

d) The Bid Evaluation Committee may invite the selected agency (Coaching Institute) for negotiations, if considered necessary.

e) MAHAJYOTI may select one, two or more eligible bidder (Coaching Institute) basis the ranking as per composite score as computed above or cancel all the bid/s or any of the bid/s on the basis of their composite score and recommendation of the Bid Evaluation Committee.

d) Decision of the Managing Director, MAHAJYOTI would be final and binding upon all the Bidders.

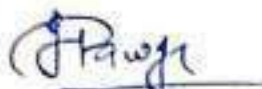
e) MAHAJYOTI will notify the acceptance of bids by issuing selection letter to the successful bidder (Coaching Institute).

25. Signing of Contract

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

The MOU will be entered for the period of 1 year or the completion of coaching whichever is later, from the effective date as mentioned in the MOU. However, the Managing Director, MAHAJYOTI may extend the contract for the period of next 2 years by mutual consent.

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



Chief Account & Finance Officer
Mahatma Jyotiba Phule Research And
Training Institute
Nagpur



Managing Director
Mahatma Jyotiba Phule Research And
Training Institute
Nagpur

Section- 5: General Terms and Conditions

Agency (Coaching Institute) should read these Terms and Conditions carefully and comply strictly while submitting the Proposals/Bid/Expression of Interest

1. Conditional Bid (EOI Proposals) are liable for rejection.
2. Intending bidders can have detailed information from the office of MAHAJYOTI, Nagpur during office hours.
3. Agency (Coaching Institute) shall not assign or sublet the Work Order or any part thereof to any other agency, nor can the agency have arrangement with other company/agency for bidding purpose. Joint venture is not permitted. If the Coaching Institutions are found to have sublet the contract, the contract will be terminated at the risk and cost of the Coaching Institutions concerned and the agency will be blacklisted.

4. Validity of Proposal

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

- a. Proposals shall remain valid for a period of 120 days from the date of opening of Proposal.
- b. MAHAJYOTI reserves the right to reject a proposal valid for a shorter period as non-responsive.
- c. In exceptional circumstances MAHAJYOTI may request the Agency's consent to an extension of the period of validity. The request and the response thereto shall be made in writing.

5. Rates (Coaching Fee) quoted will be valid up to 120 days from the submission of the bid.

6. Rate (Coaching Fee) shall be written both in words and figures. There should not be errors and /or over-writings and corrections, if any, should be made clearly and initialed with dates. The rates quoted in words will be considered in case of difference in the rates quoted in words and figures.

7. Direct or indirect canvassing on the part of the Agency (Coaching Institute) or his representative will lead to disqualification.

8. If an Agency (Coaching Institute) imposes conditions, which is in addition to or in conflict with the conditions mentioned herein, his Bid is liable to rejection. In any case none of such conditions will be deemed to have been accepted unless specifically mentioned in the letter of acceptance of Bid issued by the Managing Director, MAHAJYOTI.

9. The Bid Evaluation Committee formed by Managing Director, MAHAJYOTI will shortlist the Coaching institutes and will recommend to the Managing Director, MAHAJYOTI for empanelment of Coaching

Institute, in order to sponsor the candidate for coaching.

10. The Selection Committee constituted by Managing Director, MAHAJYOTI, reserves the right to reject any or all bids without assigning any reason and accept bid for all or anyone.

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

12. Fraud & Corrupt Practice

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

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

a. "Corrupt Practice" mean offering, giving, receiving or soliciting of anything of value to influence the action of MAHAJYOTI or its personnel while executing this work.

b. "Fraudulent Practice" means a misrepresentation of facts, in order to influence a Selection process or the execution of a Work Order, and includes collusive practice among Agency (prior to or after Proposal submission) designed to establish Proposal prices at artificially high or non-competitive levels and to deprive MAHAJYOTI of the benefits of free and open competition.

c. "Unfair trade practice" means supply of services different from what is ordered on, or change in the Scope of Work.

d. "Coercive practice" means harming or threatening to harm, directly or indirectly, persons or their property to influence their participation in the selection process or execution of the Work Order.

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

13. The duration of the Coaching program will be approximately 6 month or as per agreement between MAHAJYOTI and the Coaching Institute

14. Coaching will be imparted in online and or offline mode to the candidates sponsored by MAHAJYOTI, as per agreement between MAHAJYOTI and the Coaching Institute

15. The coaching institute should provide coaching for complete syllabus applicable for MBA Entrance Examination along with test series, group discussion and interview in both online and or Offline mode or as

decided by Managing Director, MAHAJYOTI.

