

**CORRIGENDUM**

Date: 25/06/2026

**Subject:** Extension and Amendment to Tender ID 2026\_DTEDM\_1309470\_1

With reference to Tender ID 2026\_DTEDM\_1309470\_1, it is hereby informed that the tender submission date has been extended up to **30/10/2026**.

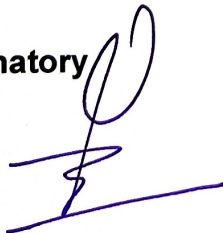
Further, the following changes have been made in the tender document:

| Sr. No. | Existing Provision  | Revised Provision   |
|---------|---|---|
| 1       | <p><b>Section L - Technical Evaluation</b></p> <p>Clause No. 2 is<br/>The bidder shall have experience in conducting training programs, research studies, consultancy assignments, and capacity-building activities</p> <ul style="list-style-type: none"> <li>• Conducted more than 10 programs during the last 3 years - 10Marks</li> <li>• Conducted up to 10 programs during the last 3 years – 05 Marks</li> </ul> | <p>The bidder shall have experience in conducting training programs, research studies, consultancy assignments, and capacity-building activities</p> <ul style="list-style-type: none"> <li>• Conducted more than 10 programs during the last 3 years – <b>05 Marks</b></li> <li>• Conducted up to 10 programs during the last 3 years – <b>03 Marks</b></li> </ul> |

All other terms and conditions of the tender shall remain unchanged.

This corrigendum shall form an integral part of the original tender document.

**Authorized Signatory**



Dr Pradeep K. Deshmukh  
Coordinator Non-IT  
COEP Technological University Pune

# COEP Technological University, Pune



## E-Tender response invited for “Empanelment of Training Partners Agencies”

|                            |   |
|----------------------------|---|
| <b>Tender Reference No</b> | COEP Tech/Non-IT/Empanelment/Training/2026/16 |
| <b>Date of Issue</b>       | 17/06/2026 01:00 PM                           |

|   |   |
|---|---|
| <b>Name &amp; Address of the Tenderer</b> | <b>COEP Technological University, Pune</b><br><b>Wellesley Road, Shivaji Nagar, Pune-05</b> |
|---|---|

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## Section A: Introduction

### I. Disclaimer

All information contained in this Request for Proposal (RFP) provided/ clarified are in good interest and faith. This is not an agreement, and this is not an offer or invitation to enter into an agreement of any kind with any party.

Though adequate care has been taken in the presentation of this RFP document, the interested bidders shall satisfy themselves that the document is complete in all respects. The information published in this document is not intended to be exhaustive. Interested Bidders are required to make their own enquiries and assumptions wherever required.

Intimation of discrepancy, if any, should be given in desired format to the specified office immediately. If no intimation is received by this office by the date mentioned in the document, it shall be deemed that the RFP document is complete in all respects and firms submitting their bids are satisfied that the RFP document is complete in all respects.

The Tenderer reserves the right to reject any or all of the applications submitted in response to this RFP document at any stage without assigning any reasons whatsoever. The Tenderer also reserves the right to withhold or withdraw the process at any stage with intimation to all who have submitted their bids in response to this RFP. The Tenderer reserves the right to change/ modify/ amend any or all of the provisions of this RFP document without assigning any reason. Any such change would be communicated to the bidders by posting it on the e-Tendering Portal of Govt. of Maharashtra.

Neither the Tenderer nor their employees and associates will have any liability to any prospective respondent interested to apply or any other person under the law of contract to the principles or resolution or unjust enrichment or otherwise for any loss, expense or damage which may arise from or be incurred or suffered in connection with anything contained in this RFP document, any matter deemed to form part of this RFP document, the award of the Assignment, the information and any other information supplied by or on behalf of the Tenderer or their employees and the Bidder or otherwise arising in any way from the selection process for the Assignment.

Information provided in this document or imparted to any respondent as part of the RFP process is confidential to the Tenderer and shall not be used by the respondent for any other purpose, distributed to, or shared with any other person or organization.

## II Definitions

1. COEP/COEP Tech/University means COEP Technological University, Pune.
2. MSP or SI or Service Provider means Managed Service Provider or the successful bidder/ integrator who gets finally appointed for executing the project
3. RFP or Tender or Tender Document means the tender document which COEP Technological University Pune publishes on Maha Tender
4. Proposals means proposals submitted by bidders in response to the RFP issued by COEP Technological University Pune for selection of firm/company/agency/MSP
5. Competent Authority means the Registrar, COEP Technological University Pune
6. Contract means the Contract signed by the parties along with the entire documentation specified in the RFP
7. Contract Price means the price payable to the firm/company/agency/MSP under the contract for the complete and proper performance of its contractual obligations
8. Effective date means the date on which the contract comes into force and effect
9. Government means State Government of Maharashtra
10. OEM means Original Equipment Manufacturer
11. QCBS means Quality & Cost Based Selection
12. SOW means Scope of Work
13. Personnel / Resources / Manpower” means professional and support staff provided by the agency and assigned to perform services to execute an assignment and any part thereof
14. Services means the work to be performed by the MSP pursuant to the selection by the COEP Technological University, Pune and to the contract to be signed by the parties in pursuance of any specific assignment awarded to them by COEP Technological University, Pune
15. The Bid Document and Tender Document are the same.
16. The Bidder means the firm/agency bidding for the tender
17. Vendor / Selected bidder / Agency / MSP / Successful bidder means the bidder selected post the RFP evaluation process to perform the obligations mentioned in the scope of work

## Section B: Tender Notice

|  |   |
|--|---|
| <b>TenderReference</b>                           | COEP Tech/Non-IT/Empanelment/Training/2026/<br>Date :15/06/2026   |
| <b>TitleofWork</b>                               | Empanelment of TrainingPartners Agencies  |
| <b>TenderFee</b>                                 | INR25,000/-(RupeesTwenty-FiveThousand only)<br>[Non-Refundable]   |
| <b>Earnest Money Deposit (EMD)</b>               | INR1,00,000(RupeesOneLakhonly)  |
| <b>Download of e-tender forms</b>                | From 17/06/2026   |
| <b>BidValidityPeriod</b>                         | 180 days from the date of opening of bids   |
| <b>TenderPublishDate&amp;Time</b>                | From 17/06/2026   |
| <b>Pre-BidDateandTime</b>                        | 20/06/2026 12:30 PM   |
| <b>Pre-BidVenue</b>                              | Department of Electrical<br>Engineering,COEPTechnologicalUniversity,Pune  |
| <b>Last Date and Time for Submission of Bids</b> | 27/06/2026 05:00 PM   |
| <b>OpeningofTechnicalBids</b>                    | 29/06/2026 11:00 AM   |
| <b>Contact Person for queries</b>                | Dr.P. K. Deshmukh<br>Coordinator Non-IT Projects<br>and Head of the Department of Computer Science and<br>Engineering, COEP TechnologicalUniversity, Pune |
| <b>Official Email ID</b>                         | Coordinator.nonit@coeptech.ac.in  |

## Section C: Preface

### 1. Project Description

Tender services of “**Empanelment of Training Partners Agencies**”

Following is the project scope and objectives.

