



Dr. Babasaheb Ambedkar Research and Training Institute (BARTI)

An Autonomous Institute of the Department of Social Justice & Special Assistance, Govt. of Maharashtra

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Selection of Coaching Institute for the coaching of MPSC (State Services) Examination



DR. BABASAHEB AMBEDKAR RESEARCH & TRAINING INSTITUTE (BARTI), PUNE

(An Autonomous Institute of the Dept. of Social Justice and Special Assistance, Govt. of Maharashtra)

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E-TENDER No. :- BARTI/Scheme Department/2023-24/

Date: 22/08/2023

REQUEST FOR PROPOSAL (RFP) FOR SELECTION OF COACHING INSTITUTES, TO PROVIDE COACHING FOR MPSC (STATE SERVICES) EXAMINATION

Request for proposal are invited online (**In Two Bid System - Technical Bid & Commercial Bid**) from the eligible Coaching Institutes located at **Gondia City** and specialized in coaching for MPSC (State Services) examination and having proven track record and experience, for Selection of coaching institutes for the period of one year for providing coaching to the candidates to be sponsored by Dr. Babasaheb Ambedkar Research & Training Institute (BARTI), Pune.

Interested coaching institute having excellent track record and adequate resources can submit their **Technical Bid & Commercial Bid** online on website **<https://mahatenders.gov.in>**

Name of the Service	Tender Fee	Earnest Money Deposit (EMD)
Providing coaching to the candidates sponsored by BARTI, for MPSC (State Services) examination at Gondia City.	Rs. 10,000/-	Rs. 1,00,000/-

- Coaching Institute will be selected based on the selection criteria decided by the BARTI, Pune as mentioned in the Bid Document.
- Joint Venture / Consortium are not permitted.
- The Bid documents are available on website <https://mahatenders.gov.in>
- Advertisement for the tender is available at tender section of the website <https://barti.in>
- 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.
- The Tender fee of Rs.10,000/- is required to be deposited online through Credit / Debit Card / Net Banking.
- The EMD of Rs.1,00,000/- is required to be deposited online through Credit / Debit Card / Net Banking.
- Interested Institutes / bidders shall submit their bid on or before 20/09/2023, 15:00PM.
- Right to reject any or all the Bids at any stage of tender process is reserved by The Director General, BARTI, Pune.

Head of the Department
Dr. Babasaheb Ambedkar Research and Training Institute (BARTI), Pune

Section-1: About Dr. Babasaheb Ambedkar Research & Training Institute (BARTI), Pune

Dr. Babasaheb Ambedkar Research & Training Institute (BARTI), Pune is an autonomous institute of Govt. of Maharashtra, in the Department of Social Justice and Special Assistance. This institute was established in the year 1978 under the name "Dr. Babasaheb Ambedkar Samata Vichar Peeth" and subsequently became autonomous under its present name in the year 2008. This Institute is committed to the cause of equality and social justice through scientific research, evaluation of schemes meant for socially disadvantaged sections, policy advocacy, training, skills development etc.

Objective of BARTI

- To provide an opportunity for SC youths from Maharashtra in various sectors, to work or to start their own micro enterprises with great results and building success stories.
- To train the under privileged, unemployed, unskilled, semi-skilled trainee from the SC community and to make them skilled and employable.
- To develop & maintain Samata Vichar in society & do research in various spheres of "Equity & Social Justice"
- Implementation of different schemes, projects, and activities for furthering the ideology and to spread the thoughts of Dr. Babasaheb Ambedkar.
- Facilitate hassle-free arrangement to provide Caste Validity certificate through online Caste Certificate Verification Information System for citizen of Maharashtra state.
- To do Scanning, Digitization, Indexing, Archiving & Searching of Caste Validity certificates with their supporting documents for old caste validity cases.
- To promote in all areas concerned to Social Justice, Equity, and help the Government to formulate and modify the schemes and policies
- To improve brotherhood amongst the various sections of society & establish nation hood integration
- To undertake & provide for the publication of books, journals, periodicals & research papers in furtherance of the avowed object.
- To conduct Interdepartmental trainings
- To spread the good thoughts & social message from the cultural activities
- To spread awareness about government policies & acts to SC community by conducting various program
- To compile authentic data for the development of SCs through research and to promote research through fellowship, collaboration, conferences, seminars and workshops.
- To appeal to collect funds for social activities

Section-2: Invitation for Request for Proposal (RFP)

Dr. Babasaheb Ambedkar Research & Training Institute, Pune, here in after referred to as BARTI, Pune invites online Request for proposal (in two bid system - Technical Bid & Commercial Bid) from the eligible Coaching Institutes located at **GONDIA CITY** and specialized in Coaching for MPSC (State Services) examination and having proven track record and experience, for Selection of coaching institutes for the period of 1 year for providing coaching to the candidates to be sponsored by Dr. Babasaheb Ambedkar Research & Training Institute (BARTI), Pune.

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 technical difficulties' bidders should contact on 0120-4711508, 0120-4001002, 0120-4001005, 0120-6277787

Section-3: Key Events & Dates

1. Key Events and Dates

Sr. No.	Event	Date & Time
1.	Release Tender	23/08/2023, 18:55 PM
2.	Document Download/ Sale Start Date	23/08/2023, 18:55 PM
3.	Last date for online submission of bids	20/09/2023, 15:00PM
4.	Technical Bid Opening Date & Time	21/09/2023, 17:00 PM
5.	Commercial Bid Opening Date & Time	To be informed

2. Other Important Information Related to Bid

Sr. No.	Item	Description
1	Earnest Money Deposit (EMD) (To be paid online)	Rs.1,00,000/- (One Lakh only)
2	Tender Fee – (To be paid online)	Rs 10,000/- (Ten Thousand only)
3	Bid Validity Period	120 days from the date of submission of Bid.
4	Last date of signing contract	As intimated in work order of BARTI, Pune

Section- 4: Instructions to Bidders

1. Purpose of inviting Request for Proposal (RFP)

Purpose of this Request for Proposal (RFP) is to empanel eligible Coaching Institutes located at **Gondia City** and specialized in Coaching for MPSC (Sate Services) examination and having proven track record and experience.

Selection of coaching institutes will be for the period of 1 year for providing coaching to the candidates to be sponsored by Dr. Babasaheb Ambedkar Research & Training Institute (BARTI), Pune for MPSC (Sate Services) examination.

