistrate First Class (CJJD & JMFC) Examination.	a. Documents of establishment/ Registration of the institute/Shop Act. (Period before the date of registration of the institute will not be considered).	Institute providing coaching for Civil Judge Junior Division and Judicial Magistrate First Class (CJJD & JMFC) Examination for 3 years	15
9	Financial Turnover of the Institute	a. Audited Financial statement/s. b. Income Tax Return (ITR)/s all must be CA certified	a. Average Annual Financial Turnover of the institute is Rs.30 Lakhs in last 3 financial years	15

10	Efforts to improve performance of the weak students	a. Student counseling record (Previous years) b. Extra lectures conducted for weak students (Previous Years)	a. Regular counseling the students, Efforts to improve performance of weak students	10
11	Empaneled by any Govt. Organization/ Department/Autonomous organization for providing coaching to sponsored candidate for any Competitive Examination.	Supporting document (Work Order, Empanelment letter, MOU) for having empaneled by any government organization/ department/ autonomous organization of the government for providing coaching to sponsored candidate.	a. Empaneled by at least one Govt. Organization/Department/Autonomous organization for providing coaching to sponsored candidate for any Competitive Examination - 5 Marks b. Empaneled by at least three Govt. Organization/Department/Autonomous organization for providing coaching to sponsored candidate for any Competitive Examination - 10 Marks	10
12	Library	Well equipped library and study hall	Books reacted to law , current affairs, newspapers, relevant publications and Based on MPSC CJJD JMFC syllabus	10
13	Panel of experts	List of names of Panel of experts	Panel of experts to conduct mock, for guidance and counselling	10
14	Tie up with Medical Practitioner (MBBS)	Coaching class must have tie up with Medical Practitioner (MBBS) for student periodical health checkup and emergency	Tie up with Medical Practitioner (MBBS) for periodical checkup and emergency health issues of SARTHI beneficiaries	10
TOTAL				200

***Spot verification & Reference check after Technical bid evaluation will be mandatory and will be crucial factor before Commercial Bid Evaluation and when finalizing selection of Coaching Class.**

The minimum qualifying marks required in technical criteria is 120 Marks (i.e., 60 %). The Bidders who score minimum 120 Marks shall be considered for Spot verification and Commercial Bid evaluation. The Bidders who do not score minimum qualifying marks of 60 %, their Bids shall be rejected and will not be considered for Commercial Bid evaluation.

Date of Spot Verification will be conveyed to shortlisted bidders on basis of Technical Bid Evaluation and all criteria of eligibility of selection on technical criteria basis will be cross verified for authentication (location, infrastructure, available resources, technical aspects, administrative aspects, documents related to faculty expertise including all criteria mentioned in Point 18 B & 22.1) Spot Verification will be conducted by concerned authority from SARTHI as instructed and decided by the Managing Director, SARTHI, Pune.

22.3 Evaluation of Commercial Bid

Bid Evaluation Committee formed by Managing Director, SARTHI will evaluate the Commercial Bid (The Bidders who score minimum 90 Marks (i.e., 60 %) in Technical Bid and qualify through Spot verification as stated above, shall be considered for Commercial Bid evaluation) and submit its recommendation to Managing Director, SARTHI. Decision of the Managing Director, SARTHI would be final and binding upon all the Bidders.

The Bidders shall submit their **Commercial Bid** as per the format provided in **Annexure II**. The Commercial Bid shall be evaluated on the basis of total cost submitted by the Bidder.

Whether to conduct the Coaching Program Online or Offline will be the sole discretion of SARTHI, Pune and accordingly the base rates of Commercial Bid will be considered. None the least, the Bidder must provide the details of Both Offline and Online Program base rates as indicated in Commercial Bid Annexure II. Rights to empanel Coaching Classes location wise and to decide number of empaneled coaching classes are reserved with SARTHI, Pune.

23.Award of contract

Bid Evaluation Committee formed by Managing Director, SARTHI and Purchase Committee will evaluate the Commercial Bid and Technical Bid as stated above, and submit its recommendation to Managing Director, SARTHI. SARTHI may empanel one or more eligible Bidder or cancel the Bid on the basis of their composite score and recommendation of the Bid Evaluation Committee. Decision of the Managing Director, SARTHI would be final and binding upon all the Bidders. SARTHI will notify the acceptance of Bid to the successful Bidder.