#### 1.1 Objective

In accordance with the Government Resolution dated 13.03.2026 issued by the Government of Maharashtra, Government Departments may entrust training, skill development, capacity building, awareness generation, orientation programmes, and other related assignments to COEP Technological University. For the effective execution of such assignments, the University proposes to empanel competent and experienced Training Partner Agencies/Organizations through this tender process.

The objective of this tender is to create a panel of qualified Training Partners who may be engaged by the University, as and when training-related assignments are received from Government Departments. The empaneled agencies/organizations shall be responsible for providing training and allied services to the target groups identified by the concerned Department, including but not limited to Government Employees, Students, Youth, Candidates, Beneficiaries, and Other Stakeholders, in accordance with the scope and requirements of the respective assignment.

## Section D: Scope of Work and Details

### 1. Scope of the Work

The selected agency/institute shall provide training, research, consultancy, capacity building, and allied professional services to various Government Departments, Offices, Local Bodies, Public Sector Undertakings, and other organizations through COEP University, in accordance with the Government Resolution dated 13.03.2026 regarding empanelment of non-IT research and management consultancy institutes.

The broad scope of work shall include, but not be limited to, the following:

1. Conduct of training programmes, workshops, seminars, orientation programmes, refresher courses, and capacity-building activities for Government officials and stakeholders.
2. Preparation of training modules, study material, manuals, presentations, digital content, and related documentation as required for various assignments.
3. Undertaking research studies, surveys, data collection, policy analysis, impact assessment, feasibility studies, benchmarking studies, and evaluation assignments.
4. Providing management consultancy and advisory services related to administration, governance, planning, finance, project management, institutional development, monitoring, and implementation support.
5. Deployment of qualified trainers, subject matter experts, consultants, researchers, coordinators, and support personnel as per project requirements.
6. Organizing online, offline, and hybrid training programmes including logistical, technical, and administrative support wherever required.
7. Submission of periodic progress reports, training reports, assessment reports, utilization details, feedback analysis, and final project reports within stipulated timelines.
8. Coordination with COEP University, Government Departments, and other stakeholders for effective execution and completion of assignments.
9. Ensuring compliance with applicable Government Resolutions, policies, statutory provisions, confidentiality requirements, and quality standards during execution of work.
10. Any other related work assigned by COEP University within the framework of the Government Resolution and project requirements.
11. The bidder shall provide experts approved by COEP Technological University for execution of the assignment. Any replacement of such experts during the contract period shall require prior

approval of COEP Technological University.

12. Upon allotment of the work by the University, the Panel Organization shall be responsible for making all necessary arrangements related to the assigned work, including accommodation, food, stationery, training materials, and any other logistics required for timely and effective execution of the work. However, prior approval/permission from the University shall be obtained before making such arrangements.
13. The Panel Organization shall be solely responsible for the successful execution, completion, and implementation of the assigned work in accordance with the terms and conditions prescribed by the University.

## **2. WorkDetails:**

The agency/institution should have adequate experience, infrastructure, certified trainers, curriculum delivery capability, assessment coordination experience, and placement support systems for conducting the following types of offline / online training programs/courses:

- Short Term Trainings Courses
- Recognition of Prior Learning (RPL) Programs
- NSQF Aligned Training Courses
- Sector Skill Council (SSC) Training Courses
- NSDC Affiliated Training Courses
- DGCA Approved Training Courses
- Vocational Training Courses
- Industry-Oriented Skill Development Programs
- Employment Linked Skill Training Programs
- Entrepreneurship Development Programs
- Soft Skills Training
- Personality Development Training
- Behavioral Skills Training
- Communication Skills Training
- Interview Preparation & Employability Skills Training
- Workplace Ethics & Professionalism Training
- Leadership & Team Building Training
- Spoken English & Grooming Training

- Time Management & Stress Management Training
- Customer Service & Interpersonal Skills Training
- Corporate Readiness & Workplace Behavior Training
- Digital Literacy & Professional Etiquette Training
- Computer Training
- Futuristic Technology Training
- Etc....

**In addition to the above, the bidder shall submit a separate list clearly specifying the training programs, sectors, and skill areas for which they possess the necessary expertise, infrastructure, and resource persons to conduct training.**

## Section E: Preparation of Proposals

### 1. General Considerations

- Proposals must be submitted as per the formats provided in Annexure–B.
- The Proposal must include all documents listed in Annexure–B. Incomplete submissions or those lacking required information may be rejected.
- Applicants are advised to carefully study the entire RFE before preparing their proposal.
- All costs associated with proposal preparation and submission shall be borne by the applicant.
- COEP shall not be liable for any such cost, irrespective of the outcome of the empanelment process.
- COEP reserves the right to reject any or all proposals and to annul the selection process without incurring any liability.
- All correspondence, proposals, and related documents must be done in English only.

### 2. Bid Validity

- Currently, only Technical Bids are being invited under this tender. The Financial/Commercial Bid shall not be submitted at this stage.
- Upon receipt of a work assignment from the Government, in accordance with the applicable Government Resolution/Decision, the University shall invite the Agency/Partner empanelled under this tender to submit a work-specific financial proposal by duly filling and submitting– Commercial Bid (BOQ).
- Bid valid for a period of 180 days from the last date prescribed unless extended by mutual agreement in writing.
- The rates quoted and accepted under shall remain firm and valid throughout the initial contract period and any approved extension thereof, commencing from the effective date of the contract. No request for revision, escalation, or enhancement of rates shall be entertained during the currency of the contract.
- Any extension or related communication must be made in writing.

### 3. Earnest Money Deposit (EMD)

A total of INR.1,00,000/- (Rupees One Lakh only). The EMD shall have to be paid through the payment gateway available on the e-tenders portal <https://mahatenders.gov.in/nicgep/app>. No other mode of payment will be acceptable other than online payment of EMD. The EMD of the unsuccessful bidders will be returned within 60 days' time after the award of the Empanelment to the successful bidder. Bidders, under any circumstances, will not be entitled to claim or receive

interest/penalty/damages from tenderer or the Government of Maharashtra on account of the Tender Fee/EMD. No claim/dispute in this regard will be received or accepted. The above EMD amount will be held by The Registrar, COEP Technological University.