16. The Managing Director, MAHAJYOTI reserves the right to increase or decrease the number of students / candidates to be deputed to the institutions, to ensure Qualitative Coaching.

17. Selection of the candidates: The selection of candidates to be sponsored for the Coaching of MBA Entrance Examination, will be done by MAHAJYOTI.

18. The empaneled Coaching Institutions shall provide qualitative coaching to the candidates for MBA Entrance Examination, deputed by MAHAJYOTI, Nagpur.

19. The Coaching Institutions shall conduct periodic tests.

20. The Coaching Institutions shall cover the complete syllabus of respective MBA Entrance Examination. If the coaching is incomplete or not properly imparted, the Coaching Institute will be **blacklisted** and complete fee due will not be paid.

21. The Coaching Institutions shall allow the candidates to change the course for which admission is taken within the same coaching institute, if the candidate so desire within 15 days of start of the coaching.

22. The Coaching Institutions shall provide study material/ Class notes (at no extra cost) to the candidates, as and when the study materials/ class notes are given to other candidates taking coaching in the institute.

23. The selected Institutions shall enter into a contract agreement on a non-judicial stamp paper of Rs 500, with terms and conditions as per the format specified by The Managing Director, MAHAJYOTI, Nagpur, within 10 days from the receipt of written communication of letter of selection to this effect, failing which the EMD will be forfeited and the Institution will be removed from the empaneled list of institutes.

24. Payment Terms:

a). Coaching fee will be paid in four installments; first installment of thirty percent (30 %) of the total fee will be paid on or before the completion of one months of Coaching. Second installment of thirty percent (30 %) of the total fee will be paid on or before the completion of three months of coaching. Third installment of twenty percent (20 %) of the total fee will be paid on or before the completion of five months of coaching and final installment of twenty percent (20%) of the total fee will be paid after completion of coaching. Managing Director, MAHAJYOTI reserves the right to change the payment terms.

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

c). MAHAJYOTI is not liable to pay any kind of interest on delayed payment.

25. MAHAJYOTI, Nagpur reserves the rights of overall monitoring of the training program.

26. The coaching institutes should submit their invoice / bill for each installment, in duplicate with the list of candidates. The payments shall be made within 7 days of receipt of invoice. If, due to any reasons, payment delayed, no interest is payable.

27. The contract is for a period of one year or up to the completion of syllabus of MBA Entrance examination of the running batch if any whichever is later. On completion of coaching, the institute will have to submit following reports to MAHAJYOTI, Nagpur

- Declaration of completion of course on the letter head.
- Results of Test conducted by the Coaching Institute
- Attendance of the candidates sponsored by MAHAJYOTI, if pending for any month.

28. Contract may be extended for next two financial years by mutual consent with the same terms and conditions of the agreement executed. However, the base rate of coaching fee may be increased by 6% per year considering the inflation and increase in coaching fee in market. Decision of Managing director, MAHAJYOTI, in this regard, will be final.

29. The Managing Director, MAHAJYOTI, Nagpur have the power to issue notices in writing and to instruct/direct the institutions to make alterations/variations in the assigned Coaching.

30. Failure to abide by the Agreement:

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

31. Confidentiality of the Document

This Tender Document is confidential and the MAHAJYOTI shall ensure that anything contained in this Tender Document shall not be disclosed in any manner, whatsoever.

32. Termination of Contract and withholding of payment:

a. If the Agency (Coaching Institute) fails to perform as per the terms and conditions of this tender document and or as per the agreement between MAHAJYOTI and the Coaching Institute, The Managing Director, MAHAJYOTI by giving a written notice to the Coaching institute, specify the nature of failure and request the Agency to remedy such failure within 8 working days. If the Coaching institutes fails to remedy the failure as specified in notice, within 8 working days to the satisfaction of MAHAJYOTI, the MAHAJYOTI may withheld payments to Agency (Coaching Institute).

b. Managing Director, MAHAJYOTI may give a notice in writing to the Agency (Coaching Institute) by not less than 15 days to terminate contract of the Agency. The Agency (Coaching Institute) will have right to represent for withdrawal of notice to the Managing Director, MAHAJYOTI.

