



Request for Proposal (RFP)
from
Coaching Agencies/ Institutes
to
Select the Coaching Agency/Institute for Preparation for JEE and
NEET Entrance Examination

Published By
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Nuh (Mewat)

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DISCLAIMER

The information contained in this RFP document or information provided subsequently to Bidder(s) whether verbally or in documentary form/email, by or on behalf of MDA, is provided on the terms and conditions set out in this document. The purpose of this RFP document is to provide the Bidder(s) with information to assist the formulation of their Proposals. Each Bidder should conduct its own investigations & analysis and should check the accuracy, reliability, and completeness of the information in this RFP document and wherever necessary they should obtain independent advice from appropriate sources. MDA, in their absolute discretion, but without being under any obligation to do so, may update, amend, or supplement the information in this RFP document.

MDA, its employees and advisors make no representation or warranty and shall have no liability to any person, including Bidder under any law, statute, rules or regulations or tort, principles of restitution or unjust enrichment or otherwise for any loss, damages, cost or expense which may arise from or be incurred or suffered on account of anything contained in this RFP or otherwise, including the accuracy, adequacy, correctness, completeness or reliability of the RFP and any assessment, assumption, statement or information contained therein or deemed to form part of this RFP or arising in any way for participation in this Bid Stage.

This RFP is neither an agreement nor an offer by MDA, but an invitation or responses to the issues pertaining to any service by MDA as contained in this document. No contractual obligation on behalf of MDA, whatsoever, shall arise from the RFP process unless and until a formal agreement is signed and executed by duly authorized officers of MDA and the finally selected Bidder. It may be noted that issuance of RFP does not confer any right to be invited to participate further and MDA shall have unfettered rights and discretion in its decision regarding such matters and finalization or completion of further steps in respect of the RFP.

The Bidders, by accepting this document, agree that any information contained herein may be superseded by any subsequent written information on the same subject made available to the recipient or any of their respective officers. It is also understood and agreed by the Bidder(s) that decision of MDA regarding selection of the Bidder will be final and binding on all concerned. No correspondence in this regard, verbal or written, will be entertained.

MDA reserves the right to amend, modify, vary, add, delete, accept or cancel, in part or full, any condition or specification of all proposals/orders/responses, without assigning any reason thereof before evaluation of technical bids. Each Bidder shall be entirely responsible for its own costs and expenses that are incurred while participating in the RFP, presentations, and contract negotiation processes.

MDA reserves the right at the time of award of contract to increase or decrease, the scope of work without any change in price, other terms and conditions.

Notwithstanding anything contained in the RFP Document, MDA reserves the right to accept or reject any response and to annul the process and reject all responses at any time prior to execution of the agreement with the Bidder to whom the contract is finally awarded, without thereby incurring any liability to the affected Bidder or Bidders or any obligation to inform the affected Bidder or Bidders of the grounds for MDA decision. MDA reserves the right to cancel the entire process at any stage at its sole discretion without assigning any reason thereof.

It shall be the duty and responsibility of the Bidders to ensure themselves about the legal, statutory and regulatory authority, eligibility and other competency to participate in this RFP and to provide all the services and deliverables under the RFP to MDA.

Mewat Development Agency

Request for Proposal (RFP)

For empanelment of coaching institutes for JEE (pre and mains) and NEET entrance examination

Mewat Development Agency is inviting Request for Proposal (RFP) are from the eligible Coaching Institutes specialized in Coaching for Preparation for JEE and NEET Entrance Examination and having proven track record and experience, for empanelment of coaching institutes for providing coaching to the candidates sponsored by Mewat Development Agency for Preparation for JEE (Pre and Mains) and NEET Entrance Examination.

Name of the Service	No. of Candidate (Approx.)	Tender Fee	EMD
Expression of Interest (EOI) For Implement of Providing Coaching JEE and NEET Entrance Examination at Nuh	100 (NEET - 50 candidates, IIT-JEE – 50 candidates of class 11 th). 100 (NEET - 50 candidates, IIT-JEE – 50 candidates of 12 th).	1000 Rs/- plus GST	1,00,000/-

