

# **GREATER CHENNAI CORPORATION**



**NIT No. E.D.C.No.A1/13384-1/2025**

**Short e- Tender**

**FOR**

**PROCUREMENT OF TRAINING SERVICE PROVIDER FOR**

**COMPETITIVE EXAMS IN STEM SUBJECTS**

**FOR AY 2025-26 / 2026-27 IN CHENNAI NORTH REGION.**

**THE SUPERINTENDING ENGINEER**

**(Special Projects)**

**Greater Chennai Corporation,**

**Ripon Building,**

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## **Section 1 – Short e- Tender Notice**

**Special projects department  
Greater Chennai corporation**

### **Short e-Tender Notice**

Short e-Tender are invited for the following work in Two Cover system as per details furnished below.

| <b>Sl.No</b> | <b>Tender Ref No.</b>                | <b>Name of Work</b>                                                                                                               | <b>Approx. value of work<br/>(Rs. in Lakhs)</b> | <b>Bid Security<br/>(EMD)<br/>(Rs.)</b> | <b>Last Date<br/>&amp; Time of Submission</b> |
|--------------|--------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------|-----------------------------------------|-----------------------------------------------|
| 1.           | <b>E.D.C.No.A1/133<br/>84-1/2025</b> | Procurement of Training Service Provider for Competitive Exams in STEM Subjects for AY 2025-26 / 2026-27 in Chennai North Region. | <b>Rs 31,39,000</b><br>(Inclusive of GST)       | <b>Rs.31,400/-</b>                      | 13.01.2026<br><br>up to<br>3.00 p.m.          |

- (a) Bid document will be available in website <https://tntenders.gov.in> till 13.01.2026 for online bidding. The EMD amount of Rs.31,400/- should furnished through online to portal at the time of submission of Bids.. If no certificate or EMD is attached in technical bid , the bids will be considered as non-responsive and rejected
- (b) Both Technical & Financial Parts of Bids must be submitted online on or before 13.01.2026 up to 3.00 p.m. Bids received online, Technical & Financial part of the bids shall be opened at 14.01.2026 on 3.00 p.m. in the office of The Superintending Engineer in the presence of the Bidders who wish to participate in the tender,
- (c) Subsequent corrigendum/addendum if any shall only be available in website indicated above. The bidders would be responsible for ensuring that any corrigendum/addendum available on the website is also downloaded and incorporated

## **Section 2 - Bid Data Sheet**

|     |                                                  |                                                                                                                                                                                                                               |
|-----|--------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1.  | Tender Inviting and Tender Accepting Authority   | Superintending Engineer, Special Projects Department                                                                                                                                                                          |
| 2.  | Name of the work                                 | Procurement of Training Service Provider for Competitive Exams in STEM Subjects for AY 2025-26 / 2026-27 in Chennai North Region..                                                                                            |
| 3.  | RFP Reference                                    | <b>E.D.C.No.A1/13384-1/2025</b>                                                                                                                                                                                               |
| 4.  | Contact information for requesting clarification | The Superintending Engineer,<br>Special Projects Department<br>4 <sup>th</sup> Floor, Kalaignar Maaligai,<br>Ripon Building, Chennai – 600003<br><a href="mailto:sespecialprojects@gmail.com">sespecialprojects@gmail.com</a> |
| 5.  | Pre-Bid Meeting Date and Time                    | Not applicable                                                                                                                                                                                                                |
| 6.  | Earnest Money Deposit                            | The EMD amount of Rs. 31,400/- shall be furnished only through online net banking transaction at the time of submission of Bids on the website <a href="http://tntenders.gov.in..">http://tntenders.gov.in..</a>              |
| 7.  | Period of Contract                               | 6 Months                                                                                                                                                                                                                      |
| 8.  | Method of Selection                              | Least Cost Based Selection                                                                                                                                                                                                    |
| 9.  | Opening of Bid                                   | On 14.01.2026 at 3.00 p.m.<br>In the office of<br>The Superintending Engineer,<br>Special Projects Department<br>4 <sup>th</sup> Floor, Kalaignar Maaligai,<br>Ripon Building, Chennai – 600003                               |
| 10. | Bid Validity                                     | 90 days from the date of opening of the bid                                                                                                                                                                                   |
| 11. | Performance Security                             | 2% of Awarded cost with Validity beyond the 6 Months of completion of all contractual obligations                                                                                                                             |

## **Section 3 Instructions to the Bidder**

### **3.1 General Instruction**

1. The Bidder shall be deemed to have satisfied himself fully before Bidding as to the correctness and sufficiency of the Bids for the contract and price quoted in the Bid to cover all obligations under this Tender.
2. It must be clearly understood that the Terms and Conditions and specifications are intended to be strictly enforced. No escalation of cost in the Tender by the Bidder will be permitted throughout the period of Agreement or throughout the period of completion of contract whichever is later on account of any reasons whatsoever.
3. The Bidder should be fully and completely responsible for all the deliverables.
4. Bids can be downloaded from the Government website <http://tntenders.gov.in>. at free of cost.

### **3.2 Procedure for e-Procurement**

- 1) The bidder should submit the bid documents by online mode through the site <https://tntenders.gov.in>)
- 2) Bidder should do the registration in the e – tender site using the option available. Then the Digital signature registration has to be done with the e-token, after logging into the site. The e-token may be obtained from one of the authorized Certifying authorities such as SIFY/TCS/nCode etc. The list of address of the DSC vendors can be seen in [https://tntenders.gov.in/nicgep/app?component=%24DirectLink\\_0&page=DSCInfo&service=direct&session=T&sp=SDSCAddress.pdf](https://tntenders.gov.in/nicgep/app?component=%24DirectLink_0&page=DSCInfo&service=direct&session=T&sp=SDSCAddress.pdf)
- 3) Bidder should refer Bidders Manual Kit – 5- Online e-Bid Submission.
- 4) The Bidder must submit the Bid document online well in advance before the prescribed time to avoid any delay or problem during the e-submission process.
- 5) The bidders should submit the EMD by online transfer only online portal. The Bidders shall submit scanned copy of online transaction statement towards Bid Security as part of Technical Bid.
- 6) The GCC will not be held responsible for any sort of delay or the technical difficulty faced in the submission of tenders online by the bidders.
- 7) The online Bidding super scribed as “Technical Bid “contains Scanned copy of Bid Security, Pre-Qualification Documents and Bid document furnished by GCC to be submitted in the online bidding. The Bid document furnished by GCC uploaded in the

PDF format should not be changed or converted to any other format while submitted in the online bidding.

- 8) The online bidding super scribed as “Price Bid “contains Price Bid Documents.

### **3.3 Language of Bids**

The bid prepared by the Bidder as well as all correspondence and documents relating to the bid shall be in English only.

### **3.4 Language of supporting documents**

In case, any of the certificates, supporting documents are written in any language other than English, it is the responsibility of the bidder to provide the self-certified copy of the English translated version. Evaluation committee team will only refer to the English version of any such documents.

### **3.5 Letter of Authorization**

A letter of Authorisation from the organization authorising the Tender Signatory should be submitted in the Technical Bid. The Bids received without the Letter of Authorisation will be summarily rejected. The Letter of Authorisation for the signatory shall be submitted under the company’s letter head.

### **3.6 Clarifications and Amendment**

The RFP Inviting Authority will respond to any request for clarifications in the Tender. Any changes will be notified by Tender Inviting Authority to the Bidders in the web site.

### **3.7 Pre-Bid meeting**

Not applicable

### **3.8 Contacting Tender Inviting Authority**

Bidders shall not make attempts to establish unsolicited and unauthorised contact with the Tender Accepting authority or Tender Inviting Authority or Tender Inviting Authority after the opening of the Tender and prior to the notification of the Award. Any attempt by any Bidder to bring to bear extraneous pressures on the Tender Accepting authority or Tender Inviting Authority or Tender Inviting Authority shall be sufficient reason to disqualify the Bidder.

Notwithstanding anything mentioned above, the Tender Inviting Authority or the Tender Accepting Authority may seek *Post Bid* clarifications from the Bidders relating to the tenders submitted by them during the evaluation of tenders.

### **3.9 Cost of Bidding**

The Bidders should bear all costs associated with the preparation and submission of Bids. The Tender Inviting Authority will in no way be responsible or liable for these charges/costs incurred regardless of the conduct or outcome of the bidding process.

### **3.10 Earnest Money Deposit (EMD)**

The Bidder shall furnish, as part of the Bid, a Bid Security (EMD) Rs.31,400/-. The EMD amount shall be furnished only through online net banking transaction at the time of submission of Bids on the e-tender portal <http://tntenders.gov.in>. The EMD will be refunded to the unsuccessful bidder without interest after intimation is sent of the rejection of the Bid. Bids not submitted with the EMD will be rejected. The Bid security of the successful Bidder will be returned when the Bidder has signed the Agreement and furnished the required Performance Security.

The Bid Security will be forfeited:

- (a) If a Bidder withdraws his Bid during the period of Bid validity.
- (b) If a successful Bidder fails to:
  - i) Execute the Agreement
  - ii) Furnish the necessary performance security within the specified time limit of 14 days

from the date of issue of letter of award of his Bid.

### **3.11 Deadline for submission of bids**

The bidders are requested to upload all related documents through e-tendering online system to the Tender Inviting Authority well before the time and date specified in the Bid Data sheet.

The Authority may extend the deadline for submission of bids by issuing an amendment in accordance with Section 1, in which case all rights and obligations of the Authority and the bidders previously subject to the original deadline will then be subject to the new deadline.