1. Upon successful Bidder's, furnishing of Performance Bank Guarantee the tenderer may notify each unsuccessful Bidder.
2. Submission of Earnest Money Deposit (EMD) shall not be mandatory for eligible Startups and Micro, Small and Medium Enterprises (MSMEs), subject to submission of valid documentary evidence/certificates issued by the competent authority as per applicable Government rules and guidelines.
3. EMD's of unsuccessful bidders will be discharged / refunded within 60 days of signing the contract with the successful bidder
4. The EMD amount shall bear zero interest
5. The EMD shall be forfeited in the following cases
6. If a bidder withdraws its bid during the period of Bid Validity specified by bidder
  - a. In case of a successful bidder, the bidder fails to sign the contract or is unable to furnish Performance Bank Guarantee within a specified time limit.
  - b. If a successful bidder is unable to deliver items listed in Scope of Work
7. No bidder shall be exempted from the submitting of the EMD
8. The bidders shall be liable to pay liquidated damages and penalty imposed by the inviting authority in the event of non-fulfilment of any of the terms or whole of the contract

## Section F: Instructions to Bidder

The tenderer invites the reputed bidders to submit their technical proposals offers for the Empanelment of Training Partners Agencies

1. The tenderer will follow the process of 'e-tendering' for submission of the bids with the view to increase participation and greater transparency in the process. For all bidders, the complete bidding process will be online (e-tendering) in One envelopes. All the notification and details terms and conditions regarding, this tender notice hereafter will be published online on web site/portal <https://mahatenders.gov.in/nicgep/app>

All Documents are Attach in PDF format in One Envelope: Technical Documents and Annexure

2. Bidding documents can be seen and downloaded from the website/portal <https://mahatenders.gov.in/nicgep/app>. The bid document can be submitted in electronic format on the website as per deadline mentioned in [Notice Details](#).
3. As part of the bid, bidder should submit the technical bid in soft copy as follows:
  - a. One volume containing Pre-qualification documents as per details mentioned in the pre qualification section and Technical Bid shall be submitted along with the required documents and Bidder Information form (see [Annexure-1](#)). Also this packet must have scanned a copy of EMD Demand draft /Performance Bank Guarantee.
4. Bids shall be treated as invalid if scan copies are not submitted online along with bid.
5. Bidders should submit information and scanned copies in pdf format in as mentioned in RFP.
6. Bidders must ensure that the information furnished in submitted documents for technical bid does not contain any commercial items/ prices. If any commercial information is present in a technical bid, the tenderer reserves the right to reject the bidder.
7. Any deviations in format may make the tender liable for rejection.
8. Tenderer reserves the right to accept or reject any or all tenders without assigning any reason even in case of single bid submission.
9. RFP document will be made available to the Bidders in the public domain and can be downloaded from the Portal <https://mahatenders.gov.in/nicgep/app> RFP Document Fee of INR. 25,000/- (Rupees Twenty Thousand only) in the form of online payment has to be submitted along with or before the bid submission. This tender fee is non-refundable.

### 1. Language of Bid

The bid prepared and submitted by the bidder, together with all correspondence, documents, certificates, annexures, statements, and related materials exchanged between the bidder and COEP Technological University, Pune, shall be written in the English language only.

Any printed literature or supporting documents furnished by the bidder in another language shall be accompanied by an authenticated English translation, in which case, for the purpose of interpretation of the bid, the English translation shall prevail.

All communications, clarifications, presentations, reports, and contractual documents related to the tendering process and execution of the assignment shall also be in English.

## **2. Authorized Signatory on behalf of the bidder**

The bidder's representative/ officer vested (explicitly, implicitly, or through conduct) with the powers to commit the authorizing organization to a binding agreement. Also called signing officer/ authority, having the Authorization Certificate from the competent authority of the respective Bidding firm.

## **3. Assumptions**

The bidder must understand the whole RFP document and wherever any ambiguity is found, can ask an explanation to COEP Technological University Pune on given email id on or before the due date.

## **Section G: Confidential, Law and Rights**

### **1. Confidentiality**

All documents, drawings, samples, data, associated correspondence or other information furnished by or on behalf of the tenderer to the Bidder in connection with the contract, whether such information has been furnished before, during or following completion or termination of the contract, are confidential and shall remain the property of the tenderer and shall, without the prior written consent of tenderer neither be divulged by the Bidder to any third party, nor be used by him for any purpose other than the design, procurement, or other services and activities required for the performance of this Contract. If advised by the tenderer, all copies of all such information in original shall be returned on completion of the Bidder's performance and obligations under this contract.

Any breach of confidentiality by the bidder/agency may result in termination of the contract, removal from empanelment, forfeiture of security deposit/performance guarantee, and initiation of appropriate legal action by COEP Technological University, Pune.

The confidentiality obligations of the bidder/agency shall apply to its employees, consultants, associates, subcontractors, trainers, experts, and any other personnel engaged for execution of the assignment. The bidder/agency shall ensure that such personnel comply with the confidentiality requirements.

The bidder/agency shall use the confidential information solely for the purpose of execution of the assignment and shall not use such information for any other purpose without prior written approval of COEP Technological University, Pune.

The bidder/agency shall take all reasonable measures to safeguard confidential information against unauthorized access, disclosure, misuse, loss, or theft.

### **2. Secrecy**

If the contract declares the subject matter of this Contract as coming under the Official Secrets Act, 1923 or if the contract is marked as "Secret", the Bidder shall take all reasonable steps necessary to ensure that all persons employed in any connection with the contract, have acknowledged their responsibilities and penalties for violations under the Official Secrets Act and any regulations framed thereunder.

### **3. Failure to abide by the agreement**

The conditions stipulated in the agreement shall be strictly adhered to and violation of any of these conditions will entail termination of the contract without prejudice to the rights of the tenderer with such penalties as specified in the agreement.

#### 4. Corrupt or fraudulent practices

The tenderer requires that the successful bidder must observe the highest standard of ethics during the performance and execution of this contract. For this purpose the following definitions of unethical behavior will be assumed:

1. "Corrupt practice" means offering, giving, receiving or soliciting of anything in value or favor to influence the action of the tenderer official in contract executions, and
2. "Fraudulent practice" means misrepresentation of facts in order to influence execution of a contract to the detriment of the interests of the tenderer.

In case of any Bidder being found to be indulging in unethical practices, the tenderer may terminate the contract and take legal action against the successful bidder as well as recover the amount of liquidated damage. The tenderer may also declare the successful bidder blacklisted either indefinitely or for a stated period of time, for bidding in future works.

#### 5. Resolution of Disputes

If any dispute arises between parties, then there would be two ways for resolution of the dispute under the Contract.

1. **Amicable Settlement:** Performance of the Contract is governed by the terms and conditions of the Contract, however at times dispute may arise about any interpretation of any term or condition of Contract including the scope of work, the clauses of payments, meaning, operation and effect, etc. In such a situation either party of the contract may send a written notice of dispute to the other party. The party receiving the notice of dispute will consider the notice and respond to it in writing within 30 days after receipt. If that party fails to respond within 30 days, or the dispute cannot be amicably settled within 60 days following the response of that party, then Clause below for resolution of dispute through arbitration shall become applicable. The Project Implementation Committee headed by the head of the tenderer shall be the forum for the amicable settlement process.
2. **Resolution of Dispute:** In the case dispute arising between the tenderer and the bidders, which has not been settled amicably, any party can refer the dispute for Arbitration under (Indian) Arbitration and Conciliation Act, 1996. Such dispute shall be referred to the Arbitral Tribunal as prescribed by the Ministry of Law, Government of India. The Indian Arbitration and

Conciliation Act, 1996 and any statutory modification or re-enactment thereof, shall apply to these arbitration proceedings. Arbitration proceedings will be held in India at Mumbai and the language of the arbitration proceeding and that of all documents and communications between the parties shall be in English. The decision of the majority of arbitrators shall be final and binding upon both the parties. All arbitration awards shall be in writing and shall state the reasons for the award. The expenses of the arbitration as determined by the arbitrators shall be shared equally by the tenderer and the Agency. However, the expenses incurred by each party in connection with the preparation, presentation shall be borne by the party itself.