1. The institute shall be selected based on the selection criteria decided by the MDA, Nuh as mentioned in the Document.
2. Joint Venture / Consortium is not permitted.
3. The interested bidders will have to submit all the required documents in sealed envelope in the office of Mewat Development Agency, Housing Board Colony, Nangli Road, Nuh Haryana 122107.
4. Non Refundable Tender fee of Rs. 1000/- plus GST is required to be deposited through DD in favor of Chief Executive Officer, Mewat Development Agency payable at Nuh.
5. The EMD of Rs.100,000/- is required to be deposited through DD in favor of Chief Executive Officer, Mewat Development Agency payable at Nuh.
6. Interested Institutes / bidders shall submit their documents on or before **26/07/2025, 05:00 PM**
7. The RFP document & other terms & conditions is also available on websites i.e. <https://mda.nic.in> and <https://nuh.gov.in> for information only.
8. The CEO, MDA Nuh has reserved the right to reject any or all the Bids without assigning any reasons.

1 About Mewat Development Agency (MDA), Nuh

The Mewat Development Board was constituted during 1980 with the vision to ameliorate the conditions of poverty, unemployment, economic and social backwardness of this area and to raise the standard of living of the people of this area. The Mewat Development Agency is the implementing agency of Mewat Development Board. The vision of Mewat Development Agency (MDA) is to accelerate the pace of development in Mewat region for implementation of developmental schemes specifically designed to benefit this area.

2 Key Events and Dates

Sr. No.	Event	Date & Time
1	Publish Date	12 th July, 2025
2	Document Download Start Date	12 th July, 2025
3	Document Submission Start Date	12 th July, 2025
4	Pre-Bid Meeting Date	17 th July, 2025
5	Document Submission End Date	26 th July, 2025
6	Technical Bid Opening	28 th July, 2025
7	Presentation	29 th July, 2025
8	Financial Bid Opening	30 th July, 2025

3 Other Important Information Relation to Bid

Sr. No.	Item	Description
1	Earnest Money Deposit (EMD) (To be paid online)	Rs. 1,00,000 /- (Rs. One Lakh only).
2	Bid Validity Period	One-hundred-and-eighty (180) days from the date of Submission of Bid.
3	Last date of signing Contract	As intimated in work order of MDA
4	Email Id for bidders needs to send their queries	ceomda@yahoo.co.in send queries before 17 th July 2025 Time: 5:00 PM

4 Objective

- The Objective of the scheme is to prepare students of class XI and XII for JEE and NEET Entrance Examination.
- Bid is invited from reputed institutions/organizations who are desirous of imparting coaching for JEE and NEET Entrance Examination to aspirant's s of XI students and XII passed students.
- Students from class XI and XII will be eligible for this course.

5 No of students as per table

Sr. No	Name of Course	Duration of Course	Subject	Class
1	NEET (National Entrance & Eligibility Test)	21 Months or up to completion of syllabus	Physics, Chemistry and Biology (Botany and Zoology)	11 th class
2	JEE (Joint Entrance Examination) Pre cum Mains	21 Months or up to completion of syllabus	Physics, Chemistry and Mathematics	
3	NEET (National Entrance & Eligibility Test) *	09 Months or up to completion of syllabus	Physics, Chemistry and Biology (Botany and Zoology)	12 th passed
4	JEE (Joint Entrance Examination) Pre cum Mains*	09 Months or up to completion of syllabus	Physics, Chemistry and Mathematics	

***Batches shall be started from 1st April 2026.**

6 Scope of Work

This RFP seeks proposals from qualified firms to provide coaching support to 11th and 12th class students residing in Nuh District and Hathin Block of Palwal District for the duration of the contract.

Services Provided by Coaching Agency (CA):

I. Learning Materials:

1. Hardcopy learning materials, including regular question papers, answer keys, subject compendiums, and mock test results.
2. All India Test Series participation with results providing comparative marks and ranking.
3. Regular fortnightly tests shall be conducted for regular practice of the students.