### **3.12 Signing the Bid**

The Bid shall be neatly typed and signed by the bidder or authorised signatory of the Bidder. All pages of the bid shall be signed and stamped by the authorised signatory. Any alterations, deletions or overwriting will be treated as valid only if they are attested by the full signature by the authorised signatory.

### **3.13 Submission of Bids**

The Proposals as mentioned in the Data Sheet shall be uploaded and submitted on the <http://tntenders.gov.in> portal. The file “Pre-Qualification Proposal” should contain the following documents:

### **Pre-Qualification Proposal**

- a. FORM PQ-1: Pre-Qualification Proposal Submission Form
- b. FORM PQ - 2: Declaration against Blacklisting
- c. FORM PQ-3: Particulars of the Bidder
- d. FORM PQ - 4: Power of Attorney for Signing of Proposal
- e. FORM PQ- 5: Experience Of Bidder on Stem Coaching Examination
- f. FORM PQ - 6: Details of Faculty
- g. FORM PQ-7: Financial Capacity of Bidder

The file named “Technical Proposal” should contain the following documents:

### **Technical Proposal**

- a. FORM TECH-1: Technical Proposal Submission Form
- b. FORM TECH-2 - Track Record of Bidder .
- c. FORM TECH-3 - Approach, Methodology And Work Plan

The Proposals must be properly signed by the authorized representative (the “Authorized Representative”) as detailed below:

- i. By a partner, in case of a partnership firm and/or a limited liability partnership; or
- ii. By a duly authorized person holding the Power of Attorney, in case of a Limited Company/Private Limited Company or a Corporation; or
- iii. By the Authorised Representative of the Bidder , or
- iv. By a person authorized through a General or Specific Board Resolution for signing proposals; Certified True Copy of such resolution in the hands of a Director of the Company shall be submitted for this purpose. The power of attorney, if applicable should be certified under the hands of a partner or director of the Bidder and notarised by a notary public in the form specified in Section 4 and shall accompany the Proposal.

### **Financial Proposal**

The financial proposal must be uploaded on the tenders portal. While submitting the Financial Proposal, the Bidder shall ensure the following:

- a. All the costs associated with the assignment shall be included in the Financial Proposal. These shall normally cover remuneration for all the Personnel (Expatriate and Resident, in the field, office etc.), accommodation, air fare, equipment, printing of documents, surveys, geo-technical investigations etc. The total amount indicated in the Financial Proposal shall be without any condition attached or subject to any assumption and shall be final and

binding. In case any assumption or condition is indicated in the Financial Proposal, it shall be considered non-responsive and liable to be rejected.

- b. The Financial Proposal shall take into account all expenses and tax liabilities except GST which shall be paid at applicable rates. For the avoidance of doubt, it is clarified that all taxes except GST shall be deemed to be included in the costs shown in the Financial Proposal. Further, all payments shall be subject to deduction of taxes at source as per Applicable Laws.
- c. Costs shall be expressed in INR.

Prior to evaluation of Proposals, the Authority will determine whether each Proposal is responsive to the requirements of the RFP. The Authority may, in its sole discretion, reject any Proposal that is not responsive hereunder. A Proposal shall be considered responsive only if:

- a. The Technical Proposal is received as per the forms specified.
- b. It contains all the information (complete in all respects) as requested in the RFP;
- c. It does not contain any condition or qualification

The proposals will be opened by the Authorised Representative of the Authority as per schedule mentioned in Section 1. It may be noted that the Financial Proposal shall be opened in the presence of the shortlisted Bidders Representative who choose to attend.

### **3.14 Modification or Withdrawal of Bids**

The Bids once submitted may not be allowed to be modified or amended or withdrawn at any cost.

### **3.15 Acceptance and Withdrawals of Bids**

The right of final acceptance of the tender is entirely vested with the Tender Inviting Authority who reserves the right to accept or reject, any or all of the tenders in full or in parts without assigning any reason whatsoever. There is no obligation on the part of Tender Inviting Authority to communicate with rejected Bidders. After acceptance of the Bid by Tender Inviting Authority, the bidder should have no right to withdraw his tender or claim higher price. The Tender Inviting Authority may also reject any bid for reasons such as change in scope of work, new technologies, and lack of anticipated financial resources, court orders, accidents or calamities and other unforeseen circumstances.

### **3.16 Letter of Acceptance & Issue of Work Order**

The Letter of Acceptance (LoA) of RFP will be issued to the Successful Bidder by Tender Inviting Authority. This would be treated as commencement of the work for the successful bidder.

### **3.17 Bidders Declaration to be provided**

**Black-listing:** Bidders should not hold any sanction / black-listing by any government /quasi government agency. The applying firm should not have been sanctioned /blacklisted as on the date of submission of the proposal. Bidder may attach a self-declaration stating the above as a part of this bid. Please refer Annexure for draft letter content.

### **3.19 Conflict of Interest**

A Bidder shall not have a conflict of interest that may affect the Selection Process or the Agency (the “**Conflict of Interest**”). Any Bidder found to have a Conflict of Interest shall be disqualified. In the event of disqualification, the Authority shall forfeit and appropriate the Bid Security as mutually agreed genuine pre-estimated compensation and damages payable to the Authority for, inter alia, the time, cost and effort of the Authority including consideration of such Bidder’s Proposal, without prejudice to any other right or remedy that may be available to the Authority hereunder or otherwise.

## **Section 4 Bid Evaluation Process**

### **4.1 Bid Opening**

- (i) Bids will be opened by the Tender Inviting Authority or his authorized officer(s) at the time and date specified in the Bid Data sheet.
- (ii) The Tender Inviting Authority shall evaluate the responses to the tender and all supporting documents/documentary evidence. Inability to submit requisite supporting documents/documentary evidence by Bidders may lead to rejection of their Bids.
- (iii) The decision of the Tender Inviting Authority in the evaluation of Bids shall be final. No correspondence will be entertained outside the process of evaluation with the Committee. The Tender Inviting Authority may ask for meetings or presentation with the Bidders to seek clarifications or conformation on their Bids.
- (iv) The Technical Bid Marks for Quality of study material , Proposed Enrichment Activities & Proposed principles and methods for Teaching will be given by Evaluation Tender Scrutiny committee which reserves the right to accept or reject
- (v) The Tender Inviting Authority reserves the right to reject any or all Bids. Each of the responses shall be evaluated as per the criteria and requirements specified in this Tender.

### **4.2 Bid Validity**

- (i) The Bids submitted shall remain valid for a period specified in Section 1 of the Bid Schedule of this RFP. If the bid validity given in the received bid is lesser than the period specified, the Bid will be rejected as non-responsive. The Successful Bidders should extend the price validity till the completion of the order or as requested by Tender Inviting Authority.

### **4.3 Bid Evaluation**

- (i) In the Pre-Qualification Proposal, the eligibility of Bidders will be verified based on the eligibility information mentioned in Pre-Qualification Criteria and Technical Proposal provided by the Bidders as per the formats given in this RFP.
- (ii) The Technical Proposal of only those Bidders found eligible and satisfying the minimum eligibility criteria as per the evaluation of Pre-Qualification proposal shall be evaluated
- (iii) Only Bidders obtain a minimum of 70 out of 100 marks in the technical Proposal evaluation shall be considered eligible for the opening of the financial bid. GCC may waive any non-conformity or irregularity in Technical Bid which does not constitute a material deviation, provided such waiver does not prejudice or affect the relative ranking of any Bidder
- (iv) In Financial Proposal evaluation, the Financial Proposal shall be opened, and the lowest evaluated financial proposal will be the successful bidder.

#### 4.4 Pre-Qualification Criteria

To be considered qualified for evaluation of Technical Proposal, each Bidder should meet the criteria specified hereunder.

| #  | Pre- Qualification & Technical qualification criteria                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | Supporting Documents to be provided                                                                                                                                                                                                         |
|----|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1. | <p><b><u>Pre- Qualification - Legal Capacity:</u></b></p> <p>a) A Bidder may either be a sole proprietorship firm/ a partnership firm/ a limited liability partnership/ a company incorporated under the Companies Act 1956/ 2013 or a body corporate incorporated under the applicable laws of its origin for at least 5 years.</p> <p>b) A Bidder which has been blacklisted or debarred by the Government of India, Government of Tamil Nadu, any other Governments, any PSU of Central Government or State Government or any other Public Sector or Multilateral Agency shall not be eligible to Participate , if such bar subsists as on the Proposal Due Date</p> <p>c) The firms must have a valid legal agreement &amp; Licence with the original firm for running a coaching class a</p> <p>d) The Bidder agency must have at least Five Coaching centre in Chennai in last three (3) years</p> | <ul style="list-style-type: none"> <li>• Copy of Incorporation certificate</li> <li>• Registered in India with the GSTN Authorities.</li> <li>• Self-declaration/ Undertaking by bidder on its letter head. Format as prescribed</li> </ul> |
| 2. | <p><b><u>Pre- Qualification - Financial Capacity:</u></b></p> <p>The Bidder must be engaged in the provision of coaching services for STEM entrance examination with Annual turnover not less than Rs 54 Lakhs in each of the three (3) financial years preceding the date of submission.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | <ul style="list-style-type: none"> <li>• Financial certificate by Chartered Accountant</li> <li>• Profit &amp; Loss statement and Balance sheet for the last 3 audited financial years.</li> </ul>                                          |
| 3. | <p><b><u>Pre- Qualification – Technical Capacity</u></b></p> <p>a) The bidder must have Minimum no. of students enrolled with the bidder for JEE/NEET must not be less than 215 (fulltime classroom programme) during each of the three (3) years</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | <ul style="list-style-type: none"> <li>• Provide List of Students enrolled, Passed and Placed in Colleges which dually</li> </ul>                                                                                                           |