## 6. Governing Laws and Jurisdiction

1. This Contract, its meaning and interpretation, and the relation between the Parties shall be governed by the Laws of India for the time being in force.
2. Irrespective of the place of the work, the place of performance or the place of payments under the contract, the contract shall be deemed to have been made at the place from which the Letter of Award (LoA, or the contract Agreement, in the absence of LoA) has been issued. Unless otherwise specified in the Contract, the courts of such a place shall alone have jurisdiction to decide any dispute arising out of or in respect of the contract.
3. Jurisdiction must Pune, Maharashtra

## 7. Property Rights

1. All reports, studies, documents, training materials, manuals, presentations, data, analysis, software outputs, designs, records, and other deliverables prepared, developed, collected, or submitted by the bidder/agency during the course of execution of the assignment under this RFP shall become the sole property of COEP Technological University, Pune and/or the concerned Government Department, as applicable.
2. The bidder/agency shall not use, reproduce, publish, distribute, disclose, or transfer any project-related documents, information, data, materials, or deliverables to any third party without prior written approval of COEP Technological University, Pune.
3. All intellectual property rights arising out of the work executed under the contract, including copyrights, usage rights, databases, reports, methodologies, training content, and related materials, shall vest with COEP Technological University, Pune unless otherwise specifically agreed in writing.
4. The bidder/agency shall ensure that all deliverables submitted under the project are original and do not infringe upon any existing intellectual property rights, copyrights, trademarks, patents, or proprietary rights of any third party.
5. In case of any claim, dispute, or legal proceeding arising out of infringement of intellectual property rights by the bidder/agency, the bidder/agency shall solely be responsible for settlement of such claims and shall indemnify and keep indemnified COEP Technological

University, Pune against all such claims, liabilities, losses, damages, and expenses.

6. The bidder/agency shall hand over all project-related documents, records, datasets, source files, training content, and other materials to COEP Technological University, Pune upon completion or termination of the assignment.
7. Nothing contained in this RFP or subsequent agreement shall be construed as granting any ownership rights or license to the bidder/agency over the property, intellectual property, data, or confidential information belonging to COEP Technological University, Pune or the concerned Government Department.

## Section H: Modification, Resubmission and Withdrawal of Bids and Pre-Bid Meeting

### 1. Modification and Resubmission of Bid

Once submitted in Portal, the Bidder cannot view or modify his Bid. However, resubmission of the Bid by the Bidders for any number of times superseding earlier Bid(s) before the submission date and time is allowed. Resubmission of a Bid shall require uploading all documents, afresh. The system shall consider only the last Bid submitted.

### 2. Withdrawal

- 1) The Bidder may withdraw his Bid before the Bid submission deadline, and it shall be marked as withdrawn and shall not get opened during the Bid opening.
- 2) No Bid should be withdrawn after the Bid submission deadline and before the Bid validity period expires. If a Bidder withdraws the Bid during this period, the tenderer shall be within its right to forfeit the Bid Security, in addition to other punitive actions provided in the TENDER Document for such misdemeanor.

### 3. Pre-Bid Meeting

Pre-bid meeting will be conducted on the schedule mentioned in the [Notice Details](#) or if any change in date and time, the notice will be displayed on <https://mahatenders.gov.in/nicgep/app>. All the queries from bidders relating to this RFP must be submitted to The Registrar, COEP Technological University, Pune, before the deadline mentioned on [coep\\_nonit@coeptech.ac.in](mailto:coep_nonit@coeptech.ac.in)

and in the following format.

| Sr. No | RFP Document Reference (Volume, Section No, Subsection No., Page No.) | Content of RFP Requiring clarification | Clarification Sought |
|--------|---|--|----------------------|
| 1      |   |  |                      |
| 2      |   |  |                      |

Queries submitted post the above-mentioned deadline, or which do not adhere to the above mentioned format may not be responded to. All the responses to the queries (clarifications/ Corrigendum) shall be made available on the Maharashtra Government's e-Tender Site (<https://mahatenders.gov.in/nicgep/app>).

## Section I: Service

**The empaneled training institutes/agencies shall fulfill the following service criteria for execution of assignments through COEP University:**

1. The institute/agency shall possess adequate experience in conducting training programmes, research studies, consultancy assignments, capacity-building activities, or allied professional services for Government, Semi-Government, Autonomous Bodies, PSUs, Educational Institutions, or reputed organizations.
2. The institute/agency shall have qualified and experienced trainers, consultants, researchers, subject matter experts, and technical personnel relevant to the proposed domain of work.
3. The institute/agency shall demonstrate the capability to undertake assignments on an end-to-end basis including planning, content development, execution, coordination, reporting, and documentation.
4. The institute/agency shall have the necessary infrastructure and operational capability for conducting online, offline, and hybrid programmes, including training facilities, digital platforms, technical equipment, and administrative support systems.
5. The institute/agency shall ensure adherence to timelines, quality standards, confidentiality requirements, and instructions issued by COEP University and concerned Government authorities.
6. The institute/agency shall maintain proper records, attendance, reports, feedback, utilization details, and other documentation related to the assignment and submit the same as and when required.
7. The institute/agency shall comply with all applicable statutory requirements including registration certificates, PAN, GST, professional tax, labour laws, and other regulatory provisions as applicable.
8. The institute/agency shall ensure that the services provided are free from conflict of interest and shall disclose any potential conflict, if applicable.
9. The institute/agency shall be responsible for the conduct, performance, and professional integrity of its personnel engaged for the assignment.
10. COEP University reserves the right to evaluate the performance of empanelled institutes/agencies periodically and may continue, suspend, or remove the institute/agency from the panel based on performance, compliance, or project requirements.

11. The empaneled Training Partner Agency shall have the capacity and necessary infrastructure to plan, organize, and deliver training programs across all districts of the State of Maharashtra as and when assigned by the University/Government Authority. The empaneled agency shall be capable of conducting training programs throughout Maharashtra State.
12. The scope of this empanelment shall cover the entire State of Maharashtra and, if required, any location within India as directed by the University/concerned authority.

## Section J: Evaluation Process

- **Pre-Qualification**

All bids/proposals that successfully pass the Preliminary Examination shall be subjected to a Pre-Qualification Evaluation to assess the bidder's eligibility, capability, experience, and suitability for empanelment/work assignment.