24.Signing of Contract

Once SARTHI notifies the successful Bidder that it's Bid / proposal has been accepted, SARTHI shall enter into a separate Agreement, incorporating the conditions of the Bid / EOI and its amendments and any special conditions during negotiations between the SARTHI and the successful Bidder. In case the successful Bidder is unable to execute contract within 10 days, SARTHI shall forfeit the Earnest Money Deposit (EMD) and cancel its Bid. Bidder should note that the allotment of candidates to the Coaching Institute (successful Bidder) will be done on the basis of the preference of the Coaching Institutes given by the candidate. However, Managing Director, SARTHI has the right to restrict the maximum number of candidates that can be sponsored to the single institute and the decision of the Managing Director, SARTHI will be binding on all the Bidders.

Section-4: General Conditions of Contract

A) GENERAL TERMS AND CONDITIONS

1. Conditional Bid (EOI Proposals) are liable for rejection.
2. Intending Bidders can have detailed information from the office of SARTHI, Pune during office hours.
3. The Bid Evaluation Committee formed by Managing Director, SARTHI and the Purchase Committee will shortlist the institutes and will recommend to the Managing Director, SARTHI for empanelment, in order to sponsor the candidate for coaching. The candidate will be given the option of selecting the Institute of his/her choice, for admissions through counseling. The Coaching Classes Short listed through Bid Evaluation Committee and Purchasing Committee and approved by the Board will be empanelled with SARTHI. Rights to empanel Coaching Classes location wise and to decide number of empaneled coaching classes are reserved with SARTHI, Pune.
4. Bidder should note that the allotment of candidates to the Coaching Institute (successful Bidder) will be done on the basis of the preference of the Coaching Institutes given by the candidate, However, Managing Director, SARTHI has the rights to restrict the maximum number of candidates that can be sponsored to the single institute and the decision of the Managing Director, SARTHI will be binding on all the Bidders.
5. The Bid Evaluation Committee (Selection Committee) constituted by Managing Director, SARTHI, reserves the right to reject any or all tenders without assigning any reason.
6. The duration of the Coaching program will be of **4 months or upto declared date of Prelims (Stage 1) and 4 months or upto declared date of Mains (Stage 2) and will cover entire syllabus of Civil Judge Junior Division and Judicial Magistrate First Class (CJJD & JMFC) Preliminary Examination, Main Examination and Interview.** The right to make any change in duration of coaching or its stages of coaching is reserved with the Managing Director, SARTHI, Pune.
7. Selection of the candidates: The candidates for **CJJD & JMFC Competitive Examination** Coaching will be selected through CET followed by document verification conducted by SARTHI.
8. Coaching will be imparted to the target group candidates sponsored by SARTHI.
9. Coaching should be provided for complete syllabus of **Civil Judge Junior Division and Judicial Magistrate First Class (CJJD & JMFC) Preliminary Examination, Main Examination and Interview in coaching period.**
10. The Managing Director, SARTHI reserves the right to increase or decrease the number of students / candidates to be deputed to the institutions, to ensure Qualitative Coaching.
11. The empanelled Institutions must install Adhaar Based Biometric attendance system in the institution and submit attested attendance of the candidates (incoming and outgoing) to SARTHI, Pune, on or Before 5th of every month. Any forgery or manipulation in attendance will be liable to disciplinary action by SARTHI, Pune and penalty of forfeiting per candidate fee will be imposed in proportion to the count of students data found forged/manipulated.
12. The empaneled Coaching Institutions shall provide qualitative coaching to the candidates for **Civil Judge Junior Division and Judicial Magistrate First Class (CJJD & JMFC) Examination**, deputed by SARTHI Pune.
13. The empaneled Coaching Institutions shall impart quality coaching, conduct periodic tests and shall inform the result of the same to the SARTHI, as and when the tests are conducted.