II. Instructional Delivery:

1. Offline classes
2. Online/Offline discussion classes
3. The Coaching Agency shall present the complete curriculum and session plan before the commencement of classes. The curriculum must be vetted and approved by MDA to ensure alignment with the objectives of the program.
4. The CEO, MDA reserves the right to increase or decrease the number of students / candidates to be deputed to the institutions, to ensure Qualitative Coaching.
5. The empaneled Coaching Institutions shall conduct fortnightly tests and shall inform the result of the same to the MDA and parents, as and when the tests are conducted.
6. The empaneled Coaching Institutions shall cover the complete syllabus of JEE and NEET Entrance Examination or as decided by CEO, MDA. If the coaching is incomplete or not properly imparted, the Coaching Institute will be blacklisted and complete fee due will not be paid.
7. The Empaneled Coaching institute must have biometric attendance system and submit to the MDA.
8. The Agency must ensure continuity of teaching staff. Frequent changes in faculty without valid reason may attract penalties or payment deductions. If students collectively report inability to understand teaching by a specific faculty, the Coaching Agency shall take corrective action including replacement, as advised by MDA

III. Additional Responsibilities:

1. Conduct entrance examinations & evaluate answer scripts for shortlisting of candidates.
2. Organize an orientation session for 09th & 10th science class students of Govt. schools of Nuh District and Hathin Block of Palwal District to advice on choosing the appropriate stream (Mathematics/Biology).
3. The Agency shall organize monthly science-related activities in 80 Govt. schools of Nuh District and Hathin Block of Palwal District, such as Astrophysics Melas, STEM Festivals, and other thematic events, to enhance students' learning experience and curiosity. The schedule of such activities must be communicated to MDA with at least 15 days' prior notice for review and approval.

IV. Assessment and Benchmarking

The Agency shall conduct Fortnight mock tests and submit detailed reports of marks secured by students in these local assessments to MDA for review. The results and performance analysis of these external tests must be shared with MDA as part of regular progress reporting.

7 Medium of Instruction

Bilingual instruction in English and Hindi. The Agency must ensure students from Hindi-medium backgrounds are adequately supported, and language does not become an obstacle to learning. Additional English language classes may be offered to support students in competitive exams.

8 Selection Process

The Agency shall conduct an entrance examination for all applicants. The final selection and approval of candidates will rest solely with MDA, considering the entrance exam results and socio-economic background of applicants. The reservation policy as per Haryana Govt. shall be applicable.

9 Earnest Money Deposit (EMD)

The Earnest Money Deposit (EMD) fees amounting to INR 1,00,000 (Fifty thousand) in the form of Demand Draft (DD)/RTGS/NEFT in favor of Chief Executive Officer (CEO), Mewat Development Agency (MDA) payable at Nuh drawn on any scheduled commercial bank is to be submitted and must accompany with Covering Letter in cover of the Proposal Document. Proposals that are not accompanied by the proposed Processing Fee shall not be considered. It will be refundable.

- 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 empanelment of Coaching Institute
- e) EMD of Successful bidder will be returned after depositing Performance Bank Guarantee of the EMD value in the form of Bank Guarantee / DD.
- 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 MDA.
 - 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 MDA regarding forfeiture of the EMD shall be final and binding upon bidders.

10 Coaching Location

The training is envisaged to be organized in Nuh (Mewat) District of Haryana.

11 Training Facilities and Equipment

Facilities for providing coaching (like lecture hall arrangements, projector, smart board and other infrastructure support) will be provided by the MDA.

12 Duration

- a) The duration of coaching program would be for **03 Years**.
- b) The services of the agencies may be extended for another 02 years based on satisfactory performance.

13 Eligibility Criteria for Technical Proposal

#	Basic Requirement	Specific Requirement	Documents Required
1.	Legal Entity	Any organizations with valid registration.	Copy of Registration Certificate
2.	Agency Experience	The agency should have experience of at least 3 years in conducting coaching for IIT-JEE/NEET entrance exam	Copies of related work orders/MoUs/Agreements/ Work Completion Certificate/ Sanction letters/copy of related document to certify experience.
3.	Blacklisting	The bidder should not be Blacklisted or Debarred	Undertaking on the stamp paper for not being blacklisted by any Central or State Government Agencies during last 3 Years

The Agency should provide the faculties with minimum qualification as follows:

S.No	Subject	Minimum Qualifications
1.	Physics	i) Essential Educational Qualifications: <ul style="list-style-type: none"> Master of Science (MSc) or Doctor of Philosophy (PhD) in the relevant subject. Alternatively, Bachelor of Technology (B.Tech) or Master of Technology (M.Tech) from a top-ranked engineering college as per the National Institutional Ranking Framework (NIRF), specifically within the top 50.
2.	Chemistry	1) Essential Educational Qualifications <ul style="list-style-type: none"> Master of Science (MSc) or Doctor of Philosophy (PhD) in the relevant subject. OR <ul style="list-style-type: none"> Bachelor of Technology (B.Tech) or Master of Technology (M.Tech) from an Indian Institute of Technology (IIT), National Institute of Technology (NIT), or a college ranked within the top 50 according to the National Institutional Ranking Framework (NIRF).