- **Preliminary Examination**

All bids/proposals received in response to this tender shall be subjected to a preliminary examination by the Evaluation Committee to determine whether they are substantially responsive to the requirements of the tender document.

- **Preliminary Scrutiny**

The applications shall be scrutinized to verify completeness of submission, eligibility, statutory registrations, required documents, declarations, and compliance with the RFP requirements.

- **Eligibility Verification**

The eligibility of applicants shall be assessed based on the prescribed pre-qualification criteria such as legal status, relevant experience, technical capability, infrastructure, manpower, financial capability, and past performance.

- **Technical Evaluation**

Eligible applicants shall be evaluated on the basis of the scoring criteria specified in the RFP, including:

- Relevant experience in training, research, consultancy, and capacity-building assignments.
- Availability of qualified trainers, consultants, and subject matter experts.
- Infrastructure and operational capability.
- Methodology, approach, and execution capability.
- Experience with Government and public sector projects.

- **Presentation / Interaction**

COEP University may invite shortlisted applicants for presentation, interaction, or discussion before the evaluation committee to assess domain expertise, approach, understanding of assignments, and execution capability.

- **Document Verification**

The committee may verify submitted work orders, completion certificates, client references, statutory documents, and any other supporting credentials submitted by the applicant.

- **Empanelment and Registration**

The Technically qualified & approved institutes/agencies shall be empaneled and registered on the continuous panel maintained by COEP University for undertaking assignments as per project requirements.

- **Award of Assignments**

Empanelment shall not guarantee allocation of work. Specific assignments shall be awarded based on the nature of work, domain expertise, availability, performance, project requirements, and approval of

the competent authority.

- **Right to Accept or Reject Applications**

COEP University reserves the right to accept or reject any or all applications, cancel the process, seek additional information, or modify the empanelment process at any stage without assigning any reason thereof.

## Section K: Pre-Qualification

### Preliminary Examination

1. The Bid Evaluation Committee may seek clarifications or additional information from bidders for the purpose of preliminary examination. However, no change in the bid shall be permitted after submission of the bid.
2. Bids found to be incomplete, unsigned, improperly submitted, non-responsive, conditional, or not conforming to the requirements of the RFP shall be liable for rejection at the preliminary examination stage.
3. The tendering authority reserves the right to waive minor deviations, infirmities, or irregularities in the bid, provided such deviations do not materially affect the substance, competitiveness, or fairness of the bidding process.
4. Only those bidders who satisfy the preliminary examination requirements shall be considered for further technical evaluation.
5. The documents submitted in Envelope-I (Technical/Pre-Qualification Proposal) shall be examined to determine:
  - Whether the bidder satisfies the prescribed pre-qualification and eligibility criteria;
  - Completeness of the bid submission;
  - Whether the documents have been properly signed by the authorized signatory; and
  - Whether the bids are generally in order and compliant with the RFP requirements.
6. The tendering authority reserves the right to seek information, clarification, or supporting documents from the bidders during the examination process. Any bid found to be non-responsive or not meeting the minimum eligibility criteria specified in the RFP shall be rejected and shall not be considered for further evaluation.
7. The Bid Evaluation Committee may waive any minor non-conformity, infirmity, or irregularity in a bid that does not constitute a deviation, provided such waiver does not prejudice or adversely affect the relative ranking or fairness of the evaluation process.
8. Prior to detailed evaluation, the Evaluation Committee shall determine the substantial responsiveness of each bid with respect to the RFP documents. A substantially responsive bid is one that conforms to all the terms, conditions, and requirements of the RFP without any deviation.
9. The determination of responsiveness of a bid shall be based solely on the contents of the bid and supporting documents submitted by the bidder, without recourse to external or extrinsic evidence.
10. In case of any ambiguity or difference in interpretation of the terms and conditions of the RFP, the

interpretation and decision of the Bid Evaluation Committee/COEP Technological University, Pune shall be final and binding on all bidders.

### **Bid Evaluation**

1. The bids received in response to this RFP shall be evaluated by the Bid Evaluation Committee constituted by the tendering authority/COEP Technological University, Pune.
2. The decision of the Bid Evaluation Committee with respect to evaluation, qualification, selection, and empanelment of bidders shall be final and binding on all bidders. No correspondence or representation outside the prescribed evaluation and negotiation process shall be entertained.
3. In case of any discrepancy between the amounts quoted in figures and in words, the amount quoted in words shall prevail and be considered for evaluation.
4. The Technical Evaluation Committee may, at its discretion, conduct clarification meetings, presentations, discussions, or interactions with any or all bidders to seek clarification on technical, operational, or any other aspects of the proposal.
5. The committee reserves the right to seek additional documents, information, or supporting evidence from the bidders during the evaluation process.
6. Bids shall be evaluated based on eligibility criteria, technical capability, relevant experience, compliance with RFP conditions, and overall suitability for the proposed assignment.
7. Any bid found to be incomplete, misleading, non-responsive, or not in conformity with the requirements of the RFP may be rejected by the committee.
8. COEP Technological University, Pune reserves the right to accept or reject any or all bids, wholly or partly, without assigning any reason thereof.

### **Minimum Qualification Criteria**

1. The institute/agency must be legally registered under applicable laws.
2. The institute/agency shall have a minimum of 3 years of experience in relevant fields such as training, research, consultancy, management development, or capacity-building activities.
3. Startups and MSMEs are also eligible to participate in the bid/proposal submission process, subject to fulfillment of the eligibility criteria specified in the RFP.
4. The institute/agency shall have completed at least two similar assignments for Government, Semi-Government, PSU, Autonomous Body, Educational Institution, or reputed organization.
5. The institute/agency must possess valid statutory registrations such as PAN, GST, and other applicable registrations.

6. The institute/agency should not have been blacklisted/debarred by any Government Department, PSU, or Autonomous Institution.
7. The institute/agency shall submit all supporting documents, work orders, completion certificates, and other relevant credentials along with the application.

### Evaluation Methodology

1. The applications shall be evaluated on the basis of documents submitted and, if required, presentation/interaction before the committee.
2. COEP University may seek clarifications or additional information from applicants during evaluation.
3. Institutes/agencies securing the minimum qualifying marks as decided by the committee shall be considered for empanelment.
4. Empanelment does not guarantee allocation of work and assignments shall be awarded based on project requirements, domain expertise, performance, and availability.