| #  | Pre- Qualification & Technical qualification criteria                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | Supporting Documents to be provided                                                                                                                                                                                                 |
|----|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|    | <p>preceding date of proposal submission from the state of Tamil Nadu.</p> <p>b) The bidder must have Minimum number of students enrolled who have successfully cleared JEE/NEET in last 3 years should be at least 22 Nos with Minimum numbers of Students enrolled from the state of Tamil Nadu for STEM competitive exams .</p> <p>c) The bidder must have on its role facility team more than 1 members (with Composite of subjects Experts in Math, Physics, Chemistry, Botany &amp; Zoology, Computer Science) with Essential Educational Qualifications of Master of Science (MSc) along with Doctor of Philosophy (PhD) in the relevant subject from a top-ranked colleges which should be in Top 50 Rank as per National Institutional Ranking Framework (NIRF)</p>                                                                              | <p>certified by Independent Auditor</p> <ul style="list-style-type: none"> <li>Affidavit signed by board of directors/partners/ members or authorised representative verifying that the above-mentioned list is correct.</li> </ul> |
| 4. | <p><b>Technical qualification criteria - Technical Proposal</b></p> <p>a) The Bidder should submit technical proposal as Samples of study material in Tamil/ English &amp; Presentation for each of the subjects forming part of the competitive exams</p> <p>b) The Technical Proposal of bidder shall be evaluated on the following:</p> <ul style="list-style-type: none"> <li>✓ Technical approach &amp; methodology indicating detailed understanding of scope of work</li> <li>✓ Suggested work plan, deliverables, proposed organization and staffing</li> <li>✓ Proposed methodology for continuous monitoring of the content covered</li> <li>✓ Tests taken and milestones achieved by students along-with sample format of dashboard &amp; reports for the Directorate of Public Instructions showing student-wise detailed progress</li> </ul> | <ul style="list-style-type: none"> <li>Supporting documents</li> <li>sample dashboards,</li> <li>milestones document,</li> <li>sample tests/assessments</li> </ul>                                                                  |

#### 4.5 Technical Evaluation Criteria

| S.N | Criteria                                                                                        | Description                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | Supporting Documents                                                                                                                                                                                                                                           | Max Marks |
|-----|-------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|
| 1.  | <b>Previous year's Results of the Institute</b>                                                 | <p>Total number of successful candidates in the STEM competitive exams Entrance Examination Final Result in last 3 years from the state of Tamil Nadu:</p> <ul style="list-style-type: none"> <li>✓ Minimum <b>22</b> no's of candidate – 5 marks</li> <li>✓ Minimum <b>83</b> no's of candidate –10 marks</li> <li>✓ Minimum 65 no's of candidate–15 marks</li> <li>✓ Minimum <b>87</b> no's of Candidate - 20marks</li> </ul>                                                                                  | <ul style="list-style-type: none"> <li>➤ List of successful candidates (<b>which dually Certified by Independent audited Firm )</b> with their full details and Roll Numbers</li> <li>➤ Subject for which coaching taken</li> <li>➤ Year of passing</li> </ul> | 20 marks  |
| 2.  | <b>Experience of Faculties (Faculty) for coaching of STEM Competitive Entrance Examination.</b> | <ul style="list-style-type: none"> <li>✓ At least 5 Faculties having experience more than 5 years-03marks</li> <li>✓ At least 8 Faculties having experience more than 5 years- 05 marks</li> <li>✓ At least 10 Faculties having experience more than 5 years- 7 marks.</li> <li>✓ At least 12 Faculties having experience more than 5 years- 10 marks.</li> </ul>                                                                                                                                                | <ul style="list-style-type: none"> <li>➤ Bio-data of Tamil Speaking Faculties</li> <li>➤ Experience of coaching for STEM Competitive Entrance Examination.</li> </ul>                                                                                          | 10 Marks  |
| 3.  | <b>Financial Turnover of the Institute</b>                                                      | <ul style="list-style-type: none"> <li>✓ Annual Financial Turnover of the institute is at-least Rs 0.53 Crores in last 3 financial years- 05 marks</li> <li>✓ Annual Financial Turnover of the institute more than 1.42 crore last 3 financial years - 10 marks</li> <li>✓ Annual Financial Turnover of the institute more than 2.84crore in last 3 financial years - 15 marks</li> <li>✓ Annual Financial Turnover of the institute more than 4.26 crore last 3 financial years - 10 marks- 20 marks</li> </ul> | <ul style="list-style-type: none"> <li>➤ Audited Financial statement/s</li> <li>➤ Income Tax Return (ITR)/s duly verified by the CA with UDIN.</li> </ul>                                                                                                      | 20 Marks  |

| S.N                | Criteria                                                   | Description                                                                                                                                                                                             | Supporting Documents                                                                                                                                                                               | Max Marks  |
|--------------------|------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------|
| 4.                 | <b>No. of Existing Coaching Branches in Chennai</b>        | <ul style="list-style-type: none"> <li>✓ Minimum 05 branches – 05 mark</li> <li>✓ 05 to 10 branches- 08 marks</li> <li>✓ Above 10 branches- 10 Marks</li> </ul>                                         | <ul style="list-style-type: none"> <li>➤ Location of Coaching branches with location of Tamilnadu</li> <li>➤ signed agreements</li> <li>➤ GST Registration</li> <li>➤ Municipal License</li> </ul> | 10 Marks   |
| 5.                 | <b>Quality of study material Provided</b>                  | Mock Test Paper/Previous exam paper with solutions and other material – 10 marks.                                                                                                                       | <ul style="list-style-type: none"> <li>➤ Set of booklets</li> <li>➤ Study material provided by the Coaching Institute to the students.</li> </ul>                                                  | 10 Marks   |
| 6.                 |                                                            | Syllabus Concept Books/Access of online classes – 10 marks                                                                                                                                              |                                                                                                                                                                                                    | 10 Marks   |
| 7.                 | <b>Experience in Organizing STEM Enrichment Activities</b> | <ul style="list-style-type: none"> <li>✓ Organized Less than 5 schools: 3 marks</li> <li>✓ Organized in 5-10 schools: 4 marks</li> <li>✓ Organized in 10-15 or more than 30 schools: 5 marks</li> </ul> | <ul style="list-style-type: none"> <li>➤ Event reports</li> <li>➤ school references, MoUs,</li> <li>➤ other verifiable records.</li> </ul>                                                         | 05 Marks   |
| 8.                 | <b>Proposed principles and methods for Teaching</b>        | <ul style="list-style-type: none"> <li>✓ Technical Approach and Methodology-5 Marks</li> <li>✓ Work Plan – 5 Marks</li> <li>✓ Organization and Staffing- 5 Marks</li> </ul>                             | Submission of Presentation in PPT Model with critically evaluating all the components of approach and methodology.                                                                                 | 15 Marks   |
| <b>Total Marks</b> |                                                            |                                                                                                                                                                                                         |                                                                                                                                                                                                    | <b>100</b> |

## **Section 5 Contract Conditions**

### **5.1 Award of Contract**

The Authority will award the Contract to the Bidder whose Bid has been determined to be substantially responsive to the bidding documents and who is selected as the “Successful Bidder” provided that such Bidder has been determined to be:

- (a) Qualified and eligible in accordance with the provisions of Section 4.4
- (b) Determined as L1 in accordance with Section 4.

### **5.2 Rejection of Tender**

- a) The Tender Inviting Authority reserves the right to reject the received bid(s) at any time before the award of the contract without stating any reasons to concerned bidders. As per The Tamil Nadu Transparency in Tender Act 1998, if at any time before the acceptance of tender, the Tender Inviting Authority receives information that a tenderer who has submitted tender has been banned by any procuring entity, the Tender Accepting Authority shall not accept the tender of that tenderer even if it may be the lowest tender.
- b) The Tender Inviting Authority reserves the right to reject the received bid(s) at any time before the award of the contract without stating any reasons to concerned bidders.

### **5.3 Assigning of Tender whole or in part**

- a) The Successful Bidder shall not assign or make over the contract, the benefit or burden thereof to any other person or persons or body corporate.
- b) The Successful Bidder shall not under-let or sublet to any person(s) or body corporate for the execution of the contract or any part thereof without the written consent of Tender Inviting Authority.

### **5.4 Release of Work Order**

- a) An exclusive Work Order will be issued to the Successful Bidder by Tender Inviting Authority.
- b) The payment will be released to the Successful Bidder based on the work awarded and actual work rendered only.

### **5.5 Execution of Work Order & Payment**

- a) The Successful Bidder should nominate and intimate Tender Inviting Authority the Team Leader, who should be responsible for effective delivery of work complying with all the terms and conditions.

- b) The Successful Bidder should ensure that the Team Leader fully familiarises with the Tender Conditions, Scope of Work, and deliverables.
- c) The GCC shall retain 5 % from each payment due to the Contractor the proportion until Completion of the whole of the Works as mentioned in section 6 Final Output, outputs , timeline and related payment schedule
- d) The 50% of retention value will be paid along with final bill and the balance amount of 50 % will be retained for a period of 6 Months

#### **5.6 Liquidated Damages (LD)**

- a) Liquidated Damage will be levied at the rate of 0.1% per week subject to a maximum of 10% on the total value of the contract for non-fulfilment of delivery schedule. Any delay due to the Force Majeure conditions or delay not due to the Successful Bidder will be excluded from the delivery schedule.
- b) In the event of failure by the Successful Bidder to fulfil the delivery conditions, Tender Inviting Authority at its discretion may initiate any of the actions as given below.
  - i) Extension of time may be permitted to complete the work.
  - ii) Additional resources will be requested for speeding up the work.
  - iii) Liquidated Damages will be levied.
- iv) Contract with the Successful Bidder may be terminated as per the Termination clause.
- v) Any other action as may be deemed fit by Tender Inviting Authority in the best interest of the department.