3.	Mathematics	<p>1) Qualifications:</p> <p>Essential:</p> <ul style="list-style-type: none"> Master of Science (MSc) in the relevant subject earned from a reputable educational institution. <p>OR</p> <ul style="list-style-type: none"> Bachelor of Technology (B.Tech) or Master of Technology (M.Tech) from a reputable educational institution. [Optional: You can add "as defined by a recognized accreditation body" if relevant]
4.	Biology	<p>1) Qualifications:</p> <p>Essential:</p> <ul style="list-style-type: none"> Master of Science (MSc) (Botany or Zoology) or Doctor of Philosophy (PhD) in the relevant subject.

Note: The resumes/Biodata of faculties be attached.

14 Technical Evaluation Criteria

S.No.	Criteria	Supporting Documents	Description	Maximum Marks
1	Previous year's Results of the Institute	List of successful candidates since last 3 years along with their full details and Roll Numbers, Subject for which coaching taken, admission form, year of passing JEE and NEET Examination	<p>Total number of successful candidates in the JEE/NEET Entrance Examination Final Result in last 3 years:</p> <ul style="list-style-type: none"> Minimum 50 candidate- 5 marks 51-100 candidate - 10marks 101-200 candidates – 15 marks More than 200 Candidates - 20 marks 	20 marks
2	Quality of study material Provided	Set of booklets/ study material / Books provided by the Coaching Institute to the students.	<ul style="list-style-type: none"> Mock Test Paper/Previous exam paper with solutions and other material – 05 marks. Syllabus Concepts Books/Access of online classes – 05 marks 	10 Marks

3	Experience of Faculties (Faculty) for coaching of JEE and NEET Entrance Examination	Bio-data of Faculties with number of years of experience of coaching for JEE and NEET Entrance Examination.	<ul style="list-style-type: none"> At least 5 Faculties having experience more than 5 years- 03marks At least 5 Faculties having experience more than 7 years- 05 marks At least 5 Faculties having experience more than 10 years- 7 marks. At least 5 Faculties having experience more than 12 years- 10 marks. 	10 Marks
4	Financial Turnover of the Institute	Audited Financial statement/s Income Tax Return (ITR)/s duly verified by the CA with UDIN.	<ul style="list-style-type: none"> Annual Financial Turnover of the institute is at-least Rs.1 crore to Rs. 1.5 crore in last 3 financial years-05 marks Annual Financial Turnover of the institute more than 1.5 crore to 2.5 crore last 3 financial years -10 marks Annual Financial Turnover of the institute more than 2.5 crore to 5 crore last 3 financial years - 15 marks Annual Financial Turnover of the institute more than 5.00 crore last 3 financial years -10 marks- 20 marks 	20 Marks
5	No. of Existing Coaching Branches in India	List of Coaching branches along with location (Address)	<ul style="list-style-type: none"> 02 to 05 branches - 01 mark 06 to 10 branches-02 marks 11 to 20 branches- 04 marks Above 20 branches- 05 marks 	05 Marks

6	Any Govt/Semi Govt. Organization/ Department/ Autonomous organization/ PSU for providing coaching to sponsored candidate for JEE/NEET Entrance Examination	Supporting document (Work Order, Selection letter) for having selected by any government organization / department / autonomous organization of the government for providing coaching to sponsored candidate for JEE/NEET Entrance Examination.	<ul style="list-style-type: none"> Selected by at least one Govt. Organization/Department/Autonomous organization for providing coaching to sponsored candidate for JEE/NEET Entrance Examination – 02 marks Selected by at least two Govt. Organization/ Department / Autonomous organization for providing coaching to sponsored candidate for JEE and NEET Entrance Examination –03 Marks Selected by at least three Govt. Organization / Department / Autonomous organization for / providing coaching to sponsored candidate for JEE and NEET Entrance Examination. - 05 Marks 	05 marks
7	Experience in Organizing Science/STEM Enrichment Activities	Event reports, school references, MoUs, or other verifiable records.	<ul style="list-style-type: none"> Less than 10 schools: 3 marks Organized in 10-20 schools: 6 marks Organized in 20-30 or more than 30 schools: 10 marks 	10 Marks
8	Presentation	Presentation critically evaluating all the components of approach and methodology.	<ul style="list-style-type: none"> Approach and Methodology – 10 Marks Scheduling- 05 Faculty Profiling/Biodata- 05 	20 Marks
		Total		100 Marks

Financial Bid Eligibility

Only those Agencies/Institutes that obtain a minimum of 70 out of 100 marks in the technical evaluation shall be considered eligible for the opening of the financial bid.