| Sr. No. | Pre-Qualification Criteria   | Supporting Compliance document  |
|---------|--|---|
| 1       | Limited Liability Partnership (LLP) / Private or Private Limited Company / Institute / Proprietorship / Partnership firms are allowed to participate   | Copy of relevant Certificates along with <ul style="list-style-type: none"> <li>• Certificate of Incorporation</li> <li>• GST Registration certificate</li> <li>• PAN card</li> <li>• Shop Act License Certificate</li> </ul> |
| 2       | The Bidder should have an average annual turnover of INR 100 Lakh during the last three financial years i.e., 2023-24, 2024-25 and 2025-26   | <ul style="list-style-type: none"> <li>• CA Certificate OR Audited balance sheets and Profit and loss statements certified by Chartered Accountant(CA) of the bidder's organization.</li> </ul>                               |
| 3       | Bidders must have successfully executed work orders / agreement for at least one Govt. Organization/ Board/ Council/ tenderer/ Commission/PSU/ Government undertaking organization for any of the training related projects worth 200 Lakh during the last 3 years as on day of bidding. | Copies of Govt. Work Orders/Agreements need to be enclosed  |

|   |   |  |
|---|---|--|
| 4 | The bidder should not stand being blacklisted by any Govt. Organization/ Board/ Council/ University/ Commission/PSU/ Government undertaking organization as on day of tender bidding. | Undertaking to be submitted by the bidder on letterhead signed by concerned authority.   |
| 5 | Bidder must have office in Pune Maharashtra (minimum period of one year)  | Submit valid proof / Leave and license agreement copy  |
| 6 | Experts<br>(Provide the details in Annexure 4)  | Submit the Valid proof of number of Experts list, their qualification, Experience, Willingness to work, Employee type (Employed or Contract) |

## Section L - Technical Evaluation

- The Technical Evaluation shall be carried out for applicants who satisfy the eligibility and preliminary scrutiny requirements. The evaluation shall be conducted by the committee constituted by COEP University based on the documents submitted, relevant experience, technical capability, and overall suitability of the applicant for empanelment.
- The technical evaluation shall broadly include the following parameters:

| <b>PART A: Technical Proposal</b> |   |                      |
|-----------------------------------|---|----------------------|
| <b>Sr. No.</b>                    | <b>Technical Evaluation Criteria</b>  | <b>Maximum Marks</b> |
| <b>1</b>                          | The Bidders must have successfully executed work orders / agreement for at least one Govt. Organization/ Board/ Council/ tenderer/ Commission/PSU/ Government undertaking organization for anyof the trainingrelated projectsduring the last 3 years <ul style="list-style-type: none"> <li>Work Orders / agreementa value of more than ₹200 Lakh – 10 Marks</li> <li>Work Order / agreementa value of upto200Lakh – 5 Marks</li> </ul> | <b>10</b>            |
| <b>2</b>                          | The bidder shall have experience in conducting training programs, research studies, consultancy assignments, and capacity-building activities <ul style="list-style-type: none"> <li>Conducted more than 10 programs during the last 3 years - 10Marks</li> <li>Conducted up to 10 programs during the last 3 years – 05 Marks</li> </ul>   | <b>05</b>            |
| <b>3</b>                          | Experience of working with Government Departments, PSUs, Autonomous Bodies, Skill Councils, Educational Institutions, or reputed organizations <ul style="list-style-type: none"> <li>More than 5 Work Orders / agreement - 10 marks</li> <li>03 to 05 Work Orders/ agreement - 6 marks</li> <li>Up to 03 Work Order/ agreement- 2 marks</li> </ul>   | <b>10</b>            |
| <b>4</b>                          | Number of Candidates trained in last 5 years across India (2021-2026_ <ul style="list-style-type: none"> <li>Candidate Trained from 500 to 1000 -10 Marks</li> <li>Candidates Trained upto 500 – 5 Marks</li> </ul>   | <b>10</b>            |
| <b>5</b>                          | Availability and qualifications of trainers, consultants, researchers, and subject matter experts <ul style="list-style-type: none"> <li>More than 20 Experts - 5 Marks</li> <li>10 to 20 Experts – 3 Marks</li> <li>Upto 10 Experts – 2 Marks</li> </ul>   | <b>05</b>            |
| <b>6</b>                          | BidderHead officeinPune Maharashtra (minimum period of one year) (Since 1 <sup>st</sup> April 2025) <ul style="list-style-type: none"> <li>Headoffice in Pune – 05 marks</li> <li>Head office outside Pune – 00 marks</li> </ul>  | <b>05</b>            |

|   |  |    |
|---|--|----|
| 7 | Number of Candidates Trained and Provided Employment under Employability-Linked Programs During the Last 3 Years   | 05 |
|   | <ul style="list-style-type: none"> <li>• Trained and provided employment to more than 500 candidates – 05 Marks</li> <li>• Trained and provided employment to up to 500 candidates – 02 Marks</li> </ul> |    |

\* Only those bidders securing a minimum of 35 marks in Part A (Technical Proposal) of the above evaluation criteria shall be eligible for Presentation/Interaction under Part B.

| <b>PART B: Technical Presentation by Part A qualifying bidders</b> |   |            |
|--|---|------------|
| 1  | Brief about Organization & overall capability of the organization in similar projects   | 50         |
| 2  | Detail of Key Human Recourse & Team structure for skill development training  |            |
| 3  | Infrastructure and operational capability for conducting online/offline/hybrid programs   |            |
| 4  | Methodology, execution approach, quality assurance mechanism, and project management capability   |            |
| 5  | Past performance, client feedback, and successful completion of assignments   |            |
| 6  | Presentation/interaction before the evaluation committee, (if required) Comprising Past Experience, Planning, Execution, Monitoring, Program Coordination and Management, Implementation & Quality assessment |            |
| <b>Total Marks</b>   |   | <b>100</b> |

## Section M - Post Selection

### 1. Notification of Empanelment

The tenderer will notify the successful Bidder that its bid has been accepted. The notification of Empanelment will constitute the formation of the Contract.

### 2. Award of Empanelment

1. After completion of the evaluation process, the contract/work order shall be awarded to the successful bidder(s) whose proposal is found to be substantially responsive, technically qualified, and acceptable to COEP Technological University, Pune.
2. The successful bidder(s) shall be notified through a Letter of Award (LoA), Work Order, Empanelment Letter, or any other formal communication issued by COEP Technological University, Pune.
3. Failure of the successful bidder to accept the award, execute the agreement, within the prescribed timeline may result in cancellation of the award and forfeiture of the Earnest Money Deposit (EMD), if applicable.
4. COEP Technological University, Pune reserves the right to negotiate the scope, deliverables, timelines, rates, or other terms with the successful bidder before execution of the agreement, wherever considered necessary.
5. The award of contract shall not confer any exclusive right on the bidder, and COEP Technological University, Pune reserves the right to empanel or engage multiple agencies/institutes for similar or different assignments.
6. The decision of COEP Technological University, Pune regarding award of contract shall be final and binding on all bidders.
7. COEP Technological University, Pune reserves the right to cancel, modify, annul, or withdraw the RFP process or award of contract at any stage without assigning any reason thereof and without incurring any liability to the bidders.

### 3. Signing of Contract/Agreement

At the same time as the tenderer notifies the successful Bidder that its bid has been accepted, the tenderer will send the Bidder the Pro forma for Contract, incorporating all agreements between the parties. Within 7 working days of receipt of the Contract, the successful Bidders shall sign and date the Contract.

## Section N – Tender Conditions and Rejection Criteria

### 1. Tender-related Conditions

The Bidder should confirm unconditional acceptance of full responsibility of completion of job and for executing the ‘Scope of Work’ of this tender. This confirmation should be submitted as part of the Technical Bid. The Bidder shall also be the sole point of contact for all purposes of the Contract.