2. Bid Process

The Bidder must submit a bid on-line in **two envelope systems**, one containing **Technical Bid** and other the **Commercial Bid** for “**Selection of coaching institutes to provide coaching for MPSC (State Services) Examination for District coaching center.**”

3. 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. It is to be noted that the Tender Fee is non- refundable.

4. Payment through online mode only:

Bidder should note that payment of Tender fee and EMD must be made only by online mode. Payment by cheque, DD, etc. is not accepted

5. Earnest Money Deposit

The Earnest Money Deposit (EMD) of **Rs.1,00,000/-** is required to be deposited online through Credit / Debit Card / Net Banking. Proof of the same should be attached with the Technical Bid. Realization of NEFT /RTGS payment takes 2 to 24 hours, so it is advised to make sure that 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 will be liable for rejection.
- d. The EMD of unsuccessful bidders will be refunded after completion of Bid process and Selection of Coaching Institute
- e. EMD of successful bidder will be adjusted against the required value of Performance Bank Guarantee.
- f. EMD shall be non-transferable.

g. The EMD may be forfeited

- If a Bidder withdraws his bid or revises/ increases his quoted prices during the period of bid validity or its extended period, if any.
- If successful bidder fails to sign the Contract within time specified by BARTI.
- 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 BARTI regarding forfeiture of the EMD shall be final and binding upon bidders.

6. Security Deposit (SD)

3% Security Deposit/ Performance Bank Guarantee of the total contract value in the form of DD/ Bank Guarantee shall be submitted by successful bidder. This shall be retained by BARTI till the end of the contract and shall be released after the successful completion of coaching as per contract.

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. Preparation of Proposal and Completeness of Response

- a. Bidders are advised to study all instructions, forms, terms& conditions, guidelines, requirements, and other information in the Bid documents carefully. Submission of bid shall be deemed to have been done after careful study and examination of the Bid document with full understanding of its implications.
- b. The response to this RFP should be full and complete in all respects. Failure to furnish all information required by the RFP document or submission of a proposal not substantially responsive to the RFP document will be at the Bidder's risk and may result in rejection of their Proposal.
- c. The Proposal shall be signed by the Agency or duly authorized person(s) to bind the Agency to the Work Order. The letter of authorization shall be indicated by written power of attorney and shall accompany the Proposal.
- d. No Agency is allowed to modify, substitute, or withdraw the Proposal after its submission.

10. Place of opening of RFP

The RFP will be opened online in the Office of Dr. Babasaheb Ambedkar Research & Training Institute, Queens Garden, Camp, Pune, on the scheduled dates.

11. Bid Preparation Costs

The bidder shall submit the bid at its cost and BARTI 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 BARTI and BARTI 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 BARTI and no copyright / patent etc. shall be entertained by BARTI.

12. Amendment of RFP Document

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

13. Pre- Bid Meeting

- a. Pre- Bid meeting is open to all prospective bidders (Coaching Institute).
- b. If the agencies (Coaching Institute) have purchased tender document have any query regarding the scope of work or terms and condition of this work, they are free to submit their queries in writing, addressed to the Dr. Babasaheb Ambedkar Research & Training Institute (BARTI), Pune before the date of pre-bid meeting.
- c. After considering the queries submitted by prospective bidders, BARTI may or may not accept the changes suggested by the bidder and accordingly may or may not change the tender document / amend the tender document.
- d. If there are any changes or amendments in tender document, it will be published online on mahatenders.go.in and shall be treated as inherent part of the tender requirement.
- e. The Pre-Bid meeting will be held on scheduled date in the Office of Dr. Babasaheb Ambedkar Research & Training Institute, Pune

14. BARTI's right to Clarifications & Amendments of Tender Document

During the process of submission or evaluation of Proposals:

- a. Director General, BARTI, may, at its discretion, ask Agency (Coaching Institute) for clarifications about its proposal. The Agency is required to respond within the prescribed time frame.
- b. Director General, BARTI, may for any reason, modify the Tender Document from time to time. The amendment (s) to the Tender Document would be clearly spelt out and the Agency may be asked to

amend its proposal due to such amendments.

- c. Director General, BARTI, may terminate the tender process at any time and without assigning any reason. BARTI shall not be held responsible for any cost incurred by the bidder in bid preparation. BARTI reserves the right to amend/edit/add delete any clause of this Tender Document. However, this will be informed to all and will become part of the bid.

15. Language of Bids

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

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

16. Bid Submission Format

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

17. Submission of Bids

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

- A. Technical Bid (Proposal). Including relevant credentials and supporting documents
- B. 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 super scribed as “**Technical Bid for Selection of coaching institutes to provide coaching for MPSC (State Services) Examination for district coaching centre**”,

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

1. Technical Bid Form (Annexure-I)
2. GST Registration Certificate
3. PAN Card Copy
4. Coaching Institution shall be a registered Institution under Indian Company Act or Indian Partnership Act, Trust, Proprietorship, or any other relevant Act in India. Proof of registration should be submitted.
5. Coaching Institution shall be in **Gondia City**, Maharashtra. Rent agreement for rented premises, ownership document/property tax receipt for owned premised should be submitted for proof of address
6. Income tax returns for last 5 financial years (FY 2017-18, 2018-19, 2019-20, 2020-21, 2021-22).
7. Profit & Loss A/C / Income and Expenditure Statement and Balance Sheet for previous last 5

financial years (FY 2017-18, 2018-19, 2019-20, 2020-21, 2021-22) with audit report by a Chartered Accountant

8. Coaching Institute must have minimum 1000 Sq. feet built-up area with all the facilities. Supportive document of built-up area of the Institute to be submitted along with Lease and License agreement copy for rented accommodation, property tax bill for own building.
9. Coaching Institute should have facility of providing offline/online coaching for MPSC (State Services) Examination and currently must be providing offline coaching for MPSC (State Services) Examination. Coaching Institution, should have well equipped audio-visual classroom for online/offline lectures. Attach Geo- tagged photographs of coaching Centre, Classrooms, Infrastructure Facility and Audio-Visual room with longitude & latitude of the coaching Institute.
10. Undertaking/Declarations as per annexure - III
11. Self declaration for not blacklisted by any Government agency/ Department/ Autonomous Institute of any state Government and Central Government. (Annexure-IV)
12. Self-declaration for not having criminal case against any Governing member/ Partner / Director (Annexure -V).