#### **5.7 Penalty for Non-Fulfilment of Contract**

5% of the cost shall be deducted during settlement

#### **5.8 Termination of Contract**

- a) Tender Inviting Authority may without prejudice to any other remedy for breach of contract, by written notice of default with a notice period of 15 days, sent to the Successful Bidder, terminate the contract in whole or part,
  - (i) if the Successful Bidder fails to deliver any or all of the services within the time period(s) specified in the Contract, or within any extension thereof granted by Tender Inviting Authority; or
  - (ii) if the Successful Bidder fails to perform any of the obligation(s) under the contract; or
  - (iii) if the Successful Bidder has engaged in fraudulent and corrupt practices in competing for or in executing the Contract.

- b) In the event of Tender Inviting Authority terminating the Contract in whole or in part, Tender Inviting Authority may engage other Bidders, upon terms and in such manner as it deems appropriate, the services similar to those and delivered and the Successful Bidder shall be liable to Tender Inviting Authority for any additional costs for such similar services capped to total amount paid to the Service Agency. However, the Successful Bidder shall continue the performance of the Contract to the extent not terminated.
- c) Tender Inviting Authority may at any time terminate the Contract by giving written notice with a notice period of 15 days to the Successful Bidder if the Successful Bidder becomes bankrupt or otherwise insolvent. In this event, termination will be without compensation to the Successful Bidder, provided that such termination will not prejudice or affect any right of action or remedy that has accrued or will accrue thereafter to Tender Inviting Authority.
- d) The notice of termination shall specify the termination is for Tender Inviting Authority's convenience, the extent to which performance of work under the contractor is terminated and the date upon which such termination becomes effective. On termination, the Successful Bidder is entitled for compensation to the extent of work done till the date of termination.

#### **5.9 Force Majeure Clause**

Neither Tender Inviting Authority nor the Successful Bidder shall be liable to the other for any delay or failure in the performance of their respective obligations except causes or contingencies beyond their reasonable control due to Force Majeure conditions such as:

- a) any act of God such as lightning, earthquake, landslide, etc or other events of natural disaster of rare severity
- b) Meteorites or objects falling from aircraft or other aerial devices, travelling at high speeds
- c) Fire or explosion, chemical or radioactive contamination or ionizing radiation
- d) Epidemic or plague
- e) Act of war (whether declared or undeclared), threat of war, invasion, armed conflict or act of foreign enemy, unexpected call up of armed forces, blockade, embargo, revolution, riot, religious strife, bombs or civil commotion, sabotage, and terrorism

#### **5.10 Legal/Arbitration Clause**

- a) Except as otherwise provided elsewhere in the Contract, if any dispute, difference, question, or disagreement arises between the parties hereto or their respective representatives or assignees, at any time in connection with construction, meaning,

operation, effect, interpretation, or breach thereof, the same shall be decided by a Sole Arbitrator to be appointed by the Tender Inviting Authority.

- b) If the Arbitrator so appointed dies, resigns, incapacitated, or withdraws for any reason from the proceedings, another Arbitrator shall be appointed by the Tender Inviting Authority. The Arbitrator so appointed shall proceed with the reference from the stage where his predecessor had left if both parties consent for the same, otherwise, he shall proceed de novo.
- c) It is a term of the contract that the party invoking arbitration shall specify all disputes to be referred to arbitration at the time of invocation of arbitration and not thereafter.
- d) It is also a term of the contract that neither party to the contract shall be entitled to seek interest and the arbitrator should not grant interest.
- e) The Arbitral Tribunal shall give reasoned award and the same shall be final, conclusive, and binding on the parties.
- f) The venue of the arbitration shall be Chennai and the language shall be English.
- g) The fees of the arbitrator and expenses incidental to the arbitration proceedings shall be borne equally by the parties.
- h) Subject to as aforesaid, the provisions of the Arbitration and Conciliation Act 1997 and any statutory modifications or re-enactment in lieu thereof shall apply to the arbitration proceedings under this clause.
- i) Subject to the above, the Courts in Chennai alone shall have jurisdiction in this matter.

#### **5.11 Performance Security:**

The successful bidder shall furnish Performance Guarantee in the form of Fixed Deposit / National Savings Certificate / BG from a scheduled bank amounting to 2% of the Tendered value with validity of Project months with additional 6 months . The same should be submitted along with Agreement within 14 days of issue of the Letter of Acceptance (LOA).

## 5.12 Additional Security Deposit details

In addition to the above and as per Council Resolution No.456/2002, Dt : 28-11-2002 the amount of Additional Security Deposit to be paid by the Contractor for various percentage of rebate are as follows:

| Percentage of Rebate | Amount of Additional Security Deposit                                        |
|----------------------|------------------------------------------------------------------------------|
| Lesser than 5%       | No additional security deposit need to be paid                               |
| 5% to less than 15%  | 2% of the departmental value                                                 |
| 15% to 20%           | 50% of difference between total departmental value and contractor bid amount |
| Above 20%            | Same as above                                                                |

- The Contractors should pay the Additional Security Deposit online /directly to the bank account of Corporation of Chennai, The Commissioner, State Bank of India Park Town Branch with the Account No 40727712186, MICR No. 600002037,IFSC Code: SBIN0001856.
- The acknowledgement copy for the ASD amount paid details should also be uploaded along with E Tender document in the website <https://tntenders.gov.in>
- The Additional Security Deposit paid by the unsuccessful Tenders will be returned only after accepting and awarding contract to the successful tenderer.
- If percentage of rebate is above 20% tenderer should furnish the break up details, cost analysis and documents to show previous experience and work on hand with performance certificate showing the satisfactory completion of works entrusted.
- The ASD is applicable to Negotiated rates also

## **Section 6 Terms of Reference**

### **6.1 Introduction**

#### **Learning of Science, Technology, Engineering and Mathematics (STEM)**

- Education Department, Greater Chennai Corporation has taken various initiatives to promote the learning of Science, Technology, Engineering and Mathematics (STEM) amongst its students over the years, The initiatives include the organising of Science Exhibitions, visits to Planetarium, provision of upgraded Science Lab Facilities, Special Talks, visual method of teaching through Smart Boards, among others. At the higher secondary level, it has continued to provide capacity building initiatives to students to prepare for competitive exams in Sciences, Engineering, Medical Sciences, Technology under-graduate courses across India since Academic Year 2021-22
- In continuation – it has been proposed to provide similar intensive training to students of GCC's Chennai Schools currently in Class XII (in academic year 2025-2026) under the Hon'ble Mayor's Announcements.
- In this regard, due to the highly specialised nature of training inputs to be given regarding the STEM Competitive Exams, based on the previous experience of GCC in running similar programs and in light of the urgent need to initiate preparations for the exams Scheduled in April – June 2025 – It has been proposed to engage the services of a Specialised Agency to provide the training on a pilot basis.
- With the above it is proposed to call for an open Tender for procuring the services of a Training. It is proposed to pilot the program across schools in each of the three regions of GCC area to ensure easy transportation and logistics for the students for the North Region

### **6.2 Roles and Responsibilities (Scope of Work)**

- The Specialised Agency will provide an online customized platform for candidates to apply for the programme as per STEM requirements
- The Specialised Agency should provide a solution with a blend of self-study, doubt-clearing session, contact programmes, all-India level tests and constant evaluation & monitoring.
- The Specialised Agency provide all other assistance as may be required to the students for appearing for the competitive examinations at par with any regular student admitted by the coaching institute in its private capacity.
- Conduct regular assessment programs to test progress of students and submit reports to the Educational Officer of Greater Chennai Corporation.

- Conduct not less than 5 complete mock tests simulating the entrance examination and provide assistance/guidance as may be required for enrollment/registration for the entrance examination.
- Provide coaching separately for Tamil / English medium students of the Specialised Agency
- Provide preexamination and post examination counselling and outreach support to facilitate student to get admitted successfully in desired course and Institute
- The student should be provided offline study material and test questions.
- The Specialised Agency is expected to provide up-to-date study/ test materials, analyze the student's usage pattern, evaluate the test answers, periodically (at least once a month) and provide progress and All India Ranking report to the student, their parents & Educational Officer of Greater Chennai Corporation. To ensure that only serious students are in the programme, the coaching partner is expected to provide detailed periodic reports (at least once a quarter) to Educational Officer of Greater Chennai Corporation on the students' usage pattern. Further the partner will submit a Special Students' Usage Report on the 5th day after the end of the first month of the programme. Based on this Report, decision will be made if any non-serious student needs to be motivated to improve His/her Progress
- Apart from this, continuous evaluation & monitoring will be done jointly by Educational Officer of Greater Chennai Corporation and coaching partner, and non-serious and non-performing students may be dropped-out at any stage and may be substituted by the next deserving student from amongst the wait-listed candidates.
- The Specialised Agency shall depute coaches/ counsellors to the Learning Centre in GCC Zones ( As specified in 6.4 Candidates and Location Details) in to explain about the program objectives, methodologies, expectations at the start of the program to the students and their parents.
- Regular fortnightly tests shall be conducted for regular practice of the students
- Coaching Partner should provide at least 5 Mock tests based on complete syllabus of JEE / NEET which will simulate/mimic the real JEE/ NEET tests during the 1 month period preceding the JEE/ NEET 2025/2026 exams.
- The Specialised Agency is also expected to provide guidance/ counselling to the students while filling in JEE/ NEET forms and during the college selection/ counselling process after the JEE/ NEET results are out. Students should also be able to contact the Specialised Agency call center through phone calls, video calls, emails, etc. 7 days a week and

at least between 10am to 10pm. Provide complete Tablet-based offline e-content as per latest syllabus of JEE