Notice of Termination by MAHAJYOTI, may be served for one or more of the following reasons or any other reason as the Managing director, MAHAJYOTI may think fit.

- i. The Agency (Coaching Institute) fails to remedy a bad performance within the period specified in the notice of suspension / termination or the period as may be extended.
- ii. The Agency becomes insolvent or bankrupt or goes into liquidation whether compulsory or voluntary.
- iii. As a result of 'Force Majeure', the Agency is unable to perform its obligations under this contract for 30 days or more.

c) **Notice of Termination by Agency (Coaching Institute):** Agency may give a notice of not less than 45 days to MAHAJYOTI, to terminate his contract for any of the following reason/s. MAHAJYOTI will have right to represent its case and request for withdrawal of notice.

- i. If MAHAJYOTI fails to pay any money due to the Agency in pursuant to this contract.
- ii. If MAHAJYOTI is in material breach of its obligations pursuant to this contract and has not remedied the same within 45 days (or extended period as the Agency may have approved) of the notice.
- iii. If as a result of 'Force Majeure', MAHAJYOTI is unable to perform services for 90 or more days.

d. **Payment on Termination:** On termination of the contract MAHAJYOTI shall pay the dues for which the agency is lawfully entitled.

33. Dispute Resolution Through Arbitration:

In case of any dispute arising out of the terms and conditions of contract or assignment, the matter shall be governed by the laws of India (both substantive and procedural) at that time being in force and shall be subject to exclusive jurisdiction of the District Courts of Nagpur.

Any dispute which arises out of this contract shall as far as possible be resolved mutually. If it cannot be resolved mutually, the Managing Director, MAHAJYOTI may appoint an Arbitrator and his decision shall be final.

34. Force Majeure:

If, at anytime, during the continuance of the agreement, the performance in whole or in part by either party of any obligation under this agreement shall be prevented or delayed by the reason of any war, hostility, acts of public enemy, civil commotion, sabotage, fires, floods, explosions, epidemics, quarantine restriction, Lockdown, strikes, or act of God (hereinafter referred to as "event"), provided notice of happening of any such eventuality is given by either party to the other within 21 days from the date of occurrence thereof, neither party shall by the reason of such event, be entitled to terminate this agreement nor shall either party have any claim for damages against the other in respect of such non performance or delay in performance; and deliveries / service under the agreement shall be resumed as soon as practical after such event has come to an end or

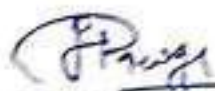
ceased to exist, and the decision of the MAHAJYOTI as to whether the service have been so resumed or not shall be final and conclusive.

Provided further that if the performance in whole or part of any obligation under this agreement is prevented or delayed by reason of any such event by a period exceeding 120 days, either party may at its option terminate the agreement. The successful bidder shall not be liable for forfeiture of its Performance Security, liquidated damages, or termination for default if and to the extent that it's delay in performance or other failure to perform its obligations under the Contract is the result of an event of Force Majeure. Force Majeure shall not cover the price fluctuation of components / service.

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

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

=====



Chief Accountant & Finance Officer
Mahatma Jyotiba Phule Research And
Training Institute
Nagpur



Managing Director
Mahatma Jyotiba Phule Research And
Training Institute
Nagpur

Annexure - I
TECHNICAL BID (PROPOSAL)

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

To,
The Managing Director,
Mahatma Jyotiba Phule Research & Training Institute,
Nagpur.

Subject: Technical Bid for providing coaching to the candidates to be sponsored by MAHAJYOTI, Nagpur for MBA Entrance Examination (CAT, MAT, XAT, NMAT, SNAP, MH-CET, etc).

Reference: Tender No. Dated

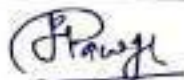
Respected Sir,

I / We hereby offer to submit the Technical Bid for providing coaching to the candidates sponsored by MAHAJYOTI, Nagpur for MBA Entrance Examination (CAT, MAT, XAT, NMAT, SNAP, MH-CET, etc).