14. The empaneled Coaching Institutions shall cover the complete syllabus of **Civil Judge Junior Division and Judicial Magistrate First Class (CJJD & JMFC) - Preliminary Examination, Main Examination and Interview**. If the coaching is incomplete or not properly imparted, the Institute will be blacklisted and complete fee due will not be paid.
15. The empaneled Coaching Institutions shall provide study material (at no extra cost) to the candidates, immediately after admission and further, as and when the study materials are given to other candidates taking coaching in the institute.
16. The empaneled Coaching Institutions should not sublet the contract. 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.
17. The selected Institutions shall enter into a contract agreement on a non-judicial stamp paper of Rs 500 (stamp paper amount will depend on the cost of coaching contract and in accordance with Maharashtra Stamp Act)), with terms and conditions as per the format specified by the Managing Director, SARTHI, Pune within 10 days from the receipt of written communication of letter of empanelment to this effect, failing which the EMD will be forfeited and the Institution will be removed from the empanelled list of institutes.
18. Coaching Fee will be paid in three installments; first installment of thirty percent (30%) of the total fee will be paid on or before the completion of three months of Coaching. Second installment of thirty percent (30%) of the total fee will be paid on or before the completion of five months of coaching. Third and final installment of forty percent (40%) of the total fee will be paid after successful completion of coaching, subject to fulfillment of mandatory documents submission. SARTHI reserves the right to change the payment terms. The right to change the coaching stage duration and installments and its duration of payment is reserved with the Managing Director, SARTHI, Pune.
19. SARTHI reserves the rights of overall monitoring of the training program.
20. The Coaching Institutes should submit their requisition / bill for each installment, in duplicate with the list of candidates and biometric attendance. The payments shall be made within 30 days. If, due to any reasons, payment is delayed, no interest will be payable.
21. On completion of coaching, the Coaching Institute will have to submit following reports to SARTHI, Pune
 1. Adhaar based biometric attendance of all candidates
 2. Course Completion Report
 3. Test Results
 4. Drop Out report
 5. Study material provided
 6. Student feedback report
22. Contract will be made for one year. However, contract may be extended for next three financial years by mutual consent with the same terms and conditions of the agreement executed.
23. Tie up with Medical Practitioner (MBBS) for periodical checkup and emergency health issues of SARTHI beneficiaries is necessary and coaching classes must act as guardian in cases of medical emergencies of the students
24. The Managing Director, SARTHI, Pune including the authorized Officers of the SARTHI shall have the power to issue notices in writing and to instruct/direct the Institutions to make alterations/variations in the assigned work.
- 25. 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 SARTHI with such penalties as specified in the Bidding document and the Agreement.

26. Confidentiality of the Document

This Tender Document is confidential and the SARTHI shall ensure that anything contained in this Tender Document shall not be disclosed in any manner, whatsoever. Also, it will be obligatory on part of the bidder to follow highest standards of ethics and maintain confidentiality of all information and processes related to bidding, candidates sponsored by SARTHI, Pune, intellectual property of SARTHI, Pune that has been shared with the successful bidder for coaching period and purpose; breach of which may lead to penal action.

27. Jurisdiction and applicable Law

- a) In case of any dispute arising out of the terms and conditions of contract or assignment, the aggrieved Party shall give notice setting out grievance to the other party then both the parties shall try to resolve the dispute by negotiations and discussions. The negotiations shall be held by the Chairman /a person on the Board of Directors. In case if such negotiation fails, then the dispute shall be referred to an Arbitrator. This arbitration will be governed by Provision of Arbitration and Conciliation Act 1940 and the seat of arbitration shall be at Pune. The venue of the arbitration proceeding shall be the office of SARTHI, PUNE, or such other places as the arbitrator may decide.
- b) In case of any dispute arising out of the terms and conditions of contract or assignment, the matter shall be governed by the laws of India (both substantive and procedural) at that time being in force and shall be subject to exclusive jurisdiction of the Courts at Pune City.

28. Fraudulent and Corrupt Practices:

The Bidders and their respective officers, employees, agents and advisers shall observe the highest standard of ethics during the Selection Process. Notwithstanding anything to the contrary contained in this Tender, SARTHI, PUNE shall reject a Proposal without being liable in any manner whatsoever to the Bidder. if it determines that the Bidder has, directly or indirectly or through an agent, engaged in corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice (collectively the "Prohibited Practices") in the Selection Process. In such an event, SARTHI, PUNE shall, without prejudice to its any other rights or remedies, forfeit and appropriate the Bid Security or Performance Security, as the case may be, as mutually agreed genuine pre-estimated compensation and damages payable to the Authority for, inter alia, time, cost and effort of the Authority, in regard to the Tender. including consideration and evaluation of such Bidder's Proposal.