- Provide personalized support through at least quarterly face-to-face sessions, interactions, webinars and video—conferences. Further, at least one such face-to-face session should be scheduled during the interim period between Board exams and the JEE / NEET Exam.
- Provide end-to-end awareness & communication support and facilitation to the enrolled students related to JEE / NEET 2026 exams including aspects like form-filling, documents, etc.
- Provide support for career counselling by deputing one counsellor at GCC ( As specified in 6.4 Candidates and Location Details) at appropriate time as specified by GCC, and should complete the counseling for all the enrolled students.
- The coaching hours must be scheduled in discussion with Education department of GCC
- Coaching hours to qualifying students to not be less than 12 hours per week over an 5 Month period
- The Bidder is expected to provide up-to-date study/ test materials in Tamil/English evaluate the test answers periodically (at least once a month) and provide at least a quarterly ranking report of students to the GCC
- The Bidder should adhere to the minimum team criteria mentioned as part of the technical qualifications section and must submit detailed team profiles as part of the proposal response.
- Any change made by the bidder to the team profiles submitted as part of the proposal is subject to the approval of the GCC.
- Class timings for providing coaching for the competitive exams shall be decided at the time of commencement of coaching in discussion with the Special agency as per the convenience of the students and the educational institution, keeping in view the weather conditions and holidays.

**Conduct regular tests/assessments to monitor progress of students and submit reports to Educational Officer of Greater Chennai Corporation**

- The Bidder will be responsible for continuous evaluation & monitoring of students on progress over course duration and provide the GCC at least a Monthly dashboard covering syllabus completed till date against targeted plan, tests conducted, performance of students, progress/decline in performance Distribution of scores of students across subjects Progress chart of students across tests in current quarter & previous quarter

- Conduct mock tests and provide guidance/counselling to students as may be required
- The Bidder should provide at least 5 Mock tests based on complete syllabus of JEE/ NEET Entrance Test which will simulate real JEE/ NEET Exam during the 1-month period preceding the date of respective entrance examinations
- The Bidder is also expected to provide end-to-end awareness & communication support and facilitation to the enrolled students related to JEE / NEET Entrance Test exams including aspects like form-filling, documents etc and provide guidance during the college selection/ counseling process after the JEE/ NEET results are declared.

**Provide pre-examination and post examination counselling and outreach support to facilitate student to get admitted successfully in desired course and college.**

- The bidder should facilitate all enrolled candidates by helping them fill their application form for the entrance test and submit online fees as and where applicable; bills of which shall be reimbursable by the Department.
- The bidder is expected to facilitate all successful candidates who have qualified the entrance exam in their counseling process till the time they get admission in their course/college.

### **6.3 Special requirements:**

- Teachers whose profiles have been shared are proficient in delivering lectures in Tamil/ English
- Subjects of Study material including mock test results which forming part of competitive exams should be both in Tamil/ English Hardcopy
- All the teachers should be aware of POCSO act and be trained . The ac shall be done as organized workshop and the evidence of the same provide to GCC before commencement of Projects

### **6.4 Candidates and Location Detail**

| Region                            | Zone | Students Nominated | Total in Nos | Location                                                       |
|-----------------------------------|------|--------------------|--------------|----------------------------------------------------------------|
| South                             | 4    | 14                 | 14           | The Coaching is envisaged to be organized in South Zone of GCC |
| South                             | 5    | 22                 | 22           |                                                                |
| <b>Total Number of Candidates</b> |      |                    | 36           |                                                                |

#### 6.4 Final Output, outputs , timeline and related payment schedule

The payments will be made as per the following deliverables by consultant from Date of Issuance of LoA (T) :

| S.N | Key deliverables | Activities/ Deliverables to be completed                                                                                                                                                                                                                                             | Approx. Timeline | % of payment |
|-----|------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------|--------------|
| 1   | KD-1             | <ul style="list-style-type: none"> <li>Enrollment process, distribution of material and session commencement</li> <li>Complete enrollment process of qualifying students</li> <li>Complete distribution of study/practice material required at least for the next 1 month</li> </ul> | T+1 Months       | 20 %         |
| 2   | KD-2             | <ul style="list-style-type: none"> <li>Conducting regular classes for providing coaching for the course,</li> <li>Distribute copies of relevant sections of the study material corresponding to the topics being taught in class</li> </ul>                                          | T+3 Months       | 20%          |
| 3   | KD-3             | <ul style="list-style-type: none"> <li>Completion of not less than 5 months of coaching and not less than 6 tests being conducted along with submission of detailed report &amp; dashboard on assessments to the Educational Officer of Greater Chennai Corporation</li> </ul>       | T+5 Months       | 30%          |
| 4   | KD-4             | <ul style="list-style-type: none"> <li>Completion of entire syllabus &amp; administration of not less than 5 complete mock tests</li> <li>Submission of detailed report &amp; dashboard on assessments to the Educational Officer of</li> </ul>                                      | T+5 Months       | 25%          |

| S.N | Key deliverables | Activities/ Deliverables to be completed                                                                                                                                                                                                                                                                                                                                                                                              | Approx. Timeline | % of payment |
|-----|------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------|--------------|
|     |                  | Greater Chennai Corporation                                                                                                                                                                                                                                                                                                                                                                                                           |                  |              |
| 5   | KD-5             | <ul style="list-style-type: none"> <li>• Payment basis success ratio: To be paid only for the Success Percentage and Number of Students who qualify IIT JEE Mains/NEET</li> <li>• Provision of guidance to students in form filling for enrollment into the course and admission into college/next level after declaration of results; provision of guidance to students in counselling sessions before college admissions</li> </ul> | T+6 Months       | 5 %          |

- ✓ The Payment for KD-1 will be approved GCC only after approval Study material The agency to submit Five hard copies of all the above deliverables with in soft copy.
- ✓ Necessary presentations have to be made to GCC during various stages of the reports on as required basis.
- ✓ 25% payment of each deliverables on submission and balance 75% payment shall be released once it approved from the GCC
- ✓ The payment will become due on approval of the stage reports and on rising of bills/ invoice by the Agency after the approval of the stage report. The processing time of the payment will be 30 days for final payment and 10 days for all other payments
- ✓ GCC will be paid the success ratio KD-5 amount on the basis of the terms and conditions set below.
- 100% of payment** : If 50% of students qualified in JEE Mains/NEET Exams and secured admission in NITs/Govt. Colleges / Govt. medical college (Minimum 25% students secured admission in IITs/ AIIMS)
  - 50% of payment** : If 25% of students qualified in JEE Mains/NEET Exams and secured admission in NITs/Govt. Colleges / Govt. medical college (Minimum 25% students secured admission in IITs/ AIIMS)
  - 25% of payment** : If 10% of students qualified in JEE Mains/NEET Exams and secured admission in NITs/Govt. Colleges / Govt. medical college (Minimum 25% students secured admission in IITs/ AIIMS)
  - No payment for selection lesser than above

## **Section 7 - Technical Bid Formats**

### **FORM PQ -1: Pre-Qualification Proposal Submission Form**

[On the Letter head of the Bidder ]

Ref No:

Date:

To:

The Superintending Engineer,

Greater Chennai Corporation,

Ripon Buildings,

Periyamet, Chennai- 600003

Subject: Submission of Pre-Qualification Proposal in response to your – **Procurement of Training Service Provider for Competitive Exams in STEM Subjects for AY 2025-26 / 2026-27 in Chennai North Region.;**

#### **RFP Ref:**

Dear Sir,

With reference to your RFP Document dated ....., I/we, having examined all relevant documents and understood their contents, hereby submit our Pre-Qualification proposal for **Selection of vendor for “– Procurement of Training Service Provider for Competitive Exams in STEM Subjects for AY 2025-26 / 2026-27 in Chennai North Region.**

The Proposal is unconditional and unqualified.

1. We are submitting our Proposal as [sole Bidder] [with] [insert a list with full name and address ].
2. I/We declare that we are not a member of any other bidder applying for Selection as a Vendor.
3. The Bid Security of Rs. \_\_\_\_\_/- (Rupees \_\_\_\_\_) has been paid in the portal, in accordance with the RFP document.
4. A Power of Attorney in favour of the authorized signatory to sign and submit this Proposal and documents is attached herewith in Form PQ-4.
5. I/We agree to keep this offer valid for 90 (Ninety) days from the PDD specified in the RFP.
6. All information provided in the Proposal is true and correct and all documents accompanying such Proposal are true copies of their respective originals.
7. This statement is made for the express purpose of appointment as the Vendor for the aforesaid work.