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

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

1.	Name and address of the head office of the Coaching Institute Note:- Certificate of Incorporation / Registration, Rent / Lease agreement should be submitted along with Technical Bid	
2.	Address and contact details of branch office of the Coaching Institute Note:- Rent / Lease agreement should be submitted along with Technical Bid	


Chief Account & Finance Officer
Mahatma Jyotiba Phule Research And
Training Institute
Nagpur

28


Managing Director
Mahatma Jyotiba Phule Research And
Training Institute
Nagpur

3.	Name of Managing Director / CEO/ Chairperson / President/Partner/Director	
4.	Contact Person's Name and Designation	
	Contact No.	
5.	Date of Establishment or incorporation of organization / Coaching Institute as per Documents of establishment/ certificate of incorporation / registration of the organization Note:- Certificate of Incorporation / Registration/Shop Act/ Trust/ Partnership deed/ Registration certificate under any relevant applicable act should be submitted along with Technical Bid	
6.	a) Whether the Coaching Institute is registered under relevant Act. Such as Company Act, Partnership Act, Trust, proprietorship or any other relevant applicable Act. (Yes/No)	
	b) If Yes, under which act, Coaching Institution is registered (Legal status)	
	c) Specify, whether the Coaching Institute is a Public Limited Company, Private Limited Company, Partnership firm, proprietorship, trust or any Other	
	d) Registration Number	
	e) Date of Registration	
	f) Date of Expiry if any	
7.	a) Whether GST payee (Yes / No).	
	b) If Yes, Mention GST number	
	Note: Submit GST Registration Certificate along with Technical Bid.	
8.	a) Whether Income tax payee (Yes / No).	

b) Mention Permanent Account Number (PAN) of the organization or as applicable.

Note: Submit Copy of PAN card along with Technical Bid.

9. Total financial turnover for the last 5 financial years as per income tax return and financial statement.

2017-18	2018-19	2019-20	2020-21	2021-22

10. Total years of experience of the Coaching Institution for MBA Entrance Examination.
Note: Period before the date of registration of the organization is not considered

11. Year wise details of successful candidates of the Coaching Institute got admission in India's top Management Institutes such as IIM, FMS (Delhi), MDI (Gurgaon), XLRI (Jamshedpur), JBIMS (Mumbai), NMIMS (Mumbai), IMT (Ghaziabad), SIBM (Pune), ISB (Hyderabad), SPJIMR (Mumbai), etc in last 5 years

Particulars	2018-19	2019-20	2020-21	2021-22	2022-23
Number of successful candidates of the Coaching Institute got admission in India's top Management Institutes such as IIM, FMS (Delhi), MDI (Gurgaon), XLRI (Jamshedpur), JBIMS (Mumbai), NMIMS (Mumbai), IMT (Ghaziabad), SIBM (Pune), ISB (Hyderabad), SPJIMR (Mumbai), etc. in last 5 years					

Note: List of the candidates, contact number, course for which coaching is taken by the candidates, year in which coaching is taken, year of passing entrance examination, name of management college in which candidate got admission, etc should be submitted with technical bid to support the above number.

12. Whether the Coaching Institute has provided / providing Coaching for MBA entrance examination to the candidates sponsored by any state/ central government organization or any autonomous institute of central or state government or any public sector undertaking (Yes / No). If yes furnish following details:

Name of the organization /	State	Category of	Total number of candidates sponsored to the coaching institute in last 3 years
----------------------------	-------	-------------	--

Institute that has sponsored the candidates	candidate (SC/ ST / OBC/Min ority/Any other	2020	2021	2022

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

13. a. Whether the Coaching Institute is functioning in its own building or in a rented accommodation.
b. Total square feet of built-up area.
c. Class rooms and other details:

Particulars	Total Number	Total seating capacity
Classroom		
Audio-visual room		

- d. Whether adequate Audio and sound facility is available in class room (Yes/ No):
e. Whether Online lecture facility is available (Yes/ No), If Yes provide the website name / App name of online lecture:
f. Whether Online Test Series facility is available (Yes/ No), If Yes provide the website name / App name of online Test Series:
g. Number of digital board and its specification (Submit invoice of digital board to support ownership):
h. Number of high resolution camera to record the lectures and for live telecast of lectures and its specification (Submit invoice of camera to support ownership):

Note- At least 3 classrooms should be well equipped with digital board, High resolution camera for offline and online lectures and for recordings of all lectures. MAHAJYOTI requires all lectures should be recorded and access to view lectures should be given to all the students of MAHAJYOTI. All the lectures should also be preserved by the Institute till the final bill payment or the applicable examination whichever is later as the evidence of lectures are conducted.