Note: The Commercial Bid will be opened only after the opening and scrutiny of the Technical Bid and physical verification of coaching institute by BARTI representative. The Commercial Bids of only those Bidders will be opened whose Technical Bid score is 70% and above and also qualifying spot physical verification of coaching institute.

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 Selection of coaching institutes to provide coaching for MPSC (State Services) Examination for district coaching centre**”.

20. Disqualification:

The bidder should ensure that all the required documents, as mentioned in this tender 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 /RFP or not submitted in accordance with the procedure and formats prescribed in this document.
- During validity of the Bid, or its extended period, if any, the Bidder increases his quoted price.
- Incomplete Bid or failure to furnish all information required as per tender document and failure to furnish proofs for information provided.
- Bid is received after due date and time.
- Bid is not accompanied by all the requisite documents.
- Bids submitted without or with improper EMD or Tender Fee
- Bids without signature of person (s) duly authorized on require pages of the bid.

- Bids without power of authorization and any other document consisting of adequate proof of the ability of the signatory to bind the Bidder.
- If the information provided by the Bidder is found to be incorrect / misleading at any stage / time during the Tendering Process.
- Technical Bid containing commercial details or revelation of prices in any form or by any reason before opening the commercial Bid.
- 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 a contract within 10 Days of the date of issue of letter of Selection/award of contract or within such extended period, as may be specified by the BARTI, Pune.
- While evaluating the proposals, if it comes to the BARTI knowledge expressly or implied, that some bidders may have colluded in any manner whatsoever or otherwise joined to form an alliance resulting in delaying the processing of proposal then the Bidders so involved are liable to be disqualified for this contract as well as for a further period of three years from participation in any of the RFP floated by the BARTI.
- Bidder does not agree to the terms and conditions of the Bid.

21. Opening of Bid

- Envelope No. 1** containing the **Technical Bid (Technical Proposal)** shall be opened online as per the date specified in the tender document.
- Envelope No. 2** containing Commercial Bid (Commercial Proposal) of the bidders will be opened only after the opening and scrutiny of the Technical Bid. The Commercial Bids of only those Bidders will be opened who fulfils the qualifying criteria and qualifies in Technical Bid Evaluation.
- Tenders will be opened on or after scheduled time specified in the tender document.
- Tenders will be opened by Tender Committee / Bid Evaluation Committee formed by Director General, BARTI.
- Initially the payment of Tender Fee and EMD will be verified, if it is correctly paid then only the opening of technical bid will be done and evaluation of technical bid will be carried out.

22. Evaluation of Technical and Commercial Bid:

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

A. Evaluation of Technical Bid (Proposal)

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

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

Technical Evaluation Criteria:

Sr No	Criteria	Supporting Documents	Description	Max. Marks
1	Previous year's Results of the coaching Institute	List of successful candidates since last 5 years along with their full details and Roll Numbers, Subject for which coaching taken, admission form, year of passing MPSC	Total number of successful candidates only in the MPSC (State Services) Examination Final Result in last 5 years: a) Minimum 10 candidate- 5 marks b) 11 to 20 candidates – 10 marks c) More than 20 Candidates - 15 marks	15 marks

		(State Services) Examination		
2	Quality of study material Provided	Set of booklets/ study material/ Books provided by the Coaching Institute to the students. Attached cover page of study material along with list.	a) Study materials/ booklets/ books of the Coaching Institute covering all the topics in the latest syllabus of MPSC (State Services) Examination – 3 marks b) Multiple Choice Questions set and other material for MPSC (State Services) Examination – 2 marks	5 Marks
3	Well equipped, adequate audio-visual classroom	Photos of audio-visual facility and live streaming facility. Attach Geo- tagged Photographs of coaching Centre	a) Audio and sound facility - 2 marks b) Video lecture facility - 2 marks c) Live streaming- 1 marks	5 Marks
4	Number of lecturers	List of lecturers with their qualification and subject they are teaching	a) Number of lecturers minimum 5 - 5 marks b) Number of lecturers minimum 8 – 10 marks	10 Marks
5	Experience of lecturers (Faculty) for coaching of MPSC (State Service) Examination	Bio-data of lecturers (Faculty) with number of years of experience of coaching for MPSC (State Services) Examination.	a) At least 3 lecturers having experience more than 5 years - 7 marks b) At least 2 lecturers having experience more than 7 years- 8 marks	15 Marks
6	Financial Turnover of the Institute	Turnover certificate for last 5 financial year (FY 2017-18, 2018-19, 2019-20, 2020-21, 2021-22) certified by Chartered Accountant (CA)	a) Average Financial Turnover of the institute is at-least Rs.20 Lac in last 3 out of 5 financial years - 5 marks b) Average Financial Turnover of the institute is in Rs.20 Lac to Rs.25 Lac in last 3 out of 5 financial years - 7 marks c) Average Financial Turnover of the institute more than Rs.25 Lac in last 3 out of 5 financial years – 10 marks	10 Marks
7	Essential Facilities and building area	Rent agreement for rented premises or ownership document for	a. Minimum 1000 sq.ft. of build-up area - 5 marks b. More than 1000 sq.ft. of build-up	21 Marks

	of MPSC (State Services) Coaching Institute	owned premised should be submitted for proof of built-up area.	area - 7 marks	
		Training hall Attach Geo- tagged photographs of infrastructure facility	a. Total seating capacity of minimum 50 candidates – 7 marks	
		Facilities Attached Geo-tagged photographs	Projector/ Digital interactive board and Wi-Fi service in training room - 4 Marks	
			a. Mobile application - 2 Mark b. Website - 1 Marks	
8	Timely completion of syllabus, schedule of lectures and regularity in implementation	Academic Plan of the proposed period.	Meticulously drafted academic plan (lecture Plan) covering all points of the syllabus of MPSC (State Services) Preliminary and Mains Examination – 5 Marks	5 Marks
9	Institution from Scheduled caste	To submit documents that the institution belongs to Scheduled caste E.g.- Caste certificate of President, Secretary, members etc.	If institute belongs to Scheduled caste – 5 Marks	5 Marks
10	Attendance Management System	Biometric attendance system Attached geo tagged photographs	Availability of biometric attendance system to monitor regular attendance of candidates attending coaching as well as for various online tests – 3 Marks	3 Marks
11	Credibility of the Coaching Institute based on empanelment of coaching Institute by any State/ Central Govt., Autonomous institute, or department of Govt. for the coaching of MPSC (State Services) Examination.	Empanelment Letter and Work Order	a. Selected by at least one Govt. Organization/Department/ Autonomous organization for providing coaching to sponsored candidate for MPSC (State Service) Examination - 2 marks b. Selected by at least two Govt. Organization /Department/ Autonomous organizations for providing coaching to sponsored candidate for MPSC (State Service) Examination. – 4 Marks c. Selected by at least three Govt. Organization / Department /Autonomous organization for providing coaching to sponsored candidate for MPSC (State	6 marks

			Service) Examination. - 6 Marks	
			Total	100

Note - The minimum qualifying marks required in technical evaluation criteria is 70 Marks. The bidders who score minimum 70 Marks shall be considered for Commercial Bid evaluation. The bidders who do not score minimum qualifying marks of 70 %, their bids shall be rejected and will not be considered for Commercial Bid evaluation.