8. I/We shall make available to the Authority any additional information it may deem necessary or require for supplementing or authenticating the Proposal.
9. I/We acknowledge the right of the Authority to reject our application without assigning any reason or otherwise and hereby waive our right to challenge the same on any account whatsoever.
10. I/We certify that in the last 4 (Four) years, we have neither failed to perform on any contract, as evidenced by imposition of a penalty by an arbitral or judicial authority or a judicial pronouncement or arbitration award against the Bidder, nor been expelled from any project or contract by any public authority nor have had any contract terminated by any public authority for breach on our part.
11. We further certify that neither we have been barred or blacklisted by the Central Government, any State Government, a Statutory Body, any Public Sector Undertaking or any Multi-lateral funding agency, as the case may be, from participating in any project or bid, and that any such bar, if any, does not subsist as on the proposal due date for this RFP.
12. I/We further certify that no investigation by a regulatory authority is pending either against us or against our associates or against our CEO or any of our Directors or equivalent / Proposed key professional for this assignment referenced to their official representation with us.
13. I/We declare that:
  - a. I/We have examined and have no reservations to the RFP Document, including any Addendum issued by the Authority;
  - b. I/We do not have any conflict of interest in accordance with the terms of the RFP Document;
  - c. I/We have not directly or indirectly or through an agent engaged or indulged in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice, as defined in the RFP document, in respect of any tender or request for Proposal issued by or any agreement entered into with the Authority or any other public sector enterprise or any government, Central or State; and
  - d. I/We hereby certify that we have taken steps to ensure that in conformity with the provisions of the RFP, no person acting for us or on our behalf will engage in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice.
14. I/We understand that you may cancel the Selection Process at any time and that you are neither bound to accept any Proposal that you may receive nor to select the Vendor, without incurring any liability to the Bidders in accordance with clauses of the RFP document.
15. I/We certify that in regard to matters other than security and integrity of the country, we or any of our affiliates have not been convicted by a Court of Law or indicted or adverse orders passed by a regulatory authority which would cast a doubt on our ability to undertake the Supply Contract for the subject or which relates to a grave offence that outrages the moral sense of the community.

16. I/We further certify that in regard to matters relating to security and integrity of the country, we have not been charge-sheeted by any agency of the Government or convicted by a Court of Law for any offence committed by us or by any of our affiliates.
17. I/We hereby irrevocably waive any right or remedy which we may have at any stage at law or howsoever otherwise arising to challenge or question any decision taken by the Authority [and/ or the Government of Tamil Nadu] in connection with the selection of Vendor or in connection with the Selection Process itself in respect of the above-mentioned subject.
18. I/We agree and understand that the Proposal is subject to the provisions of the RFP document. In no case, shall I/we have any claim or right if Proposal is not opened or rejected.
19. In the event of my/ our firm being selected as the Vendor, I/we agree to enter into a Contract in accordance with Section 5 of the RFP. We agree not to seek any changes in the aforesaid form and agree to abide by the same.
20. The Technical and Financial Proposals are being submitted in separate covers. This Pre-Qualification Proposal read with the Technical Proposal & Financial Proposal shall constitute the Application which shall be binding on us.
21. We understand you are not bound to accept any Proposal you receive.

In witness thereof, I/we submit this Proposal under and in accordance with the terms of the RFP Document.

Yours faithfully,

(Signature, name and designation of the authorized signatory)

(Name and seal of the Bidder / Lead Member)

## FORM PQ - 2: Declaration against Blacklisting

(To be submitted on the Letterhead of the responding agency)

{Place}

{Date}

To:

The Superintending Engineer,

Special Projects Department

Greater Chennai Corporation

Subject: Self Declaration of not been blacklisted in response to the RFP for – **Procurement of Training Service Provider for Competitive Exams in STEM Subjects for AY 2025-26 / 2026-27 in Chennai North Region.**

Dear Sir,

We confirm that our company, \_\_\_\_\_, is not blacklisted in any manner whatsoever by any of the State and/or central Government in India on any ground including but not limited to indulgence in corrupt practice, fraudulent practice, coercive practice, undesirable practice, or restrictive practice.

Place:

Date:

Bidder's Company Seal:

Authorized Signatory's Signature:

Authorized Signatory's Name and Designation:

### FORM PQ - 3: Particulars of the Bidder

*(On the Letterhead of the Bidder)*

| S.No                                                                      | Questions                                                                                                                                                                                                                                                                                                                                                                                                       | Reply to Questionnaire<br>and Documents<br>furnished by the<br>bidder |
|---------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------|
| <b>a) <u>Eligibility Criteria Formats (enclosed may filled).</u></b>      |                                                                                                                                                                                                                                                                                                                                                                                                                 |                                                                       |
| 1.                                                                        | Bidder Legal Name                                                                                                                                                                                                                                                                                                                                                                                               |                                                                       |
| 2.                                                                        | Bidders Actual or Intended Year of Constitution                                                                                                                                                                                                                                                                                                                                                                 |                                                                       |
| 3.                                                                        | Bidders Legal Address in Country of Constitution                                                                                                                                                                                                                                                                                                                                                                |                                                                       |
| 4.                                                                        | Year & place of establishment                                                                                                                                                                                                                                                                                                                                                                                   |                                                                       |
| 5.                                                                        | Head Office Address Postal<br>Telephone No. Fax No. E-Mail                                                                                                                                                                                                                                                                                                                                                      |                                                                       |
| 6.                                                                        | Registered Office of Chennai<br>Address Postal<br>Telephone No. Fax No. E-Mail                                                                                                                                                                                                                                                                                                                                  |                                                                       |
| 7.                                                                        | Type of Organization Individual / Partnership<br>Incorporated company                                                                                                                                                                                                                                                                                                                                           |                                                                       |
| 8.                                                                        | Declaration against Blacklisting                                                                                                                                                                                                                                                                                                                                                                                |                                                                       |
| <b>b) <u>Qualification Information Formats (enclosed may filled).</u></b> |                                                                                                                                                                                                                                                                                                                                                                                                                 |                                                                       |
| 9.                                                                        | Are you registered with any other Government/<br>Department/Public undertaking? (if yes, give details)                                                                                                                                                                                                                                                                                                          |                                                                       |
| 10.                                                                       | Minimum number of students enrolled who have successfully<br>cleared STEM competitive exams in last 5 years                                                                                                                                                                                                                                                                                                     |                                                                       |
| 11.                                                                       | Details of Faculty ( With Composite of subjects Experts in Math,<br>Physics, Chemistry, Botany & Zoology , Computer Science) ) with<br>Essential Educational Qualifications of Master of Science (MSc)<br>along with Doctor of Philosophy (PhD) in the relevant subject<br>from a top-ranked engineering college as the. Per the National<br>Institutional Ranking Framework (NIRF), specifically within top 50 |                                                                       |
| 12.                                                                       | Track record of successfully cleared Students as mentioned in PQ<br>from Tamilnadu in last 3 years in competitive exams like<br>NEET,JEE,CUET which duly Certified by Independent Auditor<br>along with Affidavit                                                                                                                                                                                               |                                                                       |

| S.No                                                               | Questions                                                                                                                                                                                                                              | Reply to Questionnaire and Documents furnished by the bidder |
|--------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------|
|                                                                    |                                                                                                                                                                                                                                        |                                                              |
| 13.                                                                | Track record of providing coaching to sponsored candidate for (STEM competitive exams ) to Any Govt/Semi Govt. Organization/ Department/ Autonomous organization/ PSU                                                                  |                                                              |
| 14.                                                                | Audited Financial statement/s Income Tax Return (ITR)/s duly verified by the CA with UDIN.                                                                                                                                             |                                                              |
| <b>c) <u>Technical Proposal Formats (enclosed may filled).</u></b> |                                                                                                                                                                                                                                        |                                                              |
| 15.                                                                | List of successful candidates for the last 3 years along with their full details and Roll Numbers, Subject for which coaching taken, admission form, year of passing STEM Competitive Entrance Examination from the state of Tamilnadu |                                                              |
| 16.                                                                | Copy of Set of booklets/ study material / Books provided by the Coaching Institute to the students.                                                                                                                                    |                                                              |
| 17.                                                                | Bio-data of Tamil Speaking Faculties with number of years of experience of coaching for STEM Competitive Entrance Examination.                                                                                                         |                                                              |
| 18.                                                                | List of Coaching branches along with location of Tamilnadu                                                                                                                                                                             |                                                              |
| 19.                                                                | Event reports, school references, MoUs, or other verifiable records.                                                                                                                                                                   |                                                              |
| 20.                                                                | Submission of Presentation Model PPTcritically evaluating all the components of approach and methodology.                                                                                                                              |                                                              |

## FORM PQ - 4: Power of Attorney for Signing of Proposal

Know all men by these presents, we, ..... (name of Firm and address of the registered office) do hereby constitute, nominate, appoint and authorize Mr./ Ms..... son/daughter/wife and presently residing at ....., who is presently employed with us and holding the position of ..... as our true and lawful attorney (hereinafter referred to as the “Authorized Representative”) to do in our name and on our behalf, all such acts, deeds and things as are necessary or required in connection with or incidental to submission of our Proposal for and selection as the Vendor ..... including but not limited to signing and submission of all applications, Proposals and other documents and writings, participating in pre-proposal and other conferences and providing information/ responses to the <INSERT NAME OF AUTHORITY>, representing us in all matters before the <INSERT NAME OF AUTHORITY>, signing and execution of all contracts and undertakings consequent to acceptance of our Proposal and generally dealing with the <INSERT NAME OF AUTHORITY> in all matters in connection with or relating to or arising out of our Proposal for the said work and/or upon award thereof to us till the entering into of the Contract with <INSERT NAME OF AUTHORITY>.

AND, we do hereby agree to ratify and confirm all acts, deeds and things lawfully done or caused to be done by our said Authorised Representative pursuant to and in exercise of the powers conferred by this Power of Attorney and that all acts, deeds and things done by our said Authorised Representative in exercise of the powers hereby conferred shall and shall always be deemed to have been done by us.

IN WITNESS WHEREOF WE, ..... THE ABOVE NAMED PRINCIPAL HAVE EXECUTED THIS POWER OF ATTORNEY ON THIS ..... DAY OF ....., 2023.

For .....

(Signature, name, designation and address)

Witnesses:

- 1.
- 2.