14. Details of faculty:

Sl. No.	Name of faculty	Qualification	Teaching Subject	Experience in coaching for MBA Entrance Examination	Any other credentials

		(in years)
<p>Note: List of all the faculty (Visiting / Permanent) with above details should be provided along with their Bio data. Faculty should not be in any full-time employment in any College, University, State or Central Govt., private Company, etc.</p>		
15.	<p>Name of the MBA Entrance Examination (CAT, MAT, NMAT, XAT, SNAP, etc) for which coaching is currently provided by the institute</p> <p>Note: Institute must provide coaching for complete syllabus of at least above entrance examination along with group discussion, interview and test series.</p>	<p>1) _____</p> <p>2) _____</p> <p>3) _____</p> <p>4) _____</p> <p>5) _____</p>
16.	Study Material	<p>Bidder must submit one copy of the following study material on or before the date of opening of Technical bid:</p> <p>Study materials/ booklets/ books of the Coaching Institute covering all the topics in the latest syllabus of MBA Entrance Examination such as CAT, MAT, MH-CET, NMAT, XAT, SNAP, etc</p>
17.	<p>Academic Plan:</p> <p>Submit a Meticulously drafted academic plan covering all points of the syllabus of MBA Entrance Examination such as CAT, MAT, MH-CET, NMAT, XAT, SNAP, etc</p>	
18.	Stability of the institute and Credibility of the management	<p>a) Constitution of the institute and Vision and mission statement should be submitted</p> <p>b) Self Declaration on the letter head that the institute is not blacklisted by any of the Govt. /Semi Govt. Organization / Autonomous Institute of Govt. (Annexure – IV)</p> <p>c) Self-declaration on the letter head that none of the Governing member / Partner/Director is having criminal case against them. (Annexure – V)</p>
19.	Efforts to improve performance of the weak students	Efforts taken to improve the performance of the weak students by regular counseling, extra lecture, etc., to be submitted along with Technical Bid.
20.	Number of candidates of	

	MAHAJYOTI, the Coaching Institute is willing to provide coaching for the year 2023	
21.	Whether all the documents specified in point 18 (b) and 22 of section -4, of this tender document is uploaded with Technical Bid (Yes / No)	
22.	Any other details:	

Yours faithfully,


Signature of Authorized Representative

Designation

Date


 Chief Account & Finance Officer
 Mahatma Jyotiba Phule Research And
 Training Institute
 Nagpur

33


 Managing Director
 Mahatma Jyotiba Phule Research And
 Training Institute
 Nagpur

Annexure – II

COMMERCIAL BID (PROPOSAL)

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

To,
The Managing Director,
Mahatma Jyotiba Phule Research & Training Institute,
Nagpur.

Subject: Commercial Bid for providing coaching to the candidates to be sponsored by MAHAJYOTI, Nagpur for MBA Entrance Examination (CAT, MAT, XAT, NMAT, SNAP, MH-CET, etc).

Reference: Tender No. Dated

Respected Sir,

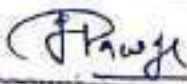
I / We hereby offer to submit the Commercial Bid for providing coaching to the candidates to be sponsored by MAHAJYOTI, Nagpur for MBA Entrance Examination (CAT, MAT, XAT, NMAT, SNAP, MH-CET, etc).


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

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

Sr. No.	Subjects	Course Fee (Excluding taxes) per candidate of online coaching		Course fee (Excluding taxes) per candidates of offline coaching	
		Amount (Rs)	Amount in words (Rs)	Amount (Rs)	Amount in words (Rs)
1.	Coaching for complete syllabus of MBA Entrance Examination (CAT, MAT, XAT, NMAT, SNAP, MH-CET, etc) along with group discussion and interview				
2.	Test series for MBA Entrance Examination (CAT, MAT, XAT, NMAT, SNAP, MH-CET, etc)				
3.	Mock interview and group				

34


Chief Account & Finance Officer
Mahatma Jyotiba Phule Research And
Training Institute
Nagpur


Managing Director
Mahatma Jyotiba Phule Research And
Training Institute
Nagpur

discuss on the MBA Entrance Examination (CAT, MAT, XAT, NMAT, SNAP, MH-CET, etc)				
TOTAL				

Notes:

1. Above Course/ Coaching Fee are excluding GST. GST at the applicable rates as may be in force from time to time will be in addition to the above Course/ Coaching Fee.