Financial Bid

A break-up amount to be quoted by the coaching institute as per the Performa in Annexure II of RFP Document.

Selection Method: Quality Cost Based System (QCBS)

The Bidder criteria for awarding the contract will be calculated based on the QCBS methodology.

The weightage of Technical Score to Financial Score would be in the ratio of 60:40.

Kindly refer the illustration below for understanding of the evaluation process.

Illustration

The following is the procedure for evaluation for the award of tender:

The technical and financial scores secured by each bidder will be added with weight of 60:40 respectively and a Cumulative Bid Score arrived at, using the formula:

$$CS = (TS * 0.6) + (FS * 0.4)$$

Where

CTFS is Combined Technical and Financial Score;

TS = Technical bid Score;

FS = Financial bid Score

The bidder with highest Combined Technical and Financial Score (CTFS) will be the successful bidder and be eligible to become the service provider

Stage 1: Technical Bid Evaluation (TS)

Bidder Details	Technical Marks obtained	Technical Score (X) = [Technical Marks gained by Respective Bidder / Higher Technical Marks secured by Bidder) X 100	Applying weightage of 60% to the TS (X)
Bidder 1	95	$X = [95/95] \times 100 = 100.00$	$100 * 0.6 = 60.00$
Bidder 2	87	$X = [87/95] \times 100 = 91.58$	$91.58 * 0.6 = 54.94$
Bidder 3	68	$X = [68/95] \times 100 = 71.58$	Will not be assessed
Bidder 4	79	$X = [79/95] \times 100 = 83.15$	$83.15 * 0.6 = 49.89$

* Since the eligible Technical Score should be 70 and above, so bidder 3 is rejected

Stage 2: Conversion of Financial Bid Amount to Score (FS)

Bidder Details	Financial Bid Amount	Financial Score= (LFB/F*100)	Financial Score after applying 40% weightage (FS * 0.4)
Bidder 1	150000	$110000/150000 * 100 = 73.33$	$73.33 * 0.4 = 29.33$
Bidder 2	130000	$110000/130000 * 100 = 84.61$	$84.61 * 0.4 = 33.84$
Bidder 4	110000	$110000/110000 * 100 = 100$	$100 * 0.4 = 40.00$

LFB – Lowest Financial Bid

F – Quoted Amount

Stage 3: Combined Technical and Financial Score (CTFS) with weightage of TS: FS as 60:40

Bidder Details	Technical Score after applying 60% weightage	Financial Score after applying 40% weightage	CTFS = TS + FS
Bidder 1	60.00	29.33	89.33 (H2)
Bidder 2	54.94	33.84	88.78 (H3)
Bidder 4	49.89	40.00	89.89 (H1)

***Contract would be awarded to Bidder 4**

B. Composite Score of the Bidders

Composite score of the bidders for the bid shall be worked out as under:

Bidder	Technical Score (X)	Financial Score(Y)	Weighted Technical Score (60% of X)	Weighted Financial Score (40% of Y)	Composite Score (F = D + E)
A	B	C	D	E	F
1					
2					
3					
4					

C. Evaluation of Commercial Bid

Bid Evaluation Committee formed by Director General, BARTI will evaluate the Commercial Bid of only

those bidders who satisfy the minimum eligibility criteria as specified above and submit its recommendation to Director General, BARTI. Decision of the Director General, BARTI 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 based on total cost (Coaching Fee) submitted by the bidder. In cases of discrepancy between the prices quoted in words and in figures, the amount quoted in words shall be considered. For any other calculation/ summation error etc. the bid may be rejected.

23. Award of contract

- a. Bid Evaluation Committee formed by Director General, BARTI will evaluate the Commercial Bid and Technical Bid as stated above, and submit its recommendation to Director General, BARTI to empanel the Coaching Institute.
- b. BARTI may award contact to only one or more eligible bidder (Coaching Institute) or cancel all the bid/s or any of the bid/s based on their Technical Bid and Financial Bid Evaluation.
- c. Decision of the Director General, BARTI would be final and binding upon all the Bidders.

24. Signing of Contract

Once BARTI notifies the successful bidder that its bid / proposal has been accepted, BARTI shall enter into agreement, incorporating the conditions of the tender document and its amendments and any special conditions during negotiations between the BARTI and the successful bidder.

The contract will be entered for the period of 1 year from the date of signing of contract, However the Director General BARTI has the final authority to take decision in this regard and his decision will be binding on all bidders.

BARTI may forfeit the Earnest Money Deposit (EMD) and cancel the Bid, in case the successful bidder is unable to execute contract within 10 days of the date of issue of Letter of Selection / award of contract or within such extended period, as may be decided by the BARTI.