The Bidder should not be involved in any litigation that may have an impact of affecting or compromising the delivery of services as required under this contract. If at any stage of the Tendering process or during the currency of the Contract, any suppression/falsification of such information is brought to the knowledge of the tenderer, the tenderer shall have the right to reject the bid or terminate the contract, as the case may be, without any compensation to the Bidder.

### 2. General Rejection Criteria

COEP Technological University, Pune reserves the right to reject any bid/proposal at any stage of the tendering process if any of the following circumstances are observed:

1. The bid is incomplete, conditional, unsigned, improperly sealed, illegible, or not submitted in the prescribed format.
2. The bid is received after the prescribed date and time of submission.
3. The bidder fails to satisfy the eligibility, qualification, technical, financial, statutory, or compliance requirements specified in the RFP.
4. Required documents, certificates, declarations, undertakings, authorization letters, EMD, or supporting documents are not submitted or are found to be invalid.
5. Any information, declaration, certificate, or document furnished by the bidder is found to be false, fabricated, misleading, incorrect, or materially inaccurate.
6. The bidder has been blacklisted, suspended, debarred, prohibited, or declared ineligible by any Government Department, PSU, Autonomous Body, statutory authority, or court of law.
7. Required Technical documents, work orders, completion certificates, credentials, authorization letters, declarations, or supporting documents are not submitted or are found to be invalid.
8. The bidder attempts to influence the technical evaluation process through canvassing, lobbying, or unauthorized communication.

### **3. Right to terminate the Bid**

1. COEP Technological University, Pune reserves the absolute right to terminate, cancel, suspend, modify, or withdraw the RFP/tender process at any stage, without assigning any reason whatsoever and without incurring any liability to any bidder or third party.
2. The tendering authority shall not be bound to accept any bid and reserves the right to reject any or all bids, wholly or partly, at any time during the bidding process.
3. The issuance of this RFP does not constitute a commitment, assurance, or representation by COEP Technological University, Pune that the process will result in award of contract, empanelment, or any business transaction with any bidder.
4. This RFP is merely an invitation to submit proposals and does not constitute an offer, agreement, or contract by the tendering authority.
5. No bidder shall have any claim whatsoever against COEP Technological University, Pune arising out of or relating to cancellation, termination, suspension, modification, or withdrawal of the RFP process.
6. COEP Technological University, Pune reserves the right to amend, modify, or revise any part of the RFP, including scope of work, timelines, eligibility criteria, or evaluation process, at any stage prior to award of contract.
7. The decision of COEP Technological University, Pune regarding continuation, cancellation, or termination of the tender process shall be final and binding on all bidders.

## **Section O –Taxes and duties**

The Agency shall fully familiarize themselves about the applicable Domestic taxes (such as GST, Income Tax, duties, fees, levies, etc.) on the amount payable by the tenderer under the contract. The Bidder/Agency/personnel shall pay such domestic tax, duties, fees and other impositions (wherever applicable) levied under the applicable law.

## **Section P – Post Empanelment Provisions:**

The matters/requirements referred to below pertain to the execution of specific assignments that may be entrusted to agencies empaneled under this tender. Accordingly, these aspects shall not be considered for evaluation or empanelment at the present stage. However, such matters may be taken into account by COEP Technological University, Pune while inviting proposals from empanelled agencies, allocating specific assignments, determining the suitability of an empanelled agency for a particular work, and awarding work orders from time to time, depending upon the nature, scope, complexity, and requirements of the assignment.

### **1. Commercial Provisions :**

As part of this bid submission process, the bidder shall only submit the Technical Bid in soft copy/online mode in the manner prescribed in this RFP.

- Since this tender is being issued for empanelment of agencies, no commercial bid or financial evaluation shall be considered as part of this tender process.
- The proposal/envelope and the presentation format shall be communicated separately via email to the agencies empaneled through this tender, at the time of allocation of work
- The empaneled agency shall be responsible for making all necessary arrangements related to the training program, including accommodation, food, stationery, training materials, and any other logistics required for the successful implementation and execution of the residential or non-residential training program. Accordingly, the agency should take these requirements into consideration while submitting the financial proposal/specifications.
- In order to ensure timely and quality execution of the work, payment to the training partner agency shall be released only after the University receives the corresponding funds for the said work from the concerned office/Government authority.
- Payment terms and conditions shall be decided separately for each assignment/work order, depending upon the nature of the work and the requirements of the concerned Office, Department, Government Authority, or Client Organization. The same shall be communicated through the respective work order issued from time to time.

## 2. Financial Evaluation

- Any conditional bid would be rejected
- The Empaneled Agency shall be deemed to have understood and agreed that no explanation or justification for any aspect of the Selection Process will be given and that the tenderer decisions are final and binding without any right of appeal whatsoever.
- The tenderer reserves the right to accept or reject any bid at any stage.
- Consortium participation is allowed. Bidders may submit bids either individually or as a consortium/joint venture. In case of a consortium, one member shall be designated as the lead member, and all consortium members shall be jointly and severally responsible for the execution of the contract.
- The tenders/quotations received by the Empaneled Agency for execution of the work, as notified by the University through official email communication, shall be evaluated by the concerned committee/authority of the University based on the prescribed eligibility criteria, technical specifications, financial aspects, experience, and other terms and conditions mentioned in the tender document. After detailed scrutiny and evaluation, the work shall be recommended/awarded to the suitable Empaneled Agency in accordance with the applicable Government Resolution (G.R.), transparency norms, and University procedures.

| Sr. No.     | Technical Evaluation Criteria  | Maximum Marks |
|-------------|--|---------------|
| 1           | Financial Bid  | 10            |
| 2           | Presentation and evaluation of the agency's suitability for the specific nature of work, the University shall distribute/assign the work to the Empaneled Agency in accordance with the applicable Government Resolution (G.R.), empanelment conditions, and institutional requirements. | 40            |
| Total Marks |  | 50            |

## 3. Performance Bond/ Security

1. Within Seven days after the issue of the Letter of Award (LoA or the contract, if LoA is skipped) by the tenderer, the Bidders shall furnish to the tenderer performance security, valid up to thirty days after the date of completion of all contractual obligations by the Bidder.
2. The amount of Performance security shall be 2% of the contract Price denominated in Indian Rupees or the currency of the contract and shall be in one of the following forms:
  - a. Unless otherwise stipulated in the TENDER Document or the Contract, Demand Draft/Fixed Deposit Receipt from any commercial bank in India, or online payment in an acceptable form safeguarding the tenderer interest, or