For the purposes of this Section, the following terms shall have the meaning hereinafter respectively assigned to them:

- "corrupt practice" means (1) the offering, giving receiving or soliciting directly or indirectly, of anything of value to influence the action of any person connected with the Selection Process "fraudulent practice" means a misrepresentation or omission of facts or disclosure of incomplete facts, in order to influence the Selection Process;
-
- "coercive practice" means impairing or harming or threatening to impair or harm, directly or indirectly, any persons or property to influence any person s participation or action in the Selection Process;

- "undesirable practice" means (1) establishing contact with any person connected with or employed or engaged by SARTHI, PUNE with the objective of canvassing, lobbying or in any manner influencing or attempting to influence the Selection Process; or (1) having a Conflict of Interest; and
- "restrictive practice" means forming a cartel or arriving at any understanding or arrangement among Bidders with the objective of restricting or manipulating a full and fair competition in the Selection Process.
-

29. Force Majeure:

Force Majeure is herein defined as any cause, which is beyond the control of the selected bidder or SARTHI, PUNE as the case may be which they could not foresee or with a reasonable amount of diligence could not have foreseen and which substantially affect the performance of the contract, such as:

- Natural phenomenon, including but not limited to floods, droughts, earthquakes and epidemics.
- Acts of any government, including but not limited to war, declared or undeclared priorities, quarantines and embargos
- Terrorist attack, public unrest in work area provided either party shall within 10 days from occurrence of such a cause, notifies the other in writing of such causes.

The selected bidder or SARTHI, PUNE shall not be liable for delay in performing his/her obligations resulting from any force majeure cause as referred to and/or defined above. Any delay beyond 30 days shall lead to termination of contract by parties and all obligations expressed quantitatively shall be calculated as on date of termination. Notwithstanding this, provisions relating to indemnity. confidentiality survive termination of the contract. However, SARTHI, PUNE shall make payment for all the services rendered by the selected bidder till such date of termination of contract.

In case of Force Majeure, the successful bidder party will inform SARTHI, Pune in writing regarding the situation. Unless and otherwise directed by SARTHI, Pune in writing, the successful bidder will continue to perform its obligations under contract as far as its reasonably practical and implement the project execution using alternative quality arrangements not restricted by Force Majeure.

30. Proprietary Rights:

All rights, title and interests in and to the Services Environment and any other material used by the selected bidder in the provision of the Services shall exclusively belong to the selected bidder or its licensors ("Bidder Proprietary Material"). Any and all Intellectual Property Rights with respect to the Services and the selected bidder Proprietary Material and all modifications, improvements, enhancements, or derivative works made thereto, shall always belong to the selected bidder or its licensors and SARTHI, PUNE shall not be entitled to claim any rights therein. All rights, title and interests in SARTHI, PUNE Data shall always remain with SARTHI, PUNE. The selected bidder shall have not use SARTHI, PUNE name in its marketing material and avoid use of SARTHI, PUNE logo with respect to such listing and for reference purposes; breach of which may lead to penal action.

ANNEXURE – I

(To be submitted on Bidder letter head)

“Technical Bid for Empanelment of Coaching Institutes Located at Pune (Including PCMC), Mumbai (including Navi Mumbai and Thane), Nagpur and Aurangabad to provide coaching for Civil Judge Junior Division and Judicial Magistrate First Class (MPSC-CJJD & JMFC) Examination.”

Apply for Location: ____ (mention the location/s for which bid is submitted)

To,

The Managing Director,
Chhatrapati Shahu Maharaj Research, Training and
Human Development Institute (**SARTHI**),
Balchitravani, C T Survey number 173, B/1,
Gopal Ganesh Agarkar Road,
Pune 411004

Subject: Technical Bid for providing coaching to the candidates sponsored by SARTHI, for Civil Judge Junior Division and Judicial Magistrate First Class (MPSC-CJJD & JMFC) Examination.

Reference: E - Tender No. Dated

Respected Sir,

I / We hereby offer to submit the Technical Bid for providing coaching to the candidates sponsored by SARTHI for **Civil Judge Junior Division And Judicial Magistrate First Class (CJJD & JMFC) Examination.**

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

I / We submit the Technical Bid as under:

1.	Name and address of the head office of the Coaching Institute.	
2.	Name and contact number of of Head / Chairperson / President/Partner/Director	
3.	Location/s at which the coaching is currently provided by the institute (coaching class must be in operating condition when bidding) (coaching classes operating at either all four locations or either any three locations or any two locations or any one location mentioned) Note: Provide shop act license to prove the location of coaching classes.	
4	Location in Pune/Mumbai/Nagpur/Aurangabad at which the Institute is willing to provide coaching to the candidates to be sponsored by SARTHI For MPSC-CJJD & JMFC Examination. (coaching classes operating at either all four locations or either any three locations or any two locations or any one location mentioned)	