Section - 5: General Terms and Conditions

Agency (Coaching Institute) should read these Terms and Conditions carefully and comply strictly while submitting the proposals

1. Conditional Bid (RFP Proposals) are liable for rejection.
2. Intending bidders can have detailed information from the office of BARTI, Pune during office hours.
3. Agency (Coaching Institute) shall not assign or sublet the Work Order or any part thereof to any other agency, nor can the agency have arrangement with other company for bidding purpose. Joint venture is not permitted. If the Coaching Institutions are found to have sublet the contract, the contract will be terminated at the risk and cost of the coaching institutions concerned.
4. Coaching Institution should be providing coaching as per revised syllabus of MPSC (State Service) Prelim and Main Examination including personality test.
5. Validity of proposal

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

- a. Proposal shall remain valid for a period of 120 days from the date of opening of Proposal.
 - b. BARTI reserves the right to reject a proposal valid for a shorter period as non-responsive.
 - c. In exceptional circumstances, BARTI may solicit the Agency's consent to an extension of the period of validity. The request and the response there to shall be made in writing.
6. Rates Coaching Fee) quoted will be valid upto 120 days from the submission of the bid.
 7. Rate (Coaching Fee) shall be written both in words and figures. There should not be errors and /or over-writings and corrections, if any, should be made clearly and initialed with dates. The rates quoted in words will be considered in case of difference in the rates quoted in words and figures
 8. Direct or indirect canvassing on the part of the Agency (Coaching Institute) or his representative will lead to disqualification.
 9. If an Agency (Coaching Institute) imposes conditions, which is in addition to or in conflict with the conditions mentioned herein, his Bid is liable to rejection. In any case none of such conditions will be deemed to have been accepted unless specifically mentioned in the letter of acceptance of Bid issued by the Director General, BARTI
 10. The Bid Evaluation Committee formed by Director General, BARTI shall conduct technical evaluation of the bids and will recommend to the Director General, BARTI for Selection of Coaching Institute.
 11. The Selection Committee constituted by Director General, BARTI, reserves the right to

reject any or all bids without assigning any reason and accept bid for all or anyone.

12. The Agency (Coaching Institute) shall not use the BARTI logos or BARTI Name, in any way. BARTI will cancel the contract and the coaching fee will not be paid If, it comes to the notice of BARTI, that the Agency (Coaching Institute) is using the Name or Logo of BARTI on any physical or virtual space, platforms / applications / Web pages /websites / Social Media, WhatsApp and deceiving the public to believe that they are in any way associated with the BARTI. BARTI may also initiate the prosecution and Black list the Coaching Institute.

13. Fraud & Corrupt Practice

It is required that the agency (Coaching Institute) submitting proposal and Agency (Coaching Institute) empanelled through this tender process must observe the highest standards of ethics during the process of selection and during the performance and execution of Coaching Program.

For this purpose, definitions of the terms are set forth as follows:

- a. **"Corrupt Practice"** means offering, giving, receiving, or soliciting of anything of value to influence the action of BARTI or its personnel while executing this work.
- b. **"Fraudulent Practice"** means a misrepresentation of facts, in order to influence a Selection process or the execution of a Work Order, and includes collusive practice among Agency (prior to or after Proposal submission) designed to establish Proposal prices at artificially high or non-competitive levels and to deprive BARTI of the benefits of free and open competition.
- c. **"Unfair trade practice"** means supply of services different from what is ordered on, or change in the Scope of Work.
- d. **"Coercive practice"** means harming or threatening to harm, directly or indirectly, persons or their property to influence their participation in the selection process or execution of the Work Order.

BARTI will reject a proposal even after the award, if it is found that the Agency is engaged in corrupt, fraudulent, unfair, or coercive practices.

14. The duration of the Coaching program will be as per agreement between BARTI and the Coaching Institute. Coaching will be imparted in online and or offline mode to the candidates sponsored by BARTI, as per agreement between BARTI and the Coaching Institute.
15. The Director General, BARTI reserves the right to increase or decrease the number of students / candidates to be deputed to the institutions, to ensure Qualitative Coaching.

16. **Selection of the candidates:** The selection of candidates to be sponsored for the Coaching of MPSC (State Services) Examination, will be done by BARTI
17. The empanelled Coaching Institutions shall provide qualitative coaching to the candidates for MPSC (State Services) Examination, deputed by BARTI, Pune.
18. The empanelled Coaching Institutions shall conduct periodic tests and shall inform the result of the same to the BARTI, as and when the tests are conducted.
19. The empanelled Coaching Institutions shall cover the complete syllabus of MPSC (State Services) Examination as decided by Director General, BARTI. If the coaching is incomplete or not properly imparted, the Coaching Institute will be **blacklisted** and complete fee due will not be paid.
20. The empanelled Coaching Institutions shall allow the candidates to change the batch, if the coaching institute is providing coaching in multiple batch, if the candidate so desire within 10 days of start of the coaching.
21. The empanelled 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.
22. The selected Institutions shall enter into a contract agreement on a non-judicial stamp paper of Rs 500, with terms and conditions as per the format specified by The Director General, BARTI, Pune within 10 days from the receipt of written communication of letter of Selection to this effect, failing which the EMD will be forfeited and the Institution will be removed from the empanelled list of institutes.

23. Payment Terms:

Coaching fee will be paid in five installments as per below;

1. First installment - Twenty percent (20%) of the total basic value will be paid on signing of contract/agreement/MOU.
2. Second installment - Twenty percent (20%) of the total basic value will be paid after the completion of first quarter of coaching.
3. Third installment - Twenty percent (20%) of the total basic value will be paid after the completion of second quarter of coaching.
4. Fourth installment - Twenty percent (20%) of the total basic value will be paid after the completion of third quarter of coaching.
5. Fourth installment - Twenty percent (20%) of the total basic value will be paid after the completion of fourth quarter of coaching.

Note –

1. Payment of Coaching Fee shall be made after deducting all statutory deductions in lieu of the taxes levied by the state government, central government, and other authorities.

2. BARTI is not liable to pay any kind of interest on delayed payment.
3. The coaching institutes should submit their requisition / bill for each installment, in duplicate with the list of candidates and attendance. The payments shall be made within 30 days of receipt of invoice. If, due to any reasons, payment delayed, no interest is payable

24. BARTI, Pune reserves the rights of overall monitoring of the training program.

25. The coaching institutes should submit their requisition / bill for each installment, in duplicate with the list of candidates and attendance. The payments shall be made within 30 days of receipt of invoice. If, due to any reasons, payment delayed, no interest is payable.

26. The contract is for a period of one year or up to the completion of syllabus of MPSC (State Services) Examination, whichever is later. On completion of coaching, the institute will have to submit following reports to BARTI, Pune.

- Course Completion Report
- Results of Test conducted by the Coaching Institute
- Attendance of the candidates sponsored by BARTI.

27. The Director General, BARTI, Pune including the authorized Officers of the BARTI shall have the power to issue notices in writing and to instruct/direct the Institutions to make alterations/ variations in the assigned Coaching/Test Plan.

28. 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 BARTI with such penalties as specified in the Bidding document and the Agreement.