Notarized Accepted

(Signature, name, designation and address of the Attorney)

*Notes to Power of Attorney:*

*I. The mode of execution of the Power of Attorney should be in accordance with the procedure, if any, laid down by the applicable law and the charter documents of the executants(s) and when it is so required the same should be under common seal affixed in accordance with the required procedure.*

*II. The Power of Attorney should be executed on a non-judicial stamp paper of Rs. 100 (one hundred) and duly notarized by a notary public.*

*III. Wherever required, the Bidder should submit for verification the extract of the charter documents and other documents such as a resolution/power of attorney in favour of the person executing this Power of Attorney for the delegation of power hereunder on behalf of the Bidder.*

*IV. For a Power of Attorney executed and issued overseas, the document will also have to be legalized by the Indian Embassy and notarized in the jurisdiction where the Power of Attorney is being issued. However, Bidders from countries that have signed the Hague Legislation Convention, 1961 need not get their Power of Attorney legalized by the Indian Embassy if it carries a conforming Apostle certificate.*

*V. In case the Application is signed by an authorised Director of the Bidder, a certified copy of the appropriate resolution/ document conveying such authority may be enclosed in lieu of the Power of Attorney.*

**FORM PQ- 5: Experience Of Bidder On Stem Competitive Entrance  
Examination.**

| Sl.<br>No. | Years          | Total no.<br>of candidates<br>Enrolled | Total no.<br>of candidates<br>qualifies | Location of<br>Candidate and<br>Centre location | Total no.<br>of<br>sponsored<br>candidate |
|------------|----------------|----------------------------------------|-----------------------------------------|-------------------------------------------------|-------------------------------------------|
| 1.         | Year 2021-2022 |                                        |                                         |                                                 |                                           |
| 2.         | Year 2022-2023 |                                        |                                         |                                                 |                                           |
| 3.         | Year 2023-2024 |                                        |                                         |                                                 |                                           |
| Total      |                |                                        |                                         |                                                 |                                           |

- Bidder can add the row / Column List down Details of Each as per the minimum eligibility experience in the Pre-Qualification criteria given
- Enclose description of Bidder's experience mentioned above as per format given in FORM PQ-5 along with relevant proof as follows :
  - ✓ Copies of related work orders/MoUs/ Agreements
  - ✓ Work Completion
  - ✓ Certificate/ Sanction letters
  - ✓ copy of related document to certify experience.

## FORM PQ - 6: Details of Faculty

### Team Composition And Task Assignment/Jobs

| Sr. No. | Name of Staff | Qualifications | Languages known | Details of degree obtained<br>College & Rank of The college as per National Institutional Ranking Framework (NIRF) with Year |  | Experience (in years) | Position / Subject assigned for this job |
|---------|---------------|----------------|-----------------|------------------------------------------------------------------------------------------------------------------------------|--|-----------------------|------------------------------------------|
|         |               |                |                 |                                                                                                                              |  |                       |                                          |
|         |               |                |                 |                                                                                                                              |  |                       |                                          |
|         |               |                |                 |                                                                                                                              |  |                       |                                          |
|         |               |                |                 |                                                                                                                              |  |                       |                                          |
|         |               |                |                 |                                                                                                                              |  |                       |                                          |

The Curriculum Vitae (Cv) For Proposed Professional Staff of faculties be attached with PQ- 6 along with relevant proof as follows:

- ✓ Proposed Position:
- ✓ Name of Staff: [Insert full name]
- ✓ Date of Birth:
- ✓ Education
- ✓ Indicate college/university and other specialized education of staff member, giving names of institutions, degrees obtained, and dates of obtainment
- ✓ Other Trainings relevant to the assignment
- ✓ Years of coaching experience:
- ✓ Teaching experience using Tamil as primary language for medium of instruction
- ✓ Languages known
- ✓ Documentary evidence to be attached: Pay slip, degree certificate, experience
- ✓ Overall employment Record:

(Signature, name and designation of the authorized signatory)

### FORM PQ - 7: Financial Capacity of Bidder

| TOTAL ANNUAL TURNOVER FOR THE LAST FIVE FINANCIAL YEARS |               |
|---------------------------------------------------------|---------------|
| Year                                                    | Indian Rupees |
| 2024-25                                                 |               |
| 2023-24                                                 |               |
| 2022-23                                                 |               |
| 2021-22                                                 |               |
| 2020-21                                                 |               |
| Total                                                   |               |

#### **IMPORTANT NOTE**

- ✓ Attached are copies of financial statements ( audited Profit and Loss Account and Balance Sheet for the last five years
- ✓ Historical financial statements must be audited by a certified chartered accountant not earlier than fifteen days from the date fixed for submission of Tender, clearly showing the cash in hand and cash with the Banks
- ✓ Historical financial statements must be complete, including all schedules to the financial statements
- ✓ certificate from the client/employer or proof of Fee received certificate from its Statutory Auditor certifying the percentage of fee received for each of the above mentioned projects
- ✓ Bidders are requested to furnish the Credentials in support of details of Qualification Information furnished above giving reference to the page numbers of the credentials enclosed to the Technical Bid.

**Signature, name and designation of the authorized signatory)**

## FORM TECH- 1: Technical Proposal Submission Form

[On the Letter head of the Bidder )

Ref No:

Date:

To:

***[The Superintending Engineer,  
Special Projects Department  
Greater Chennai Corporation***

Subject: Submission of Technical Proposal in response to your RfP for “– Procurement of Training Service Provider for Competitive Exams in STEM Subjects for AY 2025-26 / 2026-27 in Chennai North Region.”.

Dear Sir,

With reference to your RfP Document dated ....., I/we, having examined all relevant documents and understood their contents, hereby submit our Technical Proposal for – Procurement of Training Service Provider for Competitive Exams in STEM Subjects for AY 2025-26 / 2026-27 in Chennai North Region.

1. Proposal is unconditional and unqualified.
2. We are submitting our Proposal as [sole Bidder/Consortium] [with] [insert a list with full name and address of other member of consortium].
3. I/We declare that we are not a member of any other Consortium applying for Selection as a Vendor.
4. I/We agree to keep this offer valid for 90 (Ninety) days from the PDD specified in the RfP.
5. All information provided in the Proposal is true and correct and all documents accompanying such Proposal are true copies of their respective originals.
6. This statement is made for the express purpose of appointment as the Vendor for the aforesaid work.
7. I/We shall make available to the Authority any additional information it may deem necessary or require for supplementing or authenticating the Proposal.
8. I/We acknowledge the right of the Authority to reject our application without assigning any reason or otherwise and hereby waive our right to challenge the same on any account whatsoever.
9. I/We certify that in the last 3 (three) years, we have neither failed to perform on any contract, as evidenced by imposition of a penalty by an arbitral or judicial authority or a judicial pronouncement or arbitration award against the Bidder, nor been expelled from any project or

contract by any public authority nor have had any contract terminated by any public authority for breach on our part.

10. We further certify that neither we nor any of our consortium members have been barred or blacklisted by the Central Government, any State Government, a Statutory Body, any Public Sector Undertaking or any Multi-lateral funding agency, as the case may be, from participating in any project or bid, and that any such bar, if any, does not subsist as on the proposal due date for this RfP.
11. I/We further certify that no investigation by a regulatory authority is pending either against us or against our Associates or against our CEO or any of our Directors or equivalent/ Proposed key professional for this assignment referenced to their official representation with us.
12. I/We declare that:
  - a. I/We have examined and have no reservations to the RfP Documents, including any Addendum issued by the Authority;
  - b. I/We do not have any conflict of interest in accordance with the terms of the RfP Document;
  - c. I/We have not directly or indirectly or through an agent engaged or indulged in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice, as defined in the RfP document, in respect of any tender or request for Proposal issued by or any agreement entered into with the Authority or any other public sector enterprise or any government, Central or State; and
  - d. I/We hereby certify that we have taken steps to ensure that in conformity with the provisions of the RfP, no person acting for us or on our behalf will engage in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice.
13. I/We understand that you may cancel the Selection Process at any time and that you are neither bound to accept any Proposal that you may receive nor to select the Vendor, without incurring any liability to the Bidders in accordance with clauses of the RfP document.
14. I/We certify that in regard to matters other than security and integrity of the country, we or any of our Associates have not been convicted by a Court of Law or indicted or adverse orders passed by a regulatory authority which would cast a doubt on our ability to undertake the agency for the Study or which relates to a grave offence that outrages the moral sense of the community.
15. I/We further certify that in regard to matters relating to security and integrity of the country, we have not been charge-sheeted by any agency of the Government or convicted by a Court of Law for any offence committed by us or by any of our affiliates.

16. I/We hereby irrevocably waive any right or remedy which we may have at any stage at law or howsoever otherwise arising to challenge or question any decision taken by the Authority [and/ or the Government of Tamil Nadu] in connection with the selection of Vendor or in connection with the Selection Process itself in respect of the above-mentioned Study.
17. I/We agree and understand that the Proposal is subject to the provisions of the RfP document. In no case, shall I/we have any claim or right if Proposal is not opened or rejected.
18. In the event of my/ our firm being selected as the Vendor, I/we agree to enter into a Contract in accordance with Section 5 of the RfP. We agree not to seek any changes in the aforesaid form and agree to abide by the same.
19. The Financial Proposal is being submitted in a separate cover. This Technical Proposal read with the Pre-Qualification proposal and Financial Proposal shall constitute the Application which shall be binding on us.
20. If negotiations are held during the period of validity of the Proposal, we undertake to negotiate in accordance with the RfP. Our Proposal is binding upon us, subject only to the modifications resulting from negotiations in accordance with the RfP.
21. We understand you are not bound to accept any Proposal you receive.