	Note: The coaching class must be actively functioning at a time of applying for the tender bid's from bidders for MPSC CJJD & JMFC Competitive Examination. Coaching yet to open or in non-working condition, will not be accepted.																			
5.	Contact Person's Name and Designation																			
	Contact No.																			
6.	Date of Establishment of Institute at Pune/Mumbai/Nagpur/Aurangabad, as per Documents of establishment/ Registration of the institute/ Shop Act.																			
7.	a) Whether the Institution is registered (Yes/No)																			
	b) If Yes, under which Act. Institution is registered (Legal status)																			
	c) Registration Number																			
	d) Date of Registration																			
	e) Date of Expiry if any																			
8.	a) Whether GST payee.																			
	b) Mention GST number																			
9.	a) Whether Income tax payee.																			
	b) Mention Permanent Account Number (PAN) of the Institution or Head of the Institution.																			
10.	Total financial turnover per year for the last 3 financial years as per income tax return and financial statement.(refer Annexure 1 & Appendix A)	2019-20	2020-21	2021-22																
11.	Total years of experience of the Coaching Institution for the coaching of MPSC- CJJD & JMFC Examination. (Period before the date of registration of the institute is not considered). Also provide the date of registration/establishment																			
12.	Year-wise details of successful candidates of the institute in Civil Judge Junior Division and Judicial Magistrate First Class (CJJD & JMFC) Examination of last 3 years (or include latest years in which CJJD & JMFC exam was conducted)	<table border="1"> <thead> <tr> <th>Examination</th><th>Year</th><th>Year</th><th>Year</th></tr> </thead> <tbody> <tr> <td>a) Civil Judge Junior Division and Judicial Magistrate First Class (CJJD & JMFC) Preliminary Examination</td><td></td><td></td><td></td></tr> <tr> <td>b) Civil Judge Junior Division and Judicial Magistrate First Class (CJJD & JMFC) Main Examination</td><td></td><td></td><td></td></tr> <tr> <td>c) Civil Judge Junior Division and Judicial Magistrate First Class (CJJD & JMFC) final result after interview</td><td></td><td></td><td></td></tr> </tbody> </table> <p>Note: List of the candidates, contact number, Roll Number, type of training (Civil Judge Junior Division and Judicial Magistrate First Class (CJJD & JMFC) Prelim Examination, Main Examination, Interview) imparted by the Coaching Institute, Post for which the candidate got selected, year of passing, etc. Proof of their admission in the institute should be submitted with Technical Bid to support the above number..(Include the latest applicable years/exams in which MPSC CJJD & JMFC Competitive Examination. In case in any year if MPSC CJJD & JMFC Competitive Examination was not conducted then include the recent year/s in which the exam was conducted)</p>			Examination	Year	Year	Year	a) Civil Judge Junior Division and Judicial Magistrate First Class (CJJD & JMFC) Preliminary Examination				b) Civil Judge Junior Division and Judicial Magistrate First Class (CJJD & JMFC) Main Examination				c) Civil Judge Junior Division and Judicial Magistrate First Class (CJJD & JMFC) final result after interview			
Examination	Year	Year	Year																	
a) Civil Judge Junior Division and Judicial Magistrate First Class (CJJD & JMFC) Preliminary Examination																				
b) Civil Judge Junior Division and Judicial Magistrate First Class (CJJD & JMFC) Main Examination																				
c) Civil Judge Junior Division and Judicial Magistrate First Class (CJJD & JMFC) final result after interview																				