29. Confidentiality of the Document

- a. Successful bidder will come into possession of confidential information hence; they should maintain highest level of secrecy, confidentiality, and privacy with regard thereto
- b. Successful bidder shall keep confidential all the details and information regarding the systems, operations, management, facilities, details of trainee, personal information of trainee, documents collected from BARTI, documents collected from trainee, etc., during implementation or after completion of the contract Period.
- c. Information relating to the examination, clarification, evaluation, and recommendation for the Bidders shall not be disclosed to any person who is not officially concerned with the process or is not trained professional advisor advising BARTI in relation to or matters arising out of, or concerning the selection Process.
- d. The successful bidder shall ensure that all its employees execute non-disclosure agreement with respect to this contract of providing coaching for preparation MPSC (State Services) Examination.

- e. BARTI will treat all information, submitted as part of the RFP, in confidence and will require all those who have access to such material to treat the same in confidence. BARTI may not divulge any such information unless it is directed to do so by any statutory entity that has the power under law to require its disclosure or is to enforce or assert any right or privilege of the statutory entity and/or BARTI

30. Termination of Contract and with holding of payment:

- I. If the Agency (Coaching Institute) fails to perform as per the terms and conditions of this bid document and or as per the agreement between BARTI and the Coaching Institute, The Director General, BARTI by giving a written notice to the Coaching institute, may withheld payments to Agency (Coaching Institute), provided that the notice shall specify the nature of failure and request the Agency to remedy such failure within 8 working days.
- II. Director General, BARTI may give a notice in writing to the Agency (Coaching Institute) of not less than 15 days to terminate contract of the Agency. The Agency (Coaching Institute) will have right to represent for withdrawal of notice to the Director General, BARTI
- III. Notice of Termination by BARTI, may be served for one or more of the following reasons or any other reason as the Director General, BARTI may think fit.
- IV. The Agency (Coaching Institute) fails to remedy bad performance within the period specified in the notice of suspension/ termination or the period as may be extended.
- V. The Agency becomes insolvent or bankrupt or goes into liquidation whether compulsory or voluntary.
- VI. As a result of „Force Majeure“, the Agency is unable to perform its obligations under this contract for 30 days or more.

Notice of Termination by Agency (Coaching Institute):

- I. Agency may give a notice of not less than 45 days to BARTI to terminate his contract for any of the following reason/s. BARTI will have right to represent its case and request for withdrawal of notice.
- II. If BARTI fails to pay any money due to the Agency in pursuant to this contract.
- III. If BARTI is in material breach of its obligations pursuant to this contract and has not remedied the same within 45 days (or extended period as the Agency may have approved) of the notice.
- IV. If as a result of Force Majeure, BARTI is unable to perform services for 90 or more days.

Payment on Termination: On termination of the contract BARTI shall not pay the dues for which the agency is lawfully entitled.

31. Dispute Resolution through Arbitration:

Any dispute or difference whatsoever arising out of or in connection with this Agreement, including any question regarding its existence, validity, interpretation, application, meaning,

scope, operation or effect or termination there, shall be referred to and finally resolved by a Sole Arbitrator, who will be appointed by The Director General, BARTI, PUNE and such proceedings shall be conducted in accordance with the Arbitration and Conciliation Act 1996 for the time being in force or as amended from time to time. The award made in pursuance thereof shall be final and binding on the parties.

In case of any dispute arising out of the terms and condition 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 District Courts of Pune.

32. Force Majeure:

If, at any time, during the continuance of the agreement, the performance in whole or in part by either party of any obligation under this agreement shall be prevented or delayed by the reason of any war, hostility, act of public enemy, civil commotion, sabotage, fires, floods, explosions, epidemics, quarantine restriction, strikes, lock-outs or act of God (hereinafter referred to as "event"), provided notice of happening of any such eventuality is given by either party to the other within 21 days from the date of occurrence thereof, neither party shall by the reason of such event, be entitled to terminate this agreement nor shall either party have any claim for damages against the other in respect of such nonperformance or delay in performance and deliveries / service under the agreement shall be resumed as soon as practical after such event has come to an end or ceased to exist, and the decision of the BARTI as to whether the service have been so resumed or not shall be final and conclusive.

Provided further that if the performance in whole or part of any obligation under this agreement is prevented or delayed by reason of any such event by a period exceeding 90 days, either party may at its option terminate the agreement. The successful bidder shall not be liable for forfeiture of its Performance Security, liquid date damages, or termination for default if and to the extent that its delay in performance or other failure to perform its obligations under the Contract is the result of an event of Force Majeure. Force Majeure shall not cover the price fluctuation of components/service.

For purposes of this Clause, Force Majeure means an event or situation beyond the control of the successful bidder that is not foreseeable, is unavoidable, and its origin is not due to negligence or lack of care on the part of the successful bidder.

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

Annexure –I

[Agency (Coaching Institute) is required to submit Annexure – I on their letterhead, duly stamped and signed by authorized person]

To,

The Director General,
Dr. Babasaheb Ambedkar Research & Training Institute, Pune
28, Queen Garden, Pune 411001, Maharashtra

Subject: Submission of Technical Bid for providing coaching to the candidates to be sponsored by BARTI Pune, for MPSC (State Services) Examination.

Tender Ref ID –

Respected Sir,

I/ We hereby offer to submit the Technical Bid for providing coaching to the candidates sponsored by BARTI, Pune for Preparation MPSC (State Services) Examination.

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

I/ We submit the Technical Bid (Proposal) asunder:

1.	Name and address of the head office of the Coaching Institute	
2.	Address and contact details of branch office of the Coaching Institute in Maharashtra. Provide details of Branches if they have one or more branches.	
3	a) Name of Managing Director /CEO/ Chairperson /President/ Partner/Director/propriety or	
	b) Name of Secretary	
4	Contact Person's Name and Designation	
	Contact No.	
5	Date of Establishment or incorporation of organization /Coaching Institute as p	