15. Financial Bid

The financial bid shall be submitted strictly in the prescribed format provided in the RFP and must clearly indicate the total cost on a yearly basis for a period of three years, as per the following schedule:

Year 1: August 2025 to March 2026

Year 2: April 2026 to March 2027

Year 3: April 2027 to March 2028

The quoted financials must be batch-wise and inclusive of all applicable taxes, duties, charges, study materials, mock tests, assessments, faculty, and other related services as per the scope of work defined in the RFP.

The cost should be quoted separately for each year, and a consolidated total cost for three years must also be indicated.

The rates shall remain firm for each respective year and no escalation shall be permitted during the contract period. The 10% yearly escalation shall be provided on the 3rd year rates, if contract will be extended for another years.

The financial bid must be duly signed and stamped by the authorized signatory of the agency/institute and submitted in Cover-3 of the proposal.

16. Financial Evaluation Criteria

The Agency (CA) will be selected using a **Quality-Cum-Cost Based System (QCBS)**. This system assigns a weightage of 70% to the technical bid and 30% to the financial bid.

Financial Bid Scoring

1. The proposal with the lowest total cost (of the opened bids) will receive a financial score of 100.
2. Other proposals will receive a financial score inversely proportional to the lowest cost, as calculated by the following formula:

Normalized Financial Score = $(100 * \text{Lowest Financial Price}) / \text{Bidder's Price (adjusted to 2 decimal places)}$

Final Score Calculation

The final ranking for selecting the CA will be based on the combined total score for each bidder. This score is calculated as follows:

Final Score = $(0.70 * \text{Technical Score}) + (0.30 * \text{Normalized Financial Score})$

NOTES:

1. The selection will be done based on the above criteria. The agency is expected to submit the hardcopy of the proposal at the address provided in date and schedule table.
2. Firms who qualify in the evaluation will be ranked accordingly.
3. In case two or more agencies obtain the same score, the selection shall be made based on negotiations as per the provisions of the Haryana Government Procurement Guidelines, and the final decision of the competent authority shall be binding.

17. Submission Procedure

1. All documents must be properly marked and sealed. Bid submission shall be submitted in hard copy. Bids will be opened on the prescribed date and time. If happens to be a holiday, it will be opened on next working day with same place and time.
2. MDA will not be responsible for any delay on the part of the bidder in obtaining the terms and conditions of the tender notice or submission. Bid submission end date & time as mentioned in Schedule of RFP.
3. If any clarification is required, the agency may send the queries through email to MDA, Nuh, Haryana
4. Bids not submitted as per the specified format and nomenclature may be outrightly rejected.
5. The bid shall comprise of two parts with following items as listed below:
 - a. Cover -1: Original copy of EMD in form of Demand Draft: All the bids' documents must be duly signed and stamped by the authorized signatory of the company. In case the bid is signed by anyone other than the authorized signatory of the company, the bidder must enclose authorization letter from HR department of the company for the officer, who signed the bid. All pages of the bid being submitted must be sequentially numbered and hard bounded by the bidder.
 - b. Cover -2: Technical Proposal: All the bids' documents must be duly signed and stamped by the authorized signatory of company. In case Bid should contain all the documents the bid is signed by the other than authorized signatory of company, the bidder must enclose authorization letter from HR department of the company for the officer, who signed the bid. All pages of the bid being submitted must be sequentially numbered by the bidder.
 - c. Cover-3: Financial Bid: The Financial Bid shall be submitted in the prescribed format. All documents included in the Financial Bid must be duly signed and stamped by the authorized signatory of the agency/firm. Bids submitted without proper authorization are liable to be rejected.

18 Memorandum of Undertaking

A Memorandum of Understanding (MoU) shall be executed based on mutually agreed terms between MDA and the selected Agency/Institute. The terms and conditions outlined in the MoU shall be strictly adhered to and shall be legally binding on both parties.