13.	Whether the Coaching Institute has provided / providing Coaching for any Competitive 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 / Others)	Total number of candidates sponsored to the Coaching Institute in last 3 years for the coaching of any Competitive Examination														
				(Year)	(Year)	(Year)												
Note: Work order / Agreement should be submitted with Technical Bid to support the above information (Mention the applicable years as required to quote the successful candidates) (Include the applicable years in which MPSC CJJD & JMFC Competitive Examination was conducted)																		
14.	a. Whether the Coaching Institute is functioning in its own building or in a rented accommodation. b. Total square feet of built-up area. c. Class rooms and other details: <table border="1"> <tr> <td>Particulars</td> <td>Number</td> <td>Total seating capacity</td> </tr> <tr> <td>Classroom</td> <td></td> <td></td> </tr> <tr> <td>Audio-Visual room</td> <td></td> <td></td> </tr> </table> d. Whether adequate Audio and sound facility is available in class room (Yes/ No): e. Whether video lecture facility is available in class room (Yes/ No):						Particulars	Number	Total seating capacity	Classroom			Audio-Visual room					
Particulars	Number	Total seating capacity																
Classroom																		
Audio-Visual room																		
15.	Details of faculty: <table border="1"> <tr> <td>Sr. No.</td> <td>Name of faculty</td> <td>Qualification</td> <td>Teaching Subject</td> <td>Experience in coaching for Civil Judge Junior Division and Judicial Magistrate First Class (CJJD & JMFC) Examination (In years)</td> <td>Any other credentials</td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </table> Note: List of all the faculty/lecturer with above details should be provided along with their Bio data. (Note-Lecturer/faculty should not be working on permanent/full time job in any college/institution, company, Court, etc.)						Sr. No.	Name of faculty	Qualification	Teaching Subject	Experience in coaching for Civil Judge Junior Division and Judicial Magistrate First Class (CJJD & JMFC) Examination (In years)	Any other credentials						
Sr. No.	Name of faculty	Qualification	Teaching Subject	Experience in coaching for Civil Judge Junior Division and Judicial Magistrate First Class (CJJD & JMFC) Examination (In years)	Any other credentials													
16.	Library facilities: <table border="1"> <tr> <td>a) No. of relevant reference books</td> <td></td> </tr> <tr> <td>b) No. of journals/ magazines</td> <td></td> </tr> <tr> <td>c) No. of daily news papers</td> <td></td> </tr> <tr> <td>d) Working hours</td> <td></td> </tr> </table>						a) No. of relevant reference books		b) No. of journals/ magazines		c) No. of daily news papers		d) Working hours					
a) No. of relevant reference books																		
b) No. of journals/ magazines																		
c) No. of daily news papers																		
d) Working hours																		
17.	Printed Study Materials			Bidder must submit one copy of the following study material on or before the date of opening of Technical Bid(old outdated study material is unacceptable) a) Study materials/ booklets/ books covering all the topics and test questions, MCQ type in the syllabus for Preliminary Examination And Main Examination														
18.	Regularity and quality of Test			Plan of regular test series followed by detailed discussion and answer key														
19.	Timely completion of syllabus			a) Month in which the complete syllabus of upcoming Civil Judge Junior Division and Judicial Magistrate First Class (CJJD & JMFC) -Preliminary Examination, will be completed. (Academic plan should be submitted) b) Month in which the complete syllabus of upcoming Civil Judge Junior Division and Judicial Magistrate First														

		Class (CJJD & JMFC) -Mains Examination will be completed. (Academic plan should be submitted) c) Plan to conduct Mock Interviews
20.	Stability of the institute and Credibility of the management	a) Constitution of the institute and Vision and mission statement should be submitted b) Declaration of the institute that there is no civil or criminal case on any Governing member / Partner / Director.
21.	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.
22.	Number of candidates, the Institute is willing to take from SARTHI for the coaching of Civil Judge Junior Division and Judicial Magistrate First Class (CJJD & JMFC) Examination	
23.	Whether all the documents specified in point 18 and 22.2 of section -3, of this tender document is uploaded with Technical Bid (Yes / No)	
24.	Any other details:	

Date:

**Name, Designation and Signature of
authorized representative of the Coaching Institute**

FINANCIAL INFORMATION

1. Financial Analysis: Details to be furnished duly supported by figures in Balance Sheet/Profit & Loss Account for the last three years i.e., 2019-20, 2020-21, 2021-22, **as certified by the Chartered Accountant**, as submitted by the Bidder to the Income Tax Department.

Table-1: Total Turnover.

Sr.No	Details	(1) 2019-20	(2) 2020-21	(3) 2021-22
1	Gross annual turnover (See Annexure A)			
2	Profit/loss			
3	Financial Position a) Cash b) Current assets c) Current Liabilities d) Working Capital (b-c) e) Current Ratio : Current Assets/Current Liabilities (b/c)			

Table-2: Turnover from CJJD & JMFC Coaching Only

Sr.No	Details	(1) 2019-20	(2) 2020-21	(3) 2021-22
1	Gross annual Turnover			

ii) Please attach- Up to date Income Tax Clearance Certificate (2018-19, 2019-20, 2020-21)- Audited Balance Sheet

III) Note: Attach additional sheets, if necessary.