Website:- www.tenderstimes.com

	Documents of establishment/ certificate of incorporation / registration of the organization/Partnership Deed etc. Note: - Certificate of Incorporation /Registration/partnership deed which ever may be applicable, should be submitted along with Technical Bid																
6	a) Whether the Coaching Institute is registered under relevant Act. Such as Company Act, Partnership Act, or any other Act. (Yes/No)																
	b) If yes, under which act. Coaching Institution is registered (Legal status)																
	c) Specify, whether the Coaching Institute is a Public Limited Company, Private Limited Company, Partnership firm, any Other																
	d)Registration Number																
	e) Date of Registration																
	f) Date of Expiry if any																
7	a) Whether GST payee (Yes /No).																
	b) If Yes, Mention GST number Note: Submit GST Registration Certificate along with Technical Bid.																
8	a) Whether Income tax payee (Yes/No).																
	b) Mention Permanent Account Number (PAN) of the organization or as applicable. Note: Submit Copy of PAN card Along with Technical Bid.																
9	Total financial turnover for the last 5 financial years as per income tax Return and financial statement.	<table><tr><td>2017-18</td><td>2018-19</td><td>2019-20</td><td>2020-21</td><td>2021-22</td></tr><tr><td></td><td></td><td></td><td></td><td></td></tr><tr><td></td><td></td><td></td><td></td><td></td></tr></table>	2017-18	2018-19	2019-20	2020-21	2021-22										
2017-18	2018-19	2019-20	2020-21	2021-22													

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Year wise details of successful candidates of the Coaching Institute in the final result of MPSC (State Services) Examination of last 5 years:

Note: List of the candidates, contact number, roll number, Proof of their admission in the institute, subject for which coaching is taken by the candidates, Year of passing MPSC (State Services) Examination should be submitted with technical bid to support the above number.

Sr. No	Name of the candidate who got selected in MPSC (State Services) Examination	Mobile Number	Year of Coaching	Year of passing MPSC (State Services) Examination	Roll Number of MPSC (State Services) Examination	Name Post secured in MPSC (State Services) Examination

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Whether the Coaching Institute has provided/providing Coaching 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 /etc.)	Total number of candidates sponsored to the coaching institute in last 3 years		
			2019-20	2020-21	2021-22

Note: Empanelment letter and Work order/Agreement should be submitted with Technical Bid to support the above information

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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:

d. Whether adequate Audio and sound facility is available in class room (Yes/No):

e. Whether Online lecture facility is available (Yes/No), If yes, provide the website/Link of online lecture:

F. Whether Online Test Series facility is available (Yes/ No), If yes, provide the website / Link of online Test Series:

Particulars	Number	Total seating capacity
Class		

		Audio-visual room																							
13		<table border="1"> <thead> <tr> <th>Name of Faculty</th> <th>Qualification</th> <th>Experience in coaching for MPSC (State services) Examination (In years)</th> <th>Teaching Subject</th> </tr> </thead> <tbody> <tr><td></td><td></td><td></td><td></td></tr> <tr><td></td><td></td><td></td><td></td></tr> <tr><td></td><td></td><td></td><td></td></tr> <tr><td></td><td></td><td></td><td></td></tr> </tbody> </table>	Name of Faculty	Qualification	Experience in coaching for MPSC (State services) Examination (In years)	Teaching Subject																	Note: List of all the faculty (Visiting/Permanent) with above details should be provided along with their Bio data. Faculty should not be in any full-time employment in any College, University, State or Central Govt. private Company.		
Name of Faculty	Qualification	Experience in coaching for MPSC (State services) Examination (In years)	Teaching Subject																						
14		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 newspapers:</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 newspapers:		d) Working hours:													
a) No. of relevant reference books:																									
b) No. of journals/magazines:																									
c) No. of daily newspapers:																									
d) Working hours:																									
15	Printed Study Material	Printed proof of study material should be shown at the time of physical verification/ spot verification by BARTI representative.																							
16	Stability of the institute and Credibility of the management	a) Constitution of the institute and Vision and mission statement should be submitted b) Self-Declaration on the letter head that the institute is not black listed by any of the Govt./Semi Govt. Organization/Autonomous Institute of Govt. (Annexure-IV) c) Self-declaration on the letter head that none of the Governing member /Partner/ Director is having criminal case against them. (Annexure-V)																							
17	Number of candidates of BARTI, the Coaching Institute is willing to provide coaching for the Year 2023-24																								
18	Location for which Bid is submitted (Name of City along with address)																								
19	Whether all the documents specified in point 18 and 22 A of section-4 of this tender is uploaded with technic																								

	(Yes/No)	
20	Any other details	

Yours faithfully,

Signature of Authorized Representative

Designation

Date

Annexure – II

COMMERCIAL BID (PROPOSAL)

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

To,

The Director General,
Dr. Babasaheb Ambedkar Research & Training Institute, Pune.
28, Queens Garden, Near Old circuit House,
Pune, 411001, Maharashtra

Subject: Commercial Bid for providing coaching to the candidates to be sponsored by BARTI,
Pune for MPSC (State Services) Examination

Reference: Tender No.Dated

Respected Sir,

I/ We hereby offer to submit the Commercial Bid for providing coaching to the candidates sponsored by BARTI, Pune for MPSC (State Services) Examination.

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

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

Sr. No.	Subjects	Course fee (Excluding taxes) per candidate of offline classroom coaching for MPSC (State Services) Examination	
		Amount (Rs)	Amount in words (Rs)
1.	Coaching for complete syllabus of MPSC (State Services) Prelims Cum Mains Examination		

Note:

1. Above Course/ Coaching Fee is excluding GST. GST at the applicable rates as may be in force from time to time will be in addition to the above Course/ Coaching Fee.
2. Course/Coaching Fee should be quoted for each of the above courses.
3. The Course/ Coaching Fee quoted above are for one year of Coaching.
4. For evaluation purpose the Total Amount excluding Taxes as quoted above shall be taken into Consideration.

Yours faithfully,

Signature of Authorized Representative
Designation

Date

Annexure - III

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

To,

The Director General,
Dr. Babasaheb Ambedkar Research & Training Institute, Pune.
28, Queens Garden, Near Old circuit House,
Pune, 411001 Maharashtra.

Subject: Tender /Proposal for providing coaching to the candidates to be sponsored by BARTI,
MPSC (State Services) Examination.

Respected Sir,

I/Wedo hereby submit tender/bid for providing Coaching to the candidates to be sponsored by BARTI, Pune for MPSC (State Services) Examination as per the quoted Course / Coaching Fees and in all respects in accordance with the terms and conditions as mentioned in the Bid Document.