19 Opening of Bids

The sealed bid shall be opened by the bid evaluation committee constituted by the CEO, MDA at the time, date and place specified in the bidding document in the presence of the bidders or their authorized representatives, who may choose to be present. Though presence of bidders is not necessary.

20 General Term and conditions

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

1. Conditional Bid (EOI Proposals) are liable for rejection.
2. Intending bidders can have detailed information from the office of MDA, Nuh 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. Periodic feedback from students will be collected by MDA regarding content delivery, faculty engagement, and academic support. This feedback will be considered while releasing subsequent payments to ensure accountability and quality of service by the Coaching Agency.
5. If an Agency (Coaching Institute) imposes conditions, which is in addition to or in conflict with the conditions mentioned here in, 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 CEO, MDA
6. The Bid Evaluation Committee formed by CEO, MDA shall conduct technical evaluation of the bids and will recommend to the CEO, MDA for empanelment of Coaching Institute.
7. The Selection Committee constituted by CEO, MDA, reserves the right to reject any or all bids without assigning any reason and accept bid for all or anyone
8. 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 CEO, MDA, Nuh within 10 days from the receipt of written communication of letter of empanelment to this effect, failing which the EMD will be forfeited and the Institution will be removed from the empaneled list of institutes.
9. **Bid Validity:** The following will be considered for the validity of the proposals deemed submitted:
 - a) Bid shall remain valid for a period of 180 days from the date of opening of Bid.
 - b) MDA reserves the right to reject a proposal valid for a shorter period as non-responsive.
 - c) In exceptional circumstances, MDA may solicit the Agency's consent to an extension of the period of validity. The request and the response thereto shall be made in writing.

10. Fraud & Corrupt Practice

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

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

- a. "Corrupt Practice" mean offering, giving, receiving or soliciting of anything of value to influence the action of MDA 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 MDA 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. MDA will reject a proposal even after the award, if it is found that the Agency is engaged in corrupt, fraudulent, unfair or coercive practices.

21 Payment Terms:

Annual coaching fee will be paid in four installments as per below;

1. First installment of 30% of the total fee (Inc. GST) will be paid after the completion of one month from the commencement of coaching.
2. Second installment of 30% of the total fee (Inc. GST) will be paid after the completion of 04 months of coaching.
3. Third installment of 20 % of the total fee (Inc. GST) will be paid after completion of 07 months coaching.
4. Final installment of 20% of the total fee (Inc. GST) will be paid after the completion of One year.

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) If the candidate leaves / quits the coaching after one or more months of joining the coaching institute or the start of coaching then the coaching fee for the remaining duration of coaching will not be paid and the excess fee if any already paid on pro- rata basis, the same will be adjusted against the total fee payable to the coaching institute.
- 3) MDA, Nuh reserves the rights of overall monitoring of the training program.
- 4) The coaching institutes should submit their requisition / bill for each installment, in duplicate with the verified 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.
- 5) The empanelment is for a period of 03 years or up to the completion of syllabus of JEE and NEET Entrance Examination, whichever is later. However, CEO, MDA will conduct review on the performance of coaching institute on yearly basis and will provide extension subject to satisfactory performance of the coaching institute.
- 6) On completion of coaching, the institute will have to submit following reports to MDA, Nuh.
 - a) Course Completion Report
 - b) Results of Test conducted by the Coaching Institute
 - c) Attendance of the candidates.

- 7) Initially the MOU will be done for the period of 03 years or up to completion of syllabus whichever is later.
- 8) The CEO, MDA, Nuh including the authorized Officers of the MDA 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.
- 9) 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 MDA with such penalties as specified in the Bidding document and the Agreement.

22 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 there to 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 MDA, documents collected from trainee, etc., during implementation or after completion of the contract Period.
- b) 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 a trained professional advisor advising MDA in relation to, or matters arising out of, or concerning the Empanelment Process.
- c) The successful bidder shall ensure that all its employees execute non-disclosure agreement with respect to this contract of providing coaching for preparation for JEE and NEET.
- d) MDA will treat all information, submitted as part of the EOI, in confidence and will require all those who have access to such material to treat the same in confidence. MDA 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 MDA

23 Termination of Contract and withholding of payment:

- a) 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 MDA and the Coaching Institute, The CEO, MDA by giving a written notice to the Coaching institute, may withhold 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.
- b) CEO, MDA shall 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 CEO, MDA
- c) Notice of Termination by MDA, may be served for one or more of the following reasons or any other reason as the CEO, MDA may think fit.
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.
- d) Notice of Termination by Agency (Coaching Institute):
 1. Agency may give a notice of not less than 45 days to MDA to terminate his contract for any of the following reason/s. MDA will have right to represent its case and request for withdrawal of notice.