(Name, Designation and Signature of
authorized representative with date and Seal of Bidder)

Date

Appendix A

(To be printed on letter head and to be submitted with Technical Bid)

Turnover Certificate

Name of the Coaching Class/Company/Firm/Agency:

Address of the Coaching Class/Company/Firm/Agency:

This is to certify that I have verified the annual turnover of previous three years of the Coaching Class/Company/Firm/Agency named above for Technical Bid through E-tender for MPSC –CJD & JMFC Coaching Class , and it is as mentioned below; and that it is correct.

Sr. No.	Description	Year Rs. (both in figures and words)	Year Rs. (both in figures and words)	Year Rs. (both in figures and words)
1	Annual Turnover of the CJD & JMFC Coaching Institute			

Place :

Date:

Name, Address, Signature and Seal of the Chartered Accountant

ANNEXURE – II

(To be submitted on Bidder letter head)

DO NOT ATTACH COMMERCIAL BID OR ANY SORT OF REVELATION OF RATES IN TECHNICAL BID OR ELSE BIDDER WILL BE DISQUALIFIED FROM ENTIRE BID PROCESS.

“Commercial Bid for Empanelment of Coaching Institutes Located at Pune (Including PCMC), Mumbai (including Navi Mumbai and Thane), Nagpur and Aurangabad, to provide coaching for Civil Judge Junior Division and Judicial Magistrate First Class (MPSC -CJJD & JMFC) Competitive Examination”.

To,

The Managing Director,

Chhatrapati Shahu Maharaj Research, Training and

Human Development Institute (SARTHI),

Balchitravani, C T Survey number 173, B/1,

Gopal Ganesh Agarkar Road,

Pune 411004

Subject: Commercial Bid for providing coaching to the candidates sponsored by SARTHI, for Civil Judge Junior Division And Judicial Magistrate First Class (CJJD & JMFC) Examination Coaching.

Reference: Tender No. Dated

Respected Sir,

I / We hereby offer to submit the Commercial Bid for providing coaching to the candidates sponsored by SARTHI for **Civil Judge Junior Division and Judicial Magistrate First Class (CJJD & JMFC) Examination Coaching.**

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

I / We submit the Commercial Bid as under:

1. Pune (Including PCMC)

Sr. No.	Examination	Coaching Fee (Excluding taxes) per candidate for offline regular classroom coaching of CJJD & JMFC	
		Amount (Rs.) in figures	Amount (Rs.) In words
1.	Coaching for complete syllabus of CJJD & JMFC – Preliminary Examination		
2	Coaching for complete syllabus of CJJD & JMFC – Mains Examination		
3	Test Series for CJJD & JMFC – Preliminary & Mains Examination		
4	For optional subjects		
	TOTAL		

	GST(%)		
	GRAND TOTAL		

2) Mumbai (including Navi Mumbai and Thane)

Sr. No.	Examination	Coaching Fee (Excluding taxes) per candidate for offline regular classroom coaching of CJJD & JMFC	
		Amount (Rs.) in figures	Amount (Rs.) In words
1.	Coaching for complete syllabus of CJJD & JMFC – Preliminary Examination		
2	Coaching for complete syllabus of CJJD & JMFC – Mains Examination		
3	Test Series for CJJD & JMFC – Preliminary & Mains Examination		
4	For optional subjects		
	TOTAL		
	GST(%)		
	GRAND TOTAL		

3) Nagpur:

Sr. No.	Examination	Coaching Fee (Excluding taxes) per candidate for offline regular classroom coaching of CJJD & JMFC	
		Amount (Rs.) in figures	Amount (Rs.) In words
1.	Coaching for complete syllabus of CJJD & JMFC – Preliminary Examination		
2	Coaching for complete syllabus of CJJD & JMFC – Mains Examination		
3	Test Series for CJJD & JMFC – Preliminary & Mains Examination		
4	For optional subjects		
	TOTAL		
	GST(%)		
	GRAND TOTAL		

4) Aurangabad

Sr. No.	Examination	Coaching Fee (Excluding taxes) per candidate for offline regular classroom coaching of CJJD & JMFC	
		Amount (Rs.) in figures	Amount (Rs.) In words
1.	Coaching for complete syllabus of CJJD & JMFC – Preliminary Examination		
2	Coaching for complete syllabus of CJJD & JMFC – Mains Examination		
3	Test Series for CJJD & JMFC – Preliminary & Mains Examination		
4	For optional subjects		
	TOTAL		
	GST(%)		
	GRAND TOTAL		

Mention the rates separately for each location as given above; if rates are not given separately for each location, it will be considered that the bidder has same rate, as mentioned in any column, for above mentioned all locations. If Bidder has coaching only at a specific location it must be clearly mentioned in point 3 and 4 of Annexure I.