2. Course/ Coaching Fee should be quoted for each of the above courses, combined Course/ Coaching Fee should not be quoted

3. Duration of the coaching is approximately 6 months

4. The Course/ Coaching Fee quoted above are for 1st year of Coaching. The contract may be extended based on decision arrived at mutually between Mahatma Jyotiba Phule Research & Training Institute and the Agency (Coaching Institute).

5. The base rate of Course/ Coaching Fee may be increased by maximum 6% per year. However, decision of Managing director, MAHAJYOTI, in this regard, will be final.

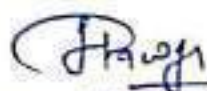
6. For evaluation purpose the Total Amount excluding Taxes as quoted above shall be taken into consideration.


Yours faithfully,

Signature of Authorized Representative

Designation

Date


Chief Account & Finance Officer
Mahatma Jyotiba Phule Research And
Training Institute
Nagpur


Managing Director
Mahatma Jyotiba Phule Research And
Training Institute
Nagpur

Annexure- III

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

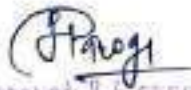
To,
The Managing Director,
Mahatma Jyotiba Phule Research & Training Institute,
Nagpur.


Subject: Tender / Proposal for providing coaching to the candidates to be sponsored by MAHAJYOTI, for MBA Entrance Examination (CAT, MAT, XAT, NMAT, SNAP, MH-CET, etc).

Respected Sir,

I/We do hereby submit tender/bid for providing coaching to the candidates to be sponsored by MAHAJYOTI, Nagpur for MBA Entrance Examination (CAT, MAT, XAT, NMAT, SNAP, MH-CET, etc), as per the quoted Course / Coaching Fees and in all respects in accordance with the terms and conditions as mentioned in the Bid Document.

1. We have read all the provisions of Tender Document and confirm that these are acceptable to us.
2. We agree to abide by this Proposal, consisting of this letter, our Technical and Commercial Proposals, and all attachments, for a period of 120 days from the date fixed for submission of Proposals as stipulated in the Tender Document and modifications if any, and it shall remain binding upon us and may be accepted by you at any time before the expiration of that period.
3. We hereby declare that all the information and statements made in this proposal are true and accept that any misrepresentation or misinterpretation contained in it may lead to our disqualification.
4. We understand, you are not bound to accept any proposal you receive, not to give reason for rejection of any proposal and that you will not reimburse any expenses incurred by us in bidding.
5. I/We have read the Tender documents and related matters carefully and diligently and that I / We have uploaded the tender having studied, understood and accepted the full implications of the agreement and or bids
6. The requirements of the tender agreement stated herein will be fulfilled by me/us to the satisfaction of the Managing Director, MAHAJYOTI, Nagpur.
7. We have paid the EMD of Rs 5,00,000 and Tender fee of Rs 25,000 and the proof of the same is submitted along with the Technical Proposal. We understand that the EMD and Tender fee is mandatory and exemption from the payment is not provided for the same.
8. We are aware that Tender fee of Rs 25,000 is non refundable.
9. We are aware that the EMD of Rs 5,00,000 will not bear any interest and the EMD of the successful bidder will be adjusted against performance bank guarantee. This shall be retained by MAHAJYOTI till the end of this contract and shall be released on successful completion of coaching during Contract


Managing Director
Mahatma Jyotiba Phule Research And
Training Institute
Nagpur


Managing Director
Mahatma Jyotiba Phule Research And
Training Institute
Nagpur

period. EMD of the bidders whose bids is rejected will be refunded on completion of the tender process and award of contract to successful bidder.