- b. Bank Guarantee (including an e-Bank Guarantee) issued by a commercial bank in India.
3. If the Contractor, having been called upon by the tenderer to furnish Performance Security, fails to do so within the specified period, it shall be lawful for the tenderer at its discretion to annul the award and forfeit the EMD, besides taking any other administrative punitive action like 'Removal from List of Registered Suppliers' etc.
4. If the contractor during the currency of the Contract fails to maintain the requisite Performance Security, it shall be lawful for the tenderer at its discretion
  - a. to terminate the Contract for Default besides availing any or all contractual remedies provided for breaches/ default, or
  - b. without terminating the Contract:
    - i. recover from the contractor the amount of such security deposit by deducting the amount from the pending bills of the contractor under the contractor any other contract with the Procuring Entity or the Government or any person contracting through the Procuring Organization or otherwise howsoever, or
    - ii. treat it as a breach of contract and avail any or all availing any or all contractual remedies provided for breaches/ default.
5. If a contract is amended, the Contractor shall furnish amended Performance Security with revised value and validity within twenty-one days of the issue of such an amendment.
6. The tenderer shall be entitled, and it shall be lawful on his part,
  - a. to deduct from the performance securities or to forfeit the said security in whole or in part in the event of:
    - i. Any default, failure, or neglect on the part of the Bidder in the fulfillment or performance in all respect of this contract or any other contract with the tenderer or any part thereof
    - ii. for any loss or damage recoverable from the Bidder which the tenderer may suffer or be put to for reasons of or due to the above defaults/failures/ neglect
  - b. and in either of the events aforesaid to call upon the Bidder to maintain the said performance security at its original limit by making further deposits, provided further that the tenderer shall be entitled, and it shall be lawful on his part, to recover any such claim from any sum then due or which at any time after that may become due to the Bidder for similar reasons.
7. Subject to the sub-clause above, the tenderer shall release the performance security without any

interest to the Bidder on completing all contractual obligations. Alternatively, upon the Bidders submitting a suitable separate Defect Liability Security for the duration of Defect Liability obligations, the original Performance Guarantee Security shall be released mutatis mutandis.

8. No claim shall lie against the tenderer regarding interest on cash deposits, Government Securities, or depreciation thereof.

## Section Q - Annexures

### 1. Annexure 1: Bidder's Information

(To be submitted as part of Technical bid)

(on Company Letter-head)

(Along with supporting documents, if any)

#### 1) Bidder particulars:

|    |  |  |
|----|--|--|
| a) | Name of the Company                              |  |
| b) | Official Address                                 |  |
| c) | Corporate Identity No (CIN)                      |  |
| d) | Date of Incorporation                            |  |
| e) | Permanent Account Number (PAN)                   |  |
| f) | GST/CST/LST/VAT registration No. (as applicable) |  |

#### 2) Bidder's Authorized Representative:

|    |                            |  |
|----|----------------------------|--|
| a) | Name                       |  |
| b) | Designation                |  |
| c) | Telephone/ Mobile numbers: |  |
| d) | E-Mail Address             |  |

.....  
(Signature with date)

.....  
(Name and designation)

Duly authorized to sign Bid for and on behalf of [name, address, and seal of Bidder]

## 2. Annexure 2: Pre-Qualification/Eligibility Criteria Compliance

(To be submitted as part of Technical Bid)

(on Bidder's Letter-head)

Bidder's Name \_\_\_\_\_

[Address and Contact Details]

Bidder's Reference No. \_\_\_\_\_ Date.....

TENDER Document No. TENDER No. \_\_\_\_\_, **Date:**; Tender Title: “\_”.

**Note to Bidder:** Furnish stipulated documents in support of the fulfillment of qualifying criteria. The list below is indicative only. You may attach more documents as required. Non-submission or incomplete submission of documents may lead to rejection of the bid as non-responsive.

### Summary of Response to Qualification Criteria

| Sr. No | Pre-Qualification Criteria   | Supporting Compliance document  | Compliance (Yes/No) | Page No |
|--------|--|---|---------------------|---------|
| 1      | Limited Liability Partnership (LLP) / Private or Private Limited Company / Institute / Proprietorship / Partnership firms are allowed to participate   | Copy of relevant Certificates along with <ul style="list-style-type: none"> <li>• Certificate of Incorporation</li> <li>• GST Registration certificate</li> <li>• PAN card</li> <li>• Shop Act License Certificate</li> </ul> |                     |         |
| 2      | The Bidder should have an average annual turnover of INR 100 Lakh during the last three financial years i.e., 2023-24, 2024-25 and 2025-26   | <ul style="list-style-type: none"> <li>• CA Certificate OR Audited balance sheets and Profit and loss statements certified by Chartered Accountant(CA) of the bidder's organization.</li> </ul>                               |                     |         |
| 3      | Bidders must have successfully executed work orders for at least one Govt. Organization/ Board/ Council/ tenderer/ Commission/PSU/ Government undertaking organization for any of the training related projects worth 200 Lakh during the last 3 years as on day of bidding. | Copies of Govt. Work Orders/Agreements need to be enclosed  |                     |         |

|   |   |  |  |  |
|---|---|--|--|--|
| 4 | The bidder should not stand being blacklisted by any Govt. Organization/ Board/ Council/ University/ Commission/PSU/ Government undertaking organization as on day of tender bidding. | Undertaking to be submitted by the bidder on letterhead signed by concerned authority. |  |  |
| 5 | Bidder must have office in Pune Maharashtra (minimum period of one year)  | Submit valid proof / Leave and license agreement copy                                  |  |  |

.....  
(Signature with date)

.....  
(Name and designation)

Duly authorized to sign Bid for and on behalf of [name, address, and seal of Bidder]

### 3. Annexure 3: Affidavit for Non-Blacklisting

To  
The Registrar,  
COEP Technological University, Pune  
Wellesley Road, Shivajinagar,  
Pune-411005.  
Maharashtra (INDIA)

Ref: Your TENDER Document No. TENDER No. \_\_\_\_\_; Tender Title: \_\_\_\_\_

Sir/Madam,

Having examined the above mentioned Tender Document, we, the undersigned, hereby declare that our Company/Firm is having an unblemished record and doesn't stand blacklisted for corrupt and fraudulent practices by any Govt. Organization/ Board/ Council/ University/ Commission or any other Government/ PSU / Government undertaking organization as on date of tender bidding.

If this declaration is found to be incorrect then without prejudice to any other action that may be taken, my/ our EMD may be forfeited in full and the bid, if any, to the extent accepted may be rejected.

Yours Faithfully,

.....  
(Signature with date)

.....  
(Name and designation)  
Duly authorized to sign Bid for and on behalf of [name,  
address, and seal of Bidder]

## 4 Annexure 4: Experts Details

Submit the Valid proof of number of Experts list, their qualification, Experience, Willingness to work, Employee type (Employed or Contract)

**List of Experts :**

| Sr. No. | Name of Experts | Post | Qualification | Total Experience |
|---------|-----------------|------|---------------|------------------|
|         |                 |      |               |                  |
|         |                 |      |               |                  |
|         |                 |      |               |                  |
|         |                 |      |               |                  |

Yours Faithfully,

.....  
(Signature with date)

.....  
(Name and designation)  
Duly authorized to sign Bid for and on behalf of [name,  
address, and seal of Bidder]