Note: Coaching Fee should be quoted separately for each of the above items from 1 to 4, combined fee should not be quoted. For evaluation purpose, total amount excluding taxes shall be considered. Hidden charges / eventual/Additional Charges will not be considered.

Date :

**Name, Designation and Signature of
authorized representative of the Coaching
Institute**

ANNEXURE- III

(Declaration of the Coaching Institution on the letter head)

Date:

To,

The Managing Director,

Chhatrapati Shahu Maharaj Research, Training and
Human Development Institute (**SARTHI**),
Balchitravani, C T Survey number 173, B/1,
Gopal Ganesh Agarkar Road,
Pune 411004

Subject: Declaration regarding Tender for providing coaching to the candidates sponsored by SARTHI, for Civil Judge Junior Division and Judicial Magistrate First Class (CJJD & JMFC) Examination.

Respected Sir,

I/Wedo hereby submit tender/Bid for providing coaching to the candidates sponsored by SARTHI, for **Civil Judge Junior Division And Judicial Magistrate First Class (CJJD & JMFC) Examination**, as per the quoted rates and in all respects in accordance with the terms and conditions as mentioned in the Bid Document.

I/We hereby distinctly and expressly declare and acknowledge that before submission of this tender; I/We have carefully followed the instructions.

I/We have paid an amount of Rs 1,00,000 (Rupees One Lakh only) towards EMD and I/We are aware that the EMD will not bear any interest and the amount of Security Deposit is 3% of the total contractual value awarded to the successful Bidder by SARTHI, Pune which will be transferred from EMD amount by SARTHI, Pune on request of successful bidders and will be retained by SARTHI, Pune for minimum 3 years.

I/We have paid an amount of Rs 10,000 (Rupees Ten Thousand only) towards Tender fee and I/We are aware that the Tender fee is non refundable.

If this tender is accepted, I/We agree to abide by and fulfill all the terms and conditions of the contract.

I/We distinctly agree that I/We would hereafter make no claim or demand upon the Managing Director, SARTHI based 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.

Any notice required to be served on me / us shall be sufficiently served on me / us by post (registered or ordinary) or courier or left at my / our address given herein.

I / We fully understand the terms and conditions of the contract to be entered into between me/us and the SARTHI, Pune and 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 by me/us and the SARTHI, Pune.

Dated this day of 2022

Place :

**Name, Designation and Signature of
authorized representative of the Coaching Institute**

ANNEXURE- IV

(Declaration/Undertaking To be given by the Bidder on its letter head along with technical bid)

Date:

To,

The Managing Director,
Chhatrapati Shahu Maharaj Research, Training and
Human Development Institute (**SARTHI**),
Balchitravani, C T Survey number 173, B/1,
Gopal Ganesh Agarkar Road,
Pune 411004

Subject: Declaration regarding Coaching Institute not been Blacklisted

DECLARATION

NATURE OF SERVICE: To provide coaching to the candidates sponsored by SARTHI, for **Civil Judge Junior Division and Judicial Magistrate First Class (CJJD & JMFC) Examination.**

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.

I/We, hereby declare that our coaching institute _____ located at _____ is not blacklisted by any Government agency/department/autonomous institute of any State Government or Central Government.

I/We, also hereby declare that none of our Governing member/director/Managing Director/Partner/CEO/Director/employee of our coaching institute _____ is having criminal case against them.

The information and documents submitted along with the tender are true and authentic to the best of my knowledge and belief. I /We, am/are, well aware of the fact that furnishing of any false information/fabricated document would lead to rejection of our tender at any stage besides the liability towards prosecution under appropriate law.

The requirements of the tender agreement stated herein will be fulfilled by me/us to the satisfaction of the Managing Director, SARTHI, Pune.

Place :

**Name, Designation and Signature of
authorized representative of the Coaching
Institute**

Appendix B

Pre-Bid Queries Format (Queries are to submitted in this format only)

Name of the Bidder: _____

Date: _____

Name of Person(s) Representing the Bidder:

Sr. No.	Name of the Person	Designation	Email Id	Contact No.

Sr. No.	E tender Page Number	Clause (Tender Ref.)	Query / Suggestion / Clarification

Name, Designation and Signature of
authorized representative of the Coaching
Institute