2. If MDA fails to pay any money due to the Agency in pursuant to this contract.
3. If MDA 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.
4. If as a result of “Force Majeure”, MDA is unable to perform services for 90 or more days.
5. Payment on Termination: On termination of the contract MDA shall not pay the dues for which the agency is lawfully entitled.

24 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 CEO, MDA, NUH 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 conditions of contract or assignment, the matter shall be governed by the laws of India (both substantive and procedural) at that time being in force and shall be subject to exclusive jurisdiction of the District Civil Courts of Nuh.

25 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, acts 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 MDA 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 successful Bidder shall promptly notify MDA in writing of such condition and the cause thereof. Unless otherwise directed by MDA in writing, the successful Bidder shall continue to perform its obligations under the Contract as it is reasonably practical and shall seek all reasonable alternative means for performance not prevented by the Force Majeure event.

Annexures

Annexure-A: Bid Cover Letter

Agency's Name and Address:

Person to be contacted:

Designation:

Telephone No.:

Mobile Number:

Fax:

Email ID:

To,

The Chief Executive Officer,

Mewat Development Agency,

Nuh (Mewat), Haryana

Subject: Request for Proposal (RFP) for Training Institutes/ Coaching Agencies for Conducting coaching for Preparation of JEE and NEET Entrance Examination– Bid Cover Letter

Dear Sir,

1. We, the undersigned agency, have read and examined in detail your solicitation of Proposal for the purpose of Proposal of our agency for *Request for Proposal (RFP) for Training Institutes/Coaching institute for Preparation of JEE and NEET Entrance Examination*
2. Supporting documents: We have enclosed documents supporting compliance and in support of the information provided as per each Annexure of the RFP
3. Authorization: We hereby submit that, we are authorized/ have been authorized on behalf of our agency to sign and submit this application.
4. Dated:

Thanking you,

(Signature and seal of Authorized Signatory)

Name:

Designation

Date:

Place:

Annexure-B: Agency Background Details

Agency's Name and Address:

Person to be contacted:

Designation:

Telephone No.:

Mobile Number:

Fax:

Email ID:

To,

The Chief Executive Officer,

Mewat Development Agency,

Nuh (Mewat), Haryana

Subject: Request for Proposal (RFP) for Training Institutes/ Coaching Agencies for Conducting coaching for Preparation of JEE and NEET Entrance Examination - Agency/ Institute Background Details

Dear Sir,

In support of our proposal, we furnish herewith the details of the agency:

Agency/ Academy Background Details

S. No.	Particulars	Agency Details
1	Name of the Agency	
2	Type of Entity (Registered as)	
3	Registered Address (with pin code)	
	Phone No.	
	Fax No.	
	E-mail ID	
	Name of Contact person for this Proposal	
	Phone No. of the contact person for this Proposal	

S. No.	Particulars	Agency Details
	E-mail Id of the contact person for this Proposal	
	Branch offices in India with address (if any)	
4	Details of the Demand Draft (DD) Amount, Issuing Bank, DD number, Date of issuance	
5	Registration Certificate number Enclose the copy of the Certificate	
	Date of Registration/ Accreditation	
	Valid thru (Date)	
6	Name of the Authorized Signatory with his/her contact details (Designation, Phone number, email ID & alternate contact number)	
7	Core sectoral training expertise of the applicant organization	
8	Total number of total trainees trained and selected in last 3 years (2023, 2024, 2025). As per Annexure-C 1. Total Qualify in last 3 years: Nos. 2. Total candidate got admission in reputed institutes in last 3 years: Nos.	
9	Declaration on Stamp paper for not being blacklisted by any Central or State Government Agencies during last 3 Years	

Note: All fields are to be mandatory filled and should not be altered or left blank.