1. We have read all the provisions of Tender Document and confirm that these are acceptable to us.
2. We agree to a bid by this Proposal, consisting of this letter, our Technical and Commercial Proposals the duly notarized written power of attorney, and all attachments, for a period of 120 days from the date fixed for submission of Proposals as stipulated in the Tender Document and modifications if any, and it shall remain binding upon us and may be accepted by you at any time before the expiration of that period.
3. We hereby declare that all the information and statements made in this proposal are true and accept that any misrepresentation or misinterpretation contained in it may lead to our disqualification.
4. We understand you are not bound to accept any proposal you receive, not to give reason for rejection of any proposal and that you will not reimburse any expenses incurred by us in bidding.
5. I/We have read the Tender documents and related matters carefully and diligently and that I/We have uploaded the tender having studied, understood, and accepted the full implications of the agreement.
6. The requirements of the tender agreement stated herein will be fulfilled by me/us to the satisfaction of the Director General BARTI, Pune.
7. We have paid the EMD of Rs 1,00,000/- and Tender fee of Rs 10,000/- and the proof of the same is

submitted along with the Technical Proposal.

8. We are aware that Tender fee of Rs.10,000/- is non refundable.
9. We are aware that the EMD of Rs.1,00,000/- will not bear any interest and the EMD of the successful bidder will be adjusted against Security Deposit. This shall be retained by BARTI till the end of this contract and shall be released on successful completion of coaching during Contract period.
10. If our Bid (Proposal) is accepted, I/We agree to abide by and fulfill all the terms and conditions of the contract.
11. We hereby distinctly and expressly declare and acknowledge that before submission of this tender (Proposal) we have carefully followed the instructions.
12. We distinctly agree that, we would hereafter make no claim or demand upon the Director General, BARTI 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.
13. Any notice required to be served on me / us shall be sufficiently served on me / us by post (registered or ordinary), email or courier or left at my/ our address given herein.

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

Yours faithfully,

Signature of Authorized Representative

Designation

Date

Annexure-IV

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

To,

The Director General,
Dr. Babasaheb Ambedkar Research & Training Institute, Pune.
28, Queens Garden, Near Old circuit House,
Pune, 411001, Maharashtra

Subject: Undertaking/ Declaration that, the Coaching Institute is not Black listed.

Respected Sir,

I/Wedo hereby submit declaration/undertaking

That our Coaching Institute (Name)..... is not Black listed by

Any Government agency/ Department/Autonomous Institute of any state Government and or Central
Government.

I/Wedo hereby submit declaration/ undertaking that the Partner/
Director/ owner / proprietor /chairman of our Coaching Institute (Name).....
is not a Partner/Director/owner of any Coaching Institute/Organization Blacklisted by any Government
agency / Department / Autonomous Institute of any state Government and or Central Government.

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

Yours faithfully,

Signature of Authorized Representative

Designation

Date

Annexure-V

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

To,

The Director General,
Dr. Babasaheb Ambedkar Research & Training Institute, Pune.
28, Queens Garden, Near Old circuit House,
Pune, 411001, Maharashtra

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

Respected Sir,

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

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

Yours faithfully,

**Signature of Authorized
Representative**

Designation

Date

Annexure – VI

(To be submitted on the letter head of the coaching institute)

Check List of documents submitted as per tender document

Sr. No.	Eligibility Criteria	Supporting Document	Eligible (Yes / No)	Supporting document page number /Remark (if any)
1.	Coaching Institution shall be a registered Institution under Indian Company Act or Indian Partnership Act, Trust, Proprietorship, or any other relevant Act in India.	Proof of registration should be submitted- Shop Act, Partnership deed, Certificate of incorporation, Registration certificate under applicable act, etc.		
2.	Coaching Institution shall be in Gondia city	Rent agreement for rented premises, ownership document/property tax receipt for owned premises should be submitted for proof of address		
3.	GST Registration Certificate	Attached copy of GST Registration Certificate		
4.	PAN Card	Attached copy of PAN Card		
5.	Income tax returns for last 5 financial years (FY 2017-18, 2018-19, 2019-20, 2020-21, 2021-22).	Attached copy of ITR for last 5 financial years.		
6.	Financial Turnover of the Institute	Turnover certificate for last 5 financial year (FY 2017-18, 2018-19, 2019-20, 2020-21, 2021-22) certified by Chartered Accountant.		
7.	Profit & Loss A/C / Income and Expenditure Statement and Balance Sheet for previous last 5 financial years (FY 2017-18, 2018-19, 2019-20, 2020-21, 2021-22) with audit report by a Chartered Accountant	Attached audited Profit & Loss A/C / Income and Expenditure Statement and Balance Sheet for previous last 5 financial years		

8.	Previous year's Results of the coaching Institute	List of successful candidates since last 5 years along with their full details and Roll Numbers, Subject for which coaching taken, admission form, year of passing MPSC (State Services) Examination		
9.	Coaching Institute must have minimum 1000 Sq. feet built-up area with all the facilities.	Supportive document of built-up area of the Institute to be submitted along with Lease and License agreement copy for rented accommodation, property tax bill for own building.		
10.	Coaching Institution, should have well equipped audio-visual classroom with adequate infrastructure facility required for both online and offline coaching.	Attach Geo- tagged photographs of coaching Centre, Classrooms, Infrastructure Facility and Audio-Visual room with longitude & latitude of the coaching Institute.		
11.	List of lecturers with their qualification and subject they are teaching (Faculty/lecturer should not be in any full-time employment in any College, University, State or Central Govt. private Company.	Bio-data of lecturers (Faculty) with number of years of experience of coaching for MPSC (State Services) Examination.		
12.	Timely completion of syllabus, schedule of lectures and regularity in implementation	Academic Plan of the proposed period.		
13.	Institution from Scheduled caste	Attached documents that the institution belongs to Scheduled caste E.g.- Caste certificate of President, Secretary, members etc.		
14.	Credibility of the Coaching Institute based on empanelment of coaching Institute by any State/ Central Govt., Autonomous institute, or department of Govt. for the coaching of MPSC (State Services) Examination.	Empanelment Letter and Work Order		
15.	The Coaching Institute should not have been black listed by any Government	Undertaking / Declaration that, the Coaching Institute is not Blacklisted- As per Annexure -		

	agency / Department / Autonomous Institute of any state Government and Central Government.	IV		
16.	Partners/Director of the Coaching Institute should not be having any criminal case against them.	Undertaking / Declaration that, None of the Partner / Director is having Criminal Case against them - As per Annexure- V		
17.	Washroom facility	Coaching institute must have separate washroom for ladies and gents		
18.	Drinking water facility	Coaching institute must have drinking water facility with water purifier.		
19.	Annexure- I			
20.	Annexure- III			
21.	Annexure- IV			
22.	Annexure- V			
23.	Annexure- VI			

Signature:

Designation:

Date: