

**GOVERNMENT OF ASSAM**  
**OFFICE OF THE DIRECTOR OF TRAINING**  
**ASSAM ADMINISTRATIVE STAFF COLLEGE**  
**JAWAHARNAGAR: KHANAPARA:GUWAHATI – 781022**  
Email: [aasc1960@yahoo.com](mailto:aasc1960@yahoo.com), [director@aasc.gov.in](mailto:director@aasc.gov.in)

**Request for Proposal (RFP)**

**RFP No E-357204/125**

**Dated 16.11.2023**

The Assam Administrative Staff College, under Administrative Reforms, Training, Pension & Public Grievances Department, Government of Assam, invites Request for Proposals (RFP) under the two bid system (Technical Bid and Financial Bid) from National Level reputed Coaching Institutes for 'Selection of a Coaching Institute for Imparting Class Room Coaching at Assam Administrative Staff College, Khanapara, Guwahati – 22 to the aspirants of Central Civil Service (IAS and Allied Services) for CCE Examination, 2024 conducted by UPSC'.

The interested Bidders may submit the RFP by providing the required information as per the prescribed format, which may be downloaded free of cost from the website of Assam Administrative Staff College i.e. [www.aasc.assam.gov.in](http://www.aasc.assam.gov.in). The duly filled Proposal, along with necessary documents in physical copies must reach the office of the Director of Training, Assam Administrative Staff College (AASC), Khanapara, Guwahati-22, Assam **on or before 7<sup>th</sup> December 2023 (upto 11.00 AM)**. The RFP can be sent through registered post or speed post or directly delivered by hand. The envelop must be clearly subscribed as **Proposal for 'Selection of a Coaching Institute for Imparting Class Room Coaching at Assam Administrative Staff College, Khanapara, Guwahati – 22 to the aspirants of Central Civil Service (IAS and Allied Services) for CCE Examination, 2024 conducted by UPSC'**.

AASC reserves the right to cancel this RFP at any stage without assigning any reason thereof. The Bidders should deposit an amount Rs. 500.00 in the form of Demand Draft in favour of Director of Training, Assam Administrative Staff College, payable at Guwahati (which is non-refundable) during the time of Proposal submission.

### Schedule of Event

Sl no	Events	Date	Time
1	Last date for posting of queries (in written mode/ electronic mode only)	23 <sup>rd</sup> November 2023	11.00 AM
2	Last Date for Bid submission	7 <sup>th</sup> December 2023	12.00 Noon
3	Technical Bid opening at AASC	8 <sup>th</sup> December 2023	12.00 Noon
4	Financial Bid opening at AASC	To be declared later	
5	Award of contract	Within 15 days of Financial Bid opening	

- 1) If any date so specified, falls on a holiday, then the next working day or any other day as fixed by the Director of Training, AASC will be considered for the submission and opening of the Bids.
- 2) The schedule indicated above is tentative and the Director of Training, AASC may change any or the entire schedule after intimation to the Bidders.

Sd/-  
Director of Training  
Assam Administrative Staff College,  
Khanapara, Guwahati-22

## 1. Introduction

Assam Administrative Staff College is the apex Civil Service Training Institute of Government of Assam. It is also a Regional Training Centre for IAS Probationers (AGMUT and NE States). The Institute imparts training to more than 4000 officers annually. Assam Administrative Staff College is an institute certified and upgraded as an ISO 9001:2015 Quality Maintenance System compliant organization. The vision of Assam Administrative Staff College is to be a world class Institute in the realm of capacity building and training for Good Governance. As part of its activities, Assam Administrative Staff College hires a reputed Coaching Institute every year through the process of tendering, to impart class room coaching to the aspirants of Central Civil Service for CCE Examination conducted by UPSC. Around 60 candidates from Assam are selected every year for this coaching programme. The candidates are selected through a competitive examination conducted in-house.

## 2. Scope and Deliverables

### 2.1 Scope of the Project

- To impart class room coaching at Assam Administrative Staff College to around 60 aspirants of Central Civil Service (IAS and allied Services) for CCE Examination 2024, conducted by UPSC.
- Coaching will be only on General Studies (Prelims) and Civil Service Aptitude Test (Prelims).

### 2.2 Expected Deliverables

The duration of coaching shall be **3 ½ months i.e. preferably from mid-December, 2023 to March, 2024.**

## 3. Instructions to Bidders

### 3.1 General Provisions

In preparing the Proposal, the Bidder is expected to examine the RFP in detail. The Proposal will be rejected if incomplete information is provided by the Bidder.

### 3.2 Cost of Preparation of Proposal

The Bidder shall bear all costs associated with the preparation and submission of its Proposal, and AASC shall not be responsible or liable for those costs, irrespective of the conduct or outcome of the selection process. AASC is not bound to accept any Proposal and reserves the right to annul the selection process at any time prior to Contract award.

### 3.3. Conflict of Interest

The Coaching Institute is required to provide professional, objective and impartial services to AASC, strictly avoiding conflicts with other assignments or its own corporate interests, and acting without any consideration for future work. The Coaching Institute has an obligation to disclose to AASC any situation of actual or potential conflict that impacts its capacity to serve the best interest of AASC. Failure to disclose such situations may lead to the disqualification of the Coaching Institute or the termination of its Contract and/or sanctions by the Government.

1. Any attempt by the Bidders or anyone on behalf of the Bidders to influence improperly AASC in the evaluation of the Proposals may result in the rejection of its Proposal, and may be subject to the application of prevailing Government sanction procedures.
2. Notwithstanding the above provisions, from the time of the Proposals' opening to the time of Award of Contract, if the Bidder intends to contact AASC on any matter related to the selection process, it should do so only in writing.
3. Bidders shall submit all the necessary documents along with the Technical Proposal before the last date and time for bid submission. Proposal received after the submission deadline will be treated as non-responsive and will be excluded from further evaluation process.
4. Joint Ventures/ Consortiums are not allowed. Subcontracting shall not be allowed. In case it comes to the notice of AASC that any part/whole part of the work has been sublet, Director of Training, AASC shall cancel the contract of the Bidder and forfeit the performance security of the Bidder.
5. Proposals must be direct, concise, and complete. AASC will evaluate Bidder's Proposal based on its clarity and directness of its response to the requirements of the project as outlined in this tender document.

6. Bidders shall furnish the required information on their technical Proposal in the enclosed formats only. Any deviations in format or if the proper information is not provided, the tender will be liable for rejection.

7. Tender Evaluation committee may seek further clarification, if required, while evaluating the Proposal.

8. The technical and Financial Bid opening date, time and the address are as stated in the tender document.

### 3.4 Disqualification

Director of Training, AASC may at his/her sole discretion and at any time during the evaluation of tender, disqualify any Bidder, if the Bidder;

- a) Submits the bid after the response deadline;
- b) Makes misleading or false representations in the forms, statements and attachments submitted as proof thereof;
- c) Submits more than one bid;
- d) Exhibits a record of poor performance such as abandoning works, not properly completing the contractual obligations, inordinately delaying completion etc. in the past;
- e) Submits a bid that is not accompanied by required documentation or is non-responsive.
- f) Fails to provide clarification related thereto, when sought;
- g) Tries to influence the evaluation process either directly or indirectly.

### 3.5 Earnest Money Deposit (EMD)

An amount of Rs. 10,000/- (Rupees Ten Thousand only) has been fixed as Earnest Money Deposit (EMD) payable in the form of Bank Guarantee from any nationalized/ Scheduled Bank, in favour of Director of Training, Assam Administrative Staff College, payable at Guwahati.

- a) Bidder shall submit the EMD along with the bid & non-submission of requisite EMD shall make the bid non responsive.
- b) The EMD of the unsuccessful Bidders will be returned as per procedure.

- c) The EMD of the successful Bidder will be released upon the Bidder signing the contract and submission of Performance Guarantee.
- d) No interest will be paid for the EMD submitted.

### **3.6 The EMD will be forfeited, if a Bidder:**

- a) Misrepresents facts or submits fabricated / forged/ tampered/ altered / manipulated documents (if found during the verification process).
- b) Withdraws its bid after the opening of bid.

### **3.7 Performance Guarantee**

The successful Bidder will have to deposit Performance Guarantee amounting to 3% of the contract value in the form of Bank Guarantee from a Nationalised/ Scheduled Bank in favour of Director of Training, Assam Administrative Staff College, which should be valid for at least 1 year from the date of the signing of the contract.

### **3.8 Termination**

If in the view of the Director of Training, AASC, the performance of the Coaching Institute is not satisfactory, then the Director of Training, AASC, may at his/her sole discretion, terminate the contract. The Director of Training, AASC, in doing so, shall intimate the agency in written with the termination letter. The decision of the Director of Training, AASC, in this matter shall be final and binding.

- a) Termination for default: AASC, without prejudice to any other contractual rights and remedies available to it, may, by written notice of default sent to the successful Bidder, terminate the contract, if the successful Bidder fails to deliver its contractual obligations within the time period specified in the contract or within any extension thereof granted by AASC.
- b) AASC reserves the right to terminate the contract without assigning any reason by giving a notice of 15 days to the successful Bidder at any point of time during the period of contract.

c) AASC reserves the right to cancel the RFP and annul the bidding process at any point of time without assigning any reason thereof.

### **3.9 Payment**

- a) No advance payment shall be made to the successful Bidder.
- b) Payments will be made to the successful Bidder on monthly basis. Bills (in Triplicate) shall be raised by the Bidders for necessary payments.
- c) Where there is a statutory requirement for tax deduction at source, such deduction towards income tax and other taxes as applicable will be made from the bills payable to the successful Bidder at rates, as notified from time to time.

### **3.10 Review and Monitoring**

The successful Bidder will be responsible to submit activity completion report as per the need of assignment. Director of Training, AASC shall review and monitor the progress of the assignment at his/ her discretion and interact with the nodal person appointed by the successful Bidder.

## **4. Eligibility Conditions of the Bidder**

1. The Coaching Institute must be registered under any relevant Act of the State Government/ Central Government. The following documents should be mandatorily enclosed to support this (a or b or c or d, as applicable; e, f and g are mandatory):

- a) Society: valid Society Registration Certificate.**
- b) Company: Memorandum of Association, Memorandum of Articles and Certificate of Incorporation. Further, in case of a company, they must submit a declaration regarding the authorized signatory.**
- c) Proprietorship: Registration of Proprietorship.**
- d) Partnership: Registered Partnership Deed.**
- e) up to date Trade License.**
- f) up to date GST certificate**
- g) PAN card (as applicable)**

2. The Coaching Institute must be in existence for a minimum period of four continuous financial years as on 1<sup>st</sup> April 2023 **(IT Return Statements of FY 2019-20, 2020-21**

**2021-22 and 2022-23 should be mandatorily enclosed. Any other statement in lieu of IT Returns will not be accepted. For FY 2022-23, proof of IT filing will be also accepted as supporting document).**

3. The Technical Proposal should mandatorily contain an **EMD of Rs. 10,000** in the form of Bank Guarantee from any nationalized/ scheduled bank and a **non-refundable amount of Rs500** in the form of Demand Draft in favour of Director of Training, Assam Administrative Staff College, payable at Guwahati.

4. The Coaching Institute must submit the **Tech Forms 1 and 2** as stated in this RFP.

5. The Coaching Institute must not be/ not have been blacklisted at any point of time since its inception. The format for this declaration is given as **Tech Form 3**.

6. The Coaching Institute must submit a tentative week wise schedule of classes to be conducted for UPSC in the duration of 3 ½ months. This should be enclosed as **Tech Form 4**.

These documents shall be considered as part of the Technical Bid for the purpose of assessing the responsiveness of the bid. **Bidders who fulfil the above criteria and mandatorily submit the relevant supporting documents will be considered as responsive Bidders.**

**THE TECHNICAL BIDS OF ONLY RESPONSIVE BIDDERS WILL BE EVALUATED.**

#### **5. Amendment of RFP documents**

1. Before the deadline for submission of bids, the Director of Training, AASC may modify the RFP by issuing addendum/ corrigendum.

2. Any addendum/ corrigendum thus issued shall be part of the RFP and shall be uploaded in AASC's and SPPP websites.

3. To give prospective Bidders reasonable time to take an addendum/corrigendum into account while preparing their Bids, the Director of Training, AASC shall extend as necessary the deadline for submission of Bids.



## **6. Language**

The Proposal, as well as all correspondences and documents relating to the Proposal exchanged between the Bidders and AASC, shall be in English language only.

## **7. Preparation of RFP Documents for submission by Bidders (Eligibility Documents, Technical Bid, Financial Bid)**

### **Eligibility Documents**

a) Documents as per clause 4(1) to 4 (6) of this RFP.

### **Technical Bid**

The formats for Technical Proposals are given from **Tech forms 5 to 7**.

### **Financial Bid**

The format for Financial Bid is given at **Fin form 1**.

## **8. Proposal Validity**

The Proposal shall remain valid for a period not less than 180 days from the date of opening of the Technical Bid. The Director of Training, AASC reserves the right to reject any bid which does not meet this requirement.

## **9. Bid Submission: Sealing and Marking of Bids**

- a) The Bidders shall submit a signed and complete Proposal comprising of the documents and forms as given in this RFP and as mentioned at clause 7 above. The submission can be done by registered post or speed post or by hand.
- b) An authorized representative of the Bidder shall sign the original submission letters in the required format for both the Technical Proposal and the Financial Proposal, and shall initial all pages of both.
- c) Any modifications, revisions, interlineations, erasures or overwriting shall not be entertained.
- d) The Technical Bid shall be placed inside a sealed envelope clearly marked "Technical Bid", "name of the assignment", RFP no. and date, name and address of the Bidder.
- e) Similarly, the Financial Bid shall be placed inside a sealed envelope clearly marked "Financial Bid", "name of the assignment", RFP no. and date, name and address of the

Bidder.

- f) The sealed envelopes containing the Technical and Financial Bids shall be placed into one outer envelope and sealed. This outer envelope shall bear the submission address, RFP number and date, the name of the assignment, Bidders name and address, and shall be clearly marked "Do Not Open Before [insert the time and date of the submission deadline]".
- g) If the envelopes and packages with the Bids are not sealed and marked as required, then AASC will assume no responsibility for the misplacement, loss, or premature opening of the Bids.
- h) The Bids must be sent to the address indicated in the RFP and received by AASC no later than the deadline indicated herein, or any extension to this deadline. Any Bid received by AASC after the deadline shall be declared late and rejected, and will be returned unopened.

#### **10. Conditional Bids**

Conditional bids will be rejected.

#### **11. Bid Opening**

The Director, AASC shall open the Technical Bids and Financial Bids within the stipulated time.

#### **12. Confidentiality**

Information relating to the examination, clarification, evaluation and comparison of RFPs and recommendations for the award of a contract shall not be disclosed to Bidders or any other persons not officially concerned with such process until the award to the successful Bidder has been announced. Any effort by a Bidder to influence the Director of Training,

AASC on matters of evaluation or award decisions may result in the rejection of his/her Bid.

### 13. Opening of Technical Bids

(a) The Bid evaluation committee of AASC shall conduct the opening of the Technical Bids in the presence of the Bidders' authorized representatives only. **The Authorized representatives shall have to furnish their authorization letter on their Institutes letterhead, duly signed by the Competent Authority.** The bid opening date, time and the address are stated in the RFP. The envelopes with the Financial Bid shall remain sealed and shall be securely stored until they are opened.

(b) At the opening of the Technical Bids the following shall be read out:

- (i) the name of the Bidder and
- (ii) the presence or absence of a duly sealed envelope with the Financial Bid.

### 14. Evaluation Process

The Bid evaluation committee shall evaluate the Technical Bids on the basis of their responsiveness to the Eligibility Criteria mentioned in this RFP and the marking system specified in this RFP. A Bid shall be rejected at this stage if it is not responsive. Each responsive Bid will be given a technical score.

#### a) Technical Evaluation Criteria wise Marks

Sl	Evaluation Criteria	Parameters	Marks	Supporting Documents to be enclosed
<b>Total marks: 100</b>				
<b>1</b>	<b>Work Experience in Coaching for Central Civil Service Examination conducted by UPSC, as on 16<sup>th</sup> November 2023.</b>  <b>(Maximum Marks: 25 marks)</b>	<b>a)above 10 years</b>	<b>25</b>	<b>a)Copy of Work Order or Contract Agreement and/ or Completion Certificate to be submitted.</b>  <b>b) In case of non-availability of any document under clause (a), a self-declaration of work experience along</b>

				with relevant supporting documents in this regard may be submitted.  The details must be submitted in Tech Form 5.
		b) 8 to 10 years	20	
		c) 5 to 7 years	15	
		d)below 5 years	10	
2	Work Experience in Government Sector		5	
3	Faculty of the Coaching Institute. These Faculty Members must have been imparting coaching in the bidder's Institute for Civil Services exam (IAS and Allied Services) conducted by UPSC, for the last 4 financial years consecutively, as on 16 <sup>th</sup> November 2023. (Maximum marks: 20)	20 or more faculty per year	20	The details must be submitted in Tech Form 6.
		10 to 19 faculty per year	15	Do
		Less than 10 faculty per year	7	Do
4	Enrolment of Candidates in the Coaching Institute in minimum 2 subjects (one subject out of these two must be General Studies compulsorily). Time period considered for this criterion will be the last 4 financial years as on 16 <sup>th</sup> November 2023. (Maximum marks: 20)	a)40 candidates or more per year	20	The details must be submitted in Tech Form 7.
		b)30 to 39 candidates per year	15	Do
		c)20 to 29 candidates per year	10	Do

		d)10 to 19 candidates per year	5	Do
		e)Less than 10 candidates per year	1	Do
5	Success rate of candidates (who have cleared Prelims) coached in the Coaching Institute in CCE 2020, 2021, 2022 and 2023 conducted by UPSC, who were enrolled in the Coaching Institute. (Maximum marks: 25)	a)total of more than 50 candidates in the last 4 years	25	The details must be submitted in Tech Form 8.
		b)30 to 49 candidates in the last 4 years	20	Do
		c)10 to 29 in the last 4 years	15	Do
		d)less than 10 candidates in the last 4 years	10	Do
6	Success rate of candidates (who have secured ranks) coached in the Coaching Institute in CCE 2019, 2020, 2021 and 2022 conducted by UPSC. The successful candidates must have been enrolled in General Studies compulsorily and any other subject in the Coaching Institute.		5	The details must be submitted in Tech Form 9.

The minimum technical score is 60. The Financial Bids of only those Bidders who score

minimum marks of 60 in their Technical Bid, shall be opened.

## **b) Opening and Evaluation of Financial Bids**

b.1 After the technical evaluation is completed, AASC shall notify those Bidders whose Bids were considered non-responsive to the RFP and that their Financial Bids will be returned unopened, after completion of the selection process and contract signing with the successful Bidder. AASC shall simultaneously notify in writing to those Bidders whose Bids were considered responsive and inform them of the date, time and location for the opening of the Financial Bids.

b.2 The Financial Bids shall be opened by the Bid evaluation committee in the presence of the representatives of those Bidders whose bids were responsive. At the opening, the names of the Bidders and the overall technical scores shall be read out. The Financial Bids will then be inspected to confirm that they have remained sealed and unopened. These Financial Bids shall then be opened, and the total prices read aloud and recorded.

## **c) Combined Quality & Cost Evaluation**

In case of QCBS, the total score is calculated by weighting the technical and financial scores and adding them as per the formula and instructions given herein. The Bidder achieving the highest combined technical and financial score will be awarded the contract. Evaluation of the Technical Bids shall be given a weightage of 70% and the Financial Bids weightage of 30%.

**The formula for QCBS is as follows:**

**The lowest evaluated Financial Bid (Fm) is given the maximum financial score (Sf) of 100.**

**The formula for determining the financial scores (Sf) of all other Bids is calculated as following:  $Sf = 100 \times Fm / F$ , in which "Sf" is the financial score, "Fm" is the lowest price, and "F" the price of the bid under consideration.**

**The weights given in the Technical (T) and Financial (P) Bids are:**

**T= \_\_\_\_\_ [Insert weight], and**

**P= \_\_\_\_\_ [Insert weight]**

Bids are ranked according to their combined technical (St) and financial (sf) scores using the weights (T= the weight given to the Technical Bid; P= the weight given to the Financial Bid; T + P = 1 as following:  $S = St \times T\% + Sf \times P\%$ ).

## **15. Roles and Responsibilities of the selected Coaching Institute**

1. To conduct uninterrupted classes by the Faculty (as submitted in the Proposal) along with

provisions for lecture synopsis at the end of each class.

2. To conduct and thereby evaluate/ tests on the topics taught, at least twice in a month. The latest trends in Civil Services Examination should be incorporated.

3. To provide the candidates with subject-wise study materials, articles on current affairs and conduct comprehensive answer writing sessions.

4. To have one to one interactions with the candidates, understand their requirements and guide them accordingly.

5. To invite serving IAS/IPS/ IFS officers to have interactive sessions with the candidates.

#### **16. Award of work**

The successful Bidder will be awarded the work by AASC.

#### **17. Force Majeure**

“Force Majeure” means an exceptional event or circumstance; which is beyond a Party's control; which such Party could not reasonably have provided against before entering into the Contract; which, having arisen, such Party could not reasonably have avoided or overcome; and, which is not substantially attributable to the other Party. “Party” means the Employer or the Coaching Institute, as the context requires.

Force Majeure may include, but is not limited to, exceptional events or circumstances of the kind listed below, so long as conditions (a) to (e) above are satisfied:

- (a) war, hostilities (whether war be declared or not), invasion, act of foreign enemies;
- (b) rebellion, terrorism, sabotage by persons other than the Coaching Institute's Personnel, revolution, insurrection, military or usurped power, or civil war;
- (c) riot, commotion, disorder, strike or lockout by persons other than the Coaching Institute's Personnel and
- (e) natural catastrophes such as earthquakes or floods.

If a Party is or thus prevented from performing its substantial obligations under the Contract by Force Majeure, then it shall give notice to the other Party of the event or circumstances constituting the Force Majeure and shall specify the obligations, the performance of which is

or will be prevented. The notice shall be given within 15 days after the Party became aware, or should have become aware, of the relevant event or circumstance constituting Force Majeure.

The Party shall, having given notice, be excused performance of its obligations for so long as such Force Majeure prevents it from performing them.

Notwithstanding any other provision of this Section, Force Majeure shall not apply to obligations of either Party in making payments to the other Party under the Contract.

If a Force Majeure situation arises, the Coaching Institute shall promptly notify the Client in writing for such conditions and the causes thereof. Unless otherwise directed by the Client in writing, the Coaching Institute shall continue to perform its obligations under the Contract as far as reasonably practical and shall seek all reasonable alternative means for performance not prevented by the Force Majeure event. The Client may terminate the contract, by giving a written notice of 15 days to the Coaching Institute, if as a result of Force Majeure, the Coaching Institute is unable to perform a material portion of the services for a period of more than 30 days.

Notwithstanding the provisions of this RFP, the Coaching Institute shall not be liable for forfeiture of its performance guarantee, liquidated damages or termination for default, to the extent that, its delay in performance or other failure to perform its obligations under the contract is the result of an event of Force Majeure.

#### **18. Procedure for Dispute**

In case of any dispute, the decision of the Director of Training, AASC shall be final and binding on both parties.

#### **19. Jurisdiction of Court**

The courts of Guwahati shall have exclusive jurisdiction to settle all disputes, if any, arising out of this agreement between the parties.



**Tech Form 1: APPLICATION FORM**

**(On Institute's letter head)**

**Reference No - .....**

**Date- .....**

**To**

**The Director of Training  
Assam Administrative Staff College  
Khannapara Guwahati-22**

**Subject: Submission of Bid against the RFP no ..... dated.....**

Sir/Madam

In response to your RFP no..... dated....., I/We are interested to participate in the Tender and have submitted my/our application for the same. I/We have examined the details given in the RFP and hereby are submitting the relevant information with this application. I/We undertake that the information furnished in this application are true to the best of my/ our knowledge and belief.

We hereby declare that:

- (a) All the information and statements made in this Bid are true and I/ we accept that any misinterpretation or misrepresentation contained in this Bid may lead to our disqualification by AASC.
- (b) My/ Our Bid shall be valid and remain binding upon us for the entire period of the contract.
- (c) I/ We understand that AASC is not bound to accept any Bid that AASC receives.

**Yours faithfully**

**Name of the Bidder**

**Signature and seal of the Authorized Person**

**Name of the Institute**

## **Tech Form 2: PROFILE OF THE COACHING INSTITUTE**

### **(on Institute's letter head)**

Sl	Profile	Details
1.	Name of the Coaching Institute	
2.	Registered Address of the Head Office of the Coaching Institute (only if the Coaching Institute is located outside Assam)	
3.	Registered Address of the Local Office or Head Office in Guwahati (as applicable)	
4.	Organisation status (Company/Proprietorship/Society/Partnership)	
5.	Registration Number and Date of Registration (Society/ Company/ Proprietorship, as applicable)  <b>Valid upto :</b>	
6.	PAN No	
7.	GST Registration No  <b>Valid upto :</b>	
8.	Trade License  <b>Valid upto:</b>	
9.	Name(s) of the Competent Authority of the Coaching Institute	
10.	Authorized Contact Person of the Coaching Institute and his Designation	
11.	Landline Number of the Coaching Institute	
12.	Mobile No of the Authorized Contact Person	
13.	E-mail id of the Authorized Contact Person	
14.	Website of the Coaching Institute	

**Yours faithfully**

Name of the Bidder

**Signature and seal of the Authorized Person**

**Name of the Institute**

**Tech Form 3: Declaration for Non-Blacklisting**  
**(on Institute's letter head)**

To,

The Director of Training  
Assam Administrative Staff College,  
Khanapara, Guwahati-22

Sir/ Madam,

In response to the RFP no..... dated..... for 'Selection of a National Level reputed Coaching Institute for Imparting Class Room Coaching at Assam Administrative Staff College, Khanapara, Guwahati – 22 to the aspirants of Central Civil Service (IAS and Allied Services) for CCE Examination, 2024 conducted by UPSC', I/We hereby declare that my/ our Coaching Institute has never been black listed either indefinitely or for a particular period of time by any State/ Central Government Department or Agency/ PSU.

I/We also declare that we fully understand that if this declaration is found to be incorrect then my/our bid may be summarily rejected without prejudice.

Thanking You.

Name of the Bidder

**(Signature and seal of the Authorized Person)**

**Name of the Institute**

#### **Tech form 4: Week-wise Schedule**

The Coaching Institute must submit a tentative week wise schedule of classes to be conducted for CCE Examination, 2024 conducted by UPSC in the duration of 3 ½ months. (total no. of hours tentatively: 600 hours or more thereof)

**TECH FORM 5**

**DETAILS OF WORK EXPERIENCE**

**(On Institute's letter head)**

SI	Duration	Assignment name/ & brief description of the work	Name of Client	Approx. Contract value (in Rs.)/ Amount paid to your Institute	Enclose supporting documents as Annexures with this form

**Work Experience in Government Sector (as applicable)**

SI	Assignment name/ & brief description of the work	Clients' Name and Address	Time Period of the work	Enclose supporting documents as Annexures with this form

**Name of the Bidder**

**(Signature and seal of the Authorized Person)**

**Name of the Institute**

**Tech Form 6: DETAILS OF FACULTY**  
**(on Institute's letter head)**

S T	Name of the Faculty of the Coaching Institute. These Faculty Members must have been imparting coaching in the bidder's Institute for Civil Services exam (IAS and Allied Services) conducted by UPSC, for the last 4 financial years consecutively as on 16 <sup>th</sup> November, 2023.	No of years completed in imparting coaching in the bidder's Coaching Institute	Qualificati on Details of faculty	Subjects taught by the faculty in the bidder's Coaching Institute	CVs of these faculty members should be mandatorily enclosed as Annexures
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**Note:** The faculty members proposed in this form should mandatorily be the one fielded by the Coaching Institute for this work.

Name of the Bidder

**(Signature and seal of the Authorized Person)**

Name of the Institute

**Tech Form 7: DETAILS OF ENROLMENT OF CANDIDATES**  
**(on Institute's letter head)**

<b><u>Sl</u></b>	<b>Names of candidates enrolled in the Coaching Institute in minimum 2 subjects (one subject must be General Studies compulsorily). The time period considered for this criterion will be the last 4 financial years as on 16<sup>th</sup> November 2023.</b>	<b>Subjects enrolled in by the candidate in the Coaching Institute (General Studies and any other subject)</b>

Name of the Bidder

**(Signature and seal of the Authorized Person)**

**Name of the Institute**

**Tech Form 8: SUCCESS RATE OF CANDIDATES COACHED**  
**(on Institute's letter head)**

<b><u>Sl</u></b>	<b>CCE 2020/ 2021/ 2022 and 2023 (as applicable) conducted by UPSC</b>	<b>Names of the successful candidates (who have cleared Prelims) in CCE 2020, 2021, 2022 and 2023 conducted by UPSC, who were enrolled in the Coaching Institute</b>	<b>Enclose Result/ Notification of UPSC as Annexures</b>

Name of the Bidder

**(Signature and seal of the Authorized Person)**

Name of the Institute



**Tech Form 9: SUCCESS RATE OF CANDIDATES COACHED**  
**(on Institute's letter head)**

<b>Sl</b>	<b>CCE 2019/2020/2021/2022 (as applicable) conducted by UPSC</b>	<b>Names of the successful candidates (who have secured ranks) in CCE 2019, 2020, 2021 and 2022 conducted by UPSC, who were enrolled in the Coaching Institute in General Studies compulsorily and any other subject</b>	<b>Subjects enrolled in the Coaching Institute by the successful candidates (General Studies and any other subject)</b>	<b>Enclose Result/ Notification of UPSC as Annexures</b>
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Name of the Bidder

**(Signature and seal of the Authorized Person)**

Name of the Institute

**Fin Form 1: FINANCIAL BID**  
**(on Institute's letter head)**

Sl	Particulars	Rate in Rupees (exclusive of GST)	GST (in Rupees)	Rate in Rupees (inclusive of GST)
1.	Rate of Remuneration to be paid to the Faculty Member on hourly basis (rate for 1 hour session) including Transportation/ Lodging charges of the Faculty member, Air/Train fares etc.			

**(Rupees in words)**

Note:

- 1) Rate of Remuneration on hourly basis also includes subject wise study materials, articles on current affairs, comprehensive answer writing sessions and Mock Tests.
- 2) In case of discrepancy of the bid amount in words and in figures, the former shall prevail.

Name of the Bidder

**(Signature and seal of the Authorized Person)**

Name of the Institute