10. We are aware that Successful Bidder has to submit performance bank guarantee of 3% of the awarded contract value from any scheduled bank in India, within 10 days of award of work order. EMD of successful bidder will be adjusted against the required value of Performance Bank Guarantee. This shall be retained by MAHAJYOTI till the end of this contract and shall be released on successful completion of coaching during Contract period.
11. I/We understand that the, offering, giving, receiving or soliciting of anything of value to influence the action of MAHAJYOTI or its personnel while executing this work will lead to rejection of our bid.
12. I/We understand that the misrepresentation of facts, in order to influence a Selection process or the execution of a Work Order, and includes collusive practice among Agency (prior to or after Proposal submission) designed to establish Proposal prices at artificially high or non-competitive levels and to deprive MAHAJYOTI of the benefits of free and open competition will lead to rejection of our bid.
13. I/We understand that, putting influence, pressure from the person/ Authority within and or outside of the MAHAJYOTI (organization), harming or threatening to harm, directly or indirectly, persons or their property to influence their participation/ selection in the tender process or execution of the Work order will lead to rejection of our bid.
14. If our Bid (Proposal) is accepted, I/We agree to abide by and fulfill all the terms and conditions of the contract.
15. We hereby distinctly and expressly declare and acknowledge that before submission of this tender (Proposal) we have carefully followed the instructions.
16. We distinctly agree that, we would hereafter make no claim or demand upon the Managing Director, MAHAJYOTI based upon or arising out of any alleged misunderstanding or misconceptions or mistake on my / our part of the said contract, agreements, stipulations, restrictions and conditions.
17. Any notice required to be served on me / us shall be sufficiently served on me / us by post (registered or ordinary), email or courier or left at my / our office address given herein.

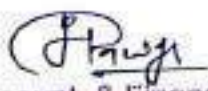
I / We fully understand the terms and conditions of the contract to be entered into between me/us and the MAHAJYOTI, Nagpur and the written agreement shall be the foundation of the rights of both the parties and the contract shall not be deemed to be complete until an agreement has been signed by me/us and the MAHAJYOTI, Nagpur.


Yours faithfully,

Signature of Authorized Representative

Designation

Date


37
Chief Account & Finance Officer
Mahatma Jyotiba Phule Research And
Training Institute
Nagpur


Managing Director
Mahatma Jyotiba Phule Research And
Training Institute
Nagpur

Annexure- IV

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

To,
The Managing Director,
Mahatma Jyotiba Phule Research & Training Institute,
Nagpur.

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

Respected Sir,

I/We do hereby submit declaration/ undertaking that our Coaching Institute (Name)..... is not Blacklisted by any Government agency / Department / Autonomous Institute of any state Government and or Central Government.

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

Yours faithfully,


Signature of Authorized Representative

Designation

Date


Chief Account & Finance Officer
Mahatma Jyotiba Phule Research And
Training Institute
Nagpur

38


Managing Director
Mahatma Jyotiba Phule Research And
Training Institute
Nagpur

Annexure- V

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

To,
The Managing Director,
Mahatma Jyotiba Phule Research & Training Institute,
Nagpur.

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

Respected Sir,

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

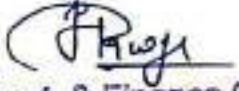
I/We have read the Tender documents and related matters carefully and diligently and that I / We have uploaded the tender having studied, understood and accepted the full implications of the agreement.

Yours faithfully,


Signature of Authorized Representative

Designation

Date


Chief Account & Finance Officer
Mahatma Jyotiba Phule Research And
Training Institute
Nagpur

39


Managing Director
Mahatma Jyotiba Phule Research And
Training Institute
Nagpur

Annexure- VI

Financial Turnover Certificate

This is to certify that, we have verified the annual financial turnover of the Company/firm/Agency /Coaching Institute named.....

having head office at (Address)..... from the coaching of MBA Entrance Examination and it is as mentioned below:

Particulars	FY 2017-18 Amount (Rs) in both figures and words	FY 2018-19 Amount (Rs) in both figures and words	FY 2019-20 Amount (Rs) in both figures and words	FY 2020-21 Amount (Rs) in both figures and words	FY 2021-22 Amount (Rs) in both figures and words
Annual Financial Turnover from the coaching of MBA Entrance Examination					

Name of CA Firm:


Name of Signing Partner:

Membership Number:

Signature:

Office Seal:

Date:


Chief Accountant & Finance Officer
Mahatma Jyotiba Phule Research And
Training Institute
Nagpur

40


Managing Director
Mahatma Jyotiba Phule Research And
Training Institute
Nagpur

Annexure- VII

Pre-Bid Queries Format

Name of the Bidder (Organization / Agency):

Name and designation of Person(s) Representing the Bidder:

Contact Number:

Email Id:

Sr. No.	Tender document page number	Clause, section, point serial number (Tender Ref.)	Query/ Clarification required	Suggestion
1				
2				
3				
4				


Signature :

Designation:

Date:


Chief Account & Finance Officer
Mahatma Jyotiba Phule Research And
Training Institute
Nagpur

41


Managing Director
Mahatma Jyotiba Phule Research And
Training Institute
Nagpur