In witness thereof, I/we submit this Proposal under and in accordance with the terms of the RfP Document.

Yours faithfully,

(Signature, name and designation of the authorized signatory)

(Name and seal of the Bidder / Lead Membe

**FORM TECH-2 – Track Record Of Bidder.**

| S.No  | Year | Name of the student | Location of the Centre | Student ID No. issued by the Coaching Institute | Student's Mobile No./ Parents Mobile No. | Medium | Roll No. | Category Rank | Name of College Allotted/ Admitted | All India Rank | Govt. College / Pvt. College |
|-------|------|---------------------|------------------------|-------------------------------------------------|------------------------------------------|--------|----------|---------------|------------------------------------|----------------|------------------------------|
| 1.    |      |                     |                        |                                                 |                                          |        |          |               |                                    |                |                              |
| 2.    |      |                     |                        |                                                 |                                          |        |          |               |                                    |                |                              |
| 3.    |      |                     |                        |                                                 |                                          |        |          |               |                                    |                |                              |
| Total |      |                     |                        |                                                 |                                          |        |          |               |                                    |                |                              |

- ✓ Filling up of all columns for each Student is mandatory for the bidder.
- ✓ The track record should be audited & Certified by Independent auditing Concern along with Affidavit signed by board of directors/ partners/ members stating areas of work carried out by the bidder along with years of experience in providing coaching services for NEET
- ✓ Only those students will be counted for Technical Evaluation purposes for whom the bidder has provided information for all the columns in the tables given below.
- ✓ The Bidder should not include information of students selected in courses other than MBBS i.e for courses like BDS, BAMS, etc.

### **FORM TECH-3 - Experience In Organizing Stem Enrichment Activities**

[ Study Materials , Coaching Centre Details , Proposed Technical approach, methodology and work plan are key components of the Technical Proposal. It is suggested that the Technical Proposal be divided into the following

**a) No. of Existing Coaching Branches in Chennai**

**b)** Copy of study material Provided along with Mock Test Paper/Previous exam paper with solutions and other material

**c)** Experience in Organizing STEM Enrichment Activities in schools

**d) Description Of Approach, Methodology And Work Plan For Performing The Assignment/Job:**

**Technical Approach and Methodology.** In this chapter you should explain your understanding of the objectives of the Assignment/job, approach to the Assignment/job, methodology for carrying out the activities and obtaining the expected output, and the degree of detail of such output. You should highlight the problems being addressed and their importance, and explain the technical approach you would adopt to address them. You should also explain the methodologies you propose to adopt and highlight the compatibility of those methodologies with the proposed approach.

**a) Work Plan.** The bidder should propose and justify the main activities of the Assignment/job, their content and duration, phasing and interrelations, milestones (including interim approvals by the Educational Officer of Greater Chennai Corporation), and delivery dates of the reports. The proposed work plan should be consistent with the technical approach and methodology, showing understanding of the TOR and ability to translate them into a feasible working plan. A list of the final documents that will be provided to the state should also be included here.

**b) Organization and Staffing.** The Bidder should **propose and justify** the structure and composition of their team. A list of the main disciplines of the Assignment/job, the Project Manager responsible, and proposed technical and support staff should be provided.

## **Section 8. Financial Bid format**

### **FORM FIN - 1: Financial Proposal (To be filled online)**

| <b>S.No</b> | <b>Description<br/>(A)</b>                                                                                                                           | <b>Quantity<br/>(B)</b> | <b>Units<br/>(C)</b> | <b>Estimated<br/>Rate<br/>(in INR)<br/>(D)</b> | <b>Total<br/>(in INR)<br/>(E =(B) X<br/>(D)</b> |
|-------------|------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------|----------------------|------------------------------------------------|-------------------------------------------------|
| 1           | Procurement of<br>a Training Service<br>Provider for<br>Competitive Exams in<br>STEM Subjects for AY<br>2025-26 / 2026-27 in<br>Chennai North Region | <b>1</b>                | <b>Ls</b>            | 31,39,000 /-                                   | 31,39,000/-                                     |

Note :

- a) The above (Ls) quantity is for Procurement of Training Service Provider for Competitive Exams in STEM Subjects for AY 2025-26 / 2026-27 in Chennai North Region for the locations specified in the clause 6.4 Quantity and Location Details
- b) The Financial Proposal is inclusive all incidentals and contingencies, during the period of Contract
- c) The Financial Proposal should inclusive of GST of 18 % (as applicable for this works ).
- d) The bidder should quote a percentage above / below Estimated rate specified

## **Section 9 - Draft contract Documents**

### **9.1 Performance Bank Guarantee**

To:

The Superintending Engineer,

Special Projects Department

Greater Chennai Corporation

Bank Guarantee No.

Amount of Guarantee:

Guarantee covers from

Last date for lodgement of claim:

Whereas, **<name of the Contractor and address>** (hereinafter called “the bidder”) has undertaken, in pursuance of contract no. **<Insert Contract No.>** dated. **<Date>** to provide Implementation services for **<name of the assignment>** to GCC (hereinafter called “the beneficiary”)

And whereas it has been stipulated by in the said contract that the bidder shall furnish you with a bank guarantee by a recognized bank for the sum specified therein as security for compliance with its obligations in accordance with the contract;

And whereas we, **<Name of Bank>** a banking company incorporated and having its head /registered office at **<Address of Registered Office>** and having one of its office at **<Address of Local Office>** have agreed to give the Contractor such a bank guarantee.

Now, therefore, we hereby affirm that we are guarantors and responsible to you, on behalf of the Contractor, up to a total of **Rs.<Insert Value>(Rupees <Insert Value in Words> only)** and we undertake to pay you, upon your first written demand declaring the Contractor to be in default under the contract and without cavil or argument, any sum or sums within the limits of **Rs.<Insert**

**Value>(Rupees<Insert Value in Words> only)** as aforesaid, without your needing to prove or to show grounds or reasons for your demand or the sum specified therein.

We hereby waive the necessity of your demanding the said debt from the bidder before presenting us with the demand.

We further agree that no change or addition to or other modification of the terms of the contract to be performed there under or of any of the contract documents which may be made between you and the Bidder shall in any way release us from any liability under this guarantee and we hereby waive notice of any such change, addition, or modification.

This Guarantee shall be valid until **<Insert Date>**

Notwithstanding anything contained herein:

Our liability under this bank guarantee shall not exceed **Rs. <Insert Value> (Rupees <Insert Value in Words> only).**

This bank guarantee shall be valid up to **<Insert Expiry Date>**

It is condition of our liability for payment of the guaranteed amount or any part thereof arising under this bank guarantee that we receive a valid written claim or demand for payment under this bank guarantee on or before **<Insert Expiry Date>** failing which our liability under the guarantee will automatically cease.

## 9.2 Contract Agreement

**ARTICLES OF AGREEMENT MADE THIS day of .....** Between the Commissioner, Greater Chennai Corporation, Ripon Building, Chennai-600003. (hereinafter called the "Commissioner" [name and address of Authority ] (hereinafter called "the Authority ")

And

[name and address of contractor] (herein after called "the Contractor" of the other part).  
Whereas the Employer is desirous that the Contractor execute the work of

**“– Procurement of Training Service Provider for Competitive Exams in STEM Subjects for AY 2025-26 / 2026-27 in Chennai North Region.**

*NIT NO. E.D.C.No.AI/13384-1/2025- [name and identification*

*number of Contract] (hereinafter called "the Works") and the Employer has accepted the Bid by the Contractor for the execution and completion of such Works and the remedying of any defects therein, at a cost of Rs.....*

Now this Agreement witnesses as follows:

1. In this Agreement, words and expressions has to has the same meanings as are respectively assigned to them in the Conditions of Contract hereinafter referred to, and they have to be deemed to form and be read and construed as part of this Agreement.
2. In consideration of the payments to be made by the Authority to the Contractor as hereinafter mentioned, the Contractor hereby covenants with the Authority to execute and complete the Works and remedy any defects therein in conformity in all respects with the provisions of the Contract.
3. The Authority hereby covenants to pay the Contractor in consideration of the execution and completion of the Works and the remedying of defects wherein the Contract Price or such other sum as may become payable under the provisions of the Contract at the times and in the manner prescribed by the Contract.
4. The following documents shall be deemed to form and be read and treated as part and parcel of this Agreement, viz.:
  - i. Letter of Acceptance.
  - ii. Contractor's Bid;
  - iii. Conditions Of Contract

- iv. TOR; and
  - v. Any other document listed in the Contract Data and replies to queries, clarifications issued by the employer, such confirmations given by the bidder which are acceptable to the employer and all the Addendum issued as forming part of the contract.
  - vi. Any other document listed in the Contract Data as forming part of the Contract.
5. Detailed conditions agreed in the tender document form part of the agreement. The services to be performed, timelines to be met with, penalty clauses for non-performance, and the other stipulations will be as furnished herein:
- i. **Contract Period:** The Contract period for **06 Months** from the date of issue of Letter of Award to the successful contractor.
  - ii. Retention Money: As specified in the Conditions of contract
  - iii. Quality Control: Inspections will be carried out by Quality control Team in order to maintain quality control.
  - iv. Price Adjustment Clause: Not applicable

In Witness whereof the parties thereto have caused this Agreement to be executed the day and year first before written.

In witness whereof the contract

.....\*

has hereunto set his hand and # ...

.... the Commissioner has hereunto set his hand the day and year first above written.

**Signed by the Contractor:**

Full Address :

**In the presence of witness:**

**Signed by the Commissioner:**

**The Common Seal of the Greater Chennai Corporation hereunto affixed in presence of:**

**\* Contractor's name**

**# Name and designatio**