Thanking you,

(Signature and seal of Authorized Signatory)

Name:

Designation

Date:

Place:

Annexure-C: Declaration for Non-Blacklisting or Non-Debarment

(Affidavit on non-judicial stamp paper duly Notarized)

Agency's Name and Address:

Person to be contacted:

Designation:

Telephone No.:

Mobile Number:

Fax:

Email ID:

To,

The Chief Executive Officer,

Mewat Development Agency,

Nuh (Mewat), Haryana

Subject: Request for Proposal (RFP) for Training Institutes/ Coaching Agencies for Conducting coaching for Preparation of JEE and NEET Entrance Examination - Affidavit

Dear Sir,

In support of our proposal, we furnish herewith the details of the agency:

Affidavit

I/ We, on behalf of (Name of Bidder), with its registered office at..... do hereby declare that the above-mentioned Bidder has not been blacklisted/ debarred by any State/Central Government authority / Donor Agency in Government of Haryana and Government of India.

Thanking you,

(Signature and seal of Authorized Signatory)

Name:

Designation

Date:

Place:

Annexure-D: Training and selection Record

Agency's Name and Address:

Person to be contacted:

Designation:

Telephone No.:

Mobile Number:

Fax:

Email ID:

To,

The Chief Executive Officer,

Mewat Development Agency,

Nuh (Mewat), Haryana

Subject: Request for Proposal (RFP) for Training Institutes/ Coaching Agencies for Conducting coaching for Preparation of JEE and NEET Entrance Examination – Coaching and Selection Record in Past 3 Financial Years

Dear Sir,

In support of our proposal, we furnish herewith the details of the agency:

Coaching and Selection Record in Past 3 Years

Sl. No.	Years	Total no. of candidates qualifies	Total no. of candidates Select in IIT	Total no. of candidates Select in AIIMS
1.	Year 2023			
2.	Year 2024			
3.	Year 2025			
Total				

Thanking you,

(Signature and seal of Authorized Signatory)

Name:

Designation

Date:

Place:

Annexure-E: Financial Bid Format*(To be submitted in Cover-3: Financial Bid – On the Letterhead of the Agency/Institute)*

Agency's Name and Address:

Person to be contacted:

Designation:

Telephone No.:

Mobile Number:

Fax:

Email ID:

To,

The Chief Executive Officer,

Mewat Development Agency,

Nuh (Mewat), Haryana

Subject: Financial Bid for Selection of Coaching Agency/Institute for Preparation of JEE and NEET Entrance Examination (Batch-wise)

In response to your RFP No. _____ dated _____, we hereby submit our financial bid for providing batch-wise coaching services for JEE and NEET entrance examinations as per the terms and conditions laid down in the RFP document

S. No.	Particulars	Year 1 (INR)	Year 2 (INR)	Year 3 (INR)	Total for 3 Years (INR)
1	JEE Coaching (per batch)	₹	₹	₹	₹
2	NEET Coaching (per batch)	₹	₹	₹	₹
	Total Cost (Inclusive of all taxes)	₹	₹	₹	₹ [Grand Total]

- The above rates are inclusive of all applicable taxes, duties, and levies.
- No additional charges will be claimed beyond the above-quoted amount.
- The agency shall be responsible for all logistics, faculty, study material, periodic assessments, and reporting as per the scope of work mentioned in the RFP.

Thanking you,

(Signature and seal of Authorized Signatory)

Name:

Designation

Date:

Place:

Annexure-E: Submission Checklist

Agency's Name and Address:

Person to be contacted:

Designation:

Telephone No.:

Mobile Number:

Fax:

Email ID:

To,

The Chief Executive Officer,

Mewat Development Agency,

Nuh (Mewat), Haryana

Subject: Request for Proposal (RFP) for Training Institutes/ Coaching Agencies for Conducting coaching for Preparation of JEE and NEET Entrance Examination – Submission Checklist

Dear Sir,

In support of our proposal, we furnish herewith the details of the agency:

S. No	Details	(Y/N)
1	Annexure-A: Bid Cover Letter	
2	Annexure-B: Agency Background Details	
3	Earnest Money Deposit (EMD) in the form of Demand Draft	
4	Annexure-C: Declaration for Non-Blacklisting or Non-Debarment	
5	Annexure-D: Selection Record in Past 3 Financial Years	
6	Financial Bid	
7	Annexure-E: Submission Checklist	

Note: All documents must be properly marked and sealed. The response to RFP should be submitted in one hard copy (signed on every page).

Thanking you,

(Signature and seal of Authorized Signatory)

Name:

Designation

Date:

Place: