

**Mahatma Jyotiba Phule Research & Training Institute  
(MAHAJYOTI)**

(An Autonomous Institute of Government of Maharashtra)

Dr. Babasaheb Ambedkar Samajik Nyay Bhavan, MA/15/1, S Ambazari Rd, Vasant Nagar, Nagpur, Maharashtra 440020

E-mail: mahajyotingp@gmail.com

Website : <https://mahajyoti.org.in>



E-TENDER No.: MAHAJYOTIMPSC-B & C/PUNE/NAGPUR/AURANGABAD/03/2023

Date: 20/03/2023

**INVITATION OF EXPRESSION OF INTEREST (EOI) FOR EMPANELMENT OF COACHING INSTITUTES, TO PROVIDE COACHING FOR MPSC (GROUP B and C) EXAMINATION**

Online Expression of Interest (in **two bid system - Technical Bid & Commercial Bid**) are invited from the eligible Coaching Institutes registered and located in Pune, Nagpur and Aurangabad and specialized in Coaching for MPSC (GROUP B and C) Examination and having proven track record and experience, for empanelment of coaching institutes for providing coaching to the candidates to be sponsored by Mahatma Jyotiba Phule Research and Training Institute", Nagpur, (here in after referred to as MAHAJYOTI), for MPSC (GROUP B and C) Examination.

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

Name of the Service	Tender Fee	Earnest Money Deposit (EMD)
Providing Coaching to the candidates to be sponsored by MAHAJYOTI, for MPSC (GROUP B and C) Examination	Rs. 25,000/-	Rs. 5,00,000/-

- The institute shall be selected based on the selection criteria decided by the MAHAJYOTI, Nagpur as mentioned in the Bid Document.
- Joint Venture / Consortium is not permitted.
- The Bid documents are available on website <https://mahatenders.gov.in>
- The interested bidders will have to register and enroll on website <https://mahatenders.gov.in> to participate in the bid process.
- In case of any technical difficulties' bidders should contact on 0120-4001002, 01204001005, 01206277787
- The interested bidders will have to submit all the required documents by online submission only.
- The Tender fee of Rs. 25,000/- is required to be deposited online through Credit / Debit Card / Net Banking.
- The EMD of Rs. 5,00,000/- is required to be deposited online through Credit / Debit Card / Net Banking.
- Interested Institutes / bidders shall submit their bid on or before 10/04/2023, 15:00 hrs.
- Right to reject any or all the Bids is reserved by The Managing Director, MAHAJYOTI, Nagpur.

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

Managing Director,  
MAHAJYOTI,  
Nagpur

## Section-1: About Mahatma Jyotiba Phule Research & Training Institute (MAHAJYOTI), Nagpur

The great men sacrificed their lives for the creation of a modern Indian society in Samatadhishti. Mahatma Jyotiba Phule was the forerunner of this social revolution. He fought for social revolution from his own home to establish a modern society based on the trinity of equality, justice and brotherhood.

The Government of Maharashtra has taken a vow to fulfil the dream of Mahatma Jyotiba Phule of modern society. For this, an autonomous organization "Mahatma Jyotiba Phule Research and Training Institute" (MAHAJYOTI) was established on 8th August 2019 for the all-round sustainable development of the weaker sections of other backward classes, deprived castes and nomadic tribes and special backward classes.

### Objective of MAHAJYOTI

- ❖ Agricultural research, assessment, skills development training and employment capacity building.
- ❖ Establishment and development of industrial units including self-employment, entrepreneurship, agro-industrial units.
- ❖ Establishment of data banks, libraries (development and maintenance), conducting various surveys.
- ❖ Agricultural and Cooperative Research, Guidance and Counselling Centre for students, scholars, entrepreneurs, farmers and disadvantaged sections of women.
- ❖ Coaching for various competitive exams, training for career development, etc.
- ❖ Knowledge, study and coordination circles in various fields.
- ❖ Initiatives to improve the social, educational and economic conditions of the target groups.
- ❖ Academic Scholarships, Fellowships, etc. Achieving goals through organizations and grants.

  
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Training Institute  
Nagpur

  
Managing Director  
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Nagpur



## Section-2: Invitation for Expression of Interest (EOD)

Mahatma Jyotiba Phule Research and Training Institute", Nagpur, here in after referred to as **MAHAJYOTI, Nagpur** invites Online Expression of Interest (in two bid system - Technical Bid & Commercial Bid) from the eligible Coaching Institutes registered and located in Pune, Nagpur and Aurangabad and specialized in Coaching for MPSC (GROUP B and C) Examination and having proven track record and experience, for empanelment of coaching institutes for providing coaching to the candidates to be sponsored by **Mahatma Jyotiba Phule Research and Training Institute", Nagpur** for MPSC (GROUP B and C) Examination.

Submission of a proposal in response to this notice shall be deemed to have been done after careful study and examination of this document with full understanding of its terms, conditions and implications.

The complete bid document is available on the website <https://mahatenders.gov.in> for the purpose of downloading. The downloaded bid document shall be considered valid for participation in the electronic bidding process (e-Tendering) subject to the submission of required tender/ bid document fee and EMD.

To participate in online bidding process, Bidders must procure a Digital Signature Certificate (Class - III) as per Information Technology Act-2000 using which they can digitally sign and encrypt their electronic bids.

**In case of any technical difficulties' bidders should contact on 0120-4001002, 01204001005, 01206277787**

  
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## Section-3: Key Events & Dates

### 1. Key Events and Dates

Sr. No.	Event	Date & Time
1	Release Tender	20-03-2023 13:00
2	Document Download/ Sale Start Date	20-03-2023 13:00
3	Pre- Bid Meeting	27-03-2023 13:00
4	Last date for online submission of bids	10-04-2023 15:00
5	Technical Bid Opening Date & Time	11-04-2023 16:00
6	Commercial Bid Opening Date & Time	To be informed

### 2. Other Important Information Related to Bid

Sr. No.	Item	Description
1	Earnest Money Deposit (EMD) ( To be paid online)	Rs. 5,00,000 /- EMD of unsuccessful bidder will be refunded after the completion of tender process and the EMD of successful bidder will be adjusted against the required value of Performance Bank Guarantee.
2	Tender Fee – ( To be paid online)	Rs 25,000 /-
3	Performance Bank Guarantee	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.
3	Bid Validity Period	120 days from the date of submission of Bid.
4	Last date of signing contract	As intimated in work order of MAHAJYOTI.

  
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 Nagpur

  
 Managing Director  
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## Section- 4: Instructions to Bidders

### 1. Purpose of inviting Expression of Interest (EoI)

To empanel reputed coaching institutes registered and located in Pune, Nagpur and Aurangabad for providing coaching to the candidates to be sponsored by MAHAJYOTI, Nagpur for MPSC (GROUP B and C) Examination. The coaching institute should be specialized in Coaching for MPSC (GROUP B and C) Examination and having proven track record and experience. The proposed coaching institute should provide both online and offline quality coaching to the candidates to be sponsored by MAHAJYOTI, Nagpur.

### 2. Bid Process

The Bidder has to submit a bid on-line in two envelope systems, one containing **Technical Bid** and other the **Commercial Bid** for "Empanelment of coaching institutes to provide coaching for MPSC (GROUP B and C) Examination".

### 3. Tender Fee (Non-Refundable)

The bidders are requested to deposit the Tender fee of Rs. 25,000/- online through Credit Card / Debit Card / Internet Banking. Proof of the same should be attached with the Technical Bid. It is to be noted that the Tender Fee is non-refundable.

**4. Payment through online mode only:** Bidder should note that payment of Tender fee and EMD has to be made only by online mode. Payment by cheque, DD, etc. is not accepted

### 5. Earnest Money Deposit

The Earnest Money Deposit (EMD) of Rs.5, 00,000/- is required to be deposited online through Credit / Debit Card / Net Banking. Proof of the same should be attached with the Technical Bid. Realization of NEFT / RTGS payment takes 2 to 24 hours, so it is advised to make sure that NEFT / RTGS payment activity should be completed well before time.

- The EMD shall be denominated in Indian Rupees only.
- No interest will be payable to the bidder on the amount of the EMD.
- Bids submitted without adequate EMD will be liable for rejection. Exemption from payment of EMD is not provided to any bidder.
- The EMD of unsuccessful bidders will be refunded after completion of Bid process and empanelment of Coaching Institute
- EMD of successful bidder will be adjusted against the required value of Performance Bank Guarantee.).
- EMD shall be non-transferable.

**g) The EMD may be forfeited:**

- i. If a Bidder withdraws his bid or revises/ increases his quoted prices during the period of bid validity or its extended period, if any.
- ii. If successful bidder fails to sign the Contract within time specified by MAHAJYOTI.
- iii. If during the bid process, a bidder indulges in deliberate act that would jeopardize or unnecessarily delay the process of bid evaluation and finalization. The decision of the MAHAJYOTI regarding forfeiture of the EMD shall be final and binding upon bidders.

**6. Performance Bank Guarantee (BG):**

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.

**7. Transfer of Bid**

The Bid / EOI Document are not transferable. The bidder who purchases the Bid document and submits the Bid shall be the same.

**8. Consortium and Joint Ventures**

Bids of joint venture / consortium / subcontracting will not be accepted.

**9. Preparation of Proposal and Completeness of Response**

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

  
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**Managing Director**  
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Nagpur



## 10. Place of opening of EOI

The EOI will be opened online in the Office of Mahatma Jyotiba Phule Research & Training Institute (MAHAJYOTI), Dr. Babasaheb Ambedkar Samajik Nyay Bhavan, MA/15/1, S Ambazari Rd, Vasant Nagar, Nagpur, Maharashtra 440020 on the scheduled dates.

## 11. Bid Preparation Costs

The bidder shall submit the bid at its cost and MAHAJYOTI shall not be held responsible for any cost incurred by the bidder. Submission of a bid does not entitle the bidder to claim any cost and rights over MAHAJYOTI and MAHAJYOTI shall be at liberty to cancel or modify any or all bids without giving any reason thereof. All materials submitted by the bidder shall be the absolute property of MAHAJYOTI and no copyright /patent etc. shall be entertained by MAHAJYOTI.

## 12. Amendment of EOI Document

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

## 13. Pre- Bid Meeting

- a. Pre- Bid meeting is open to all prospective bidders (Coaching Institute).
- b. If the agencies (Coaching Institute) who have purchased tender document have any query regarding the scope of work or terms and condition of this work, they are free to submit their queries in writing, addressed to the Mahatma Jyotiba Phule Research & Training Institute (MAHAJYOTI), Nagpur at least one days before the date of pre-bid meeting.
- c. MAHAJYOTI will not respond to the queries sent in any other format than prescribed as per Annexure- VII or queries sent after the date of pre bid meeting. Only the queries received by MAHAJYOTI in prescribed format before the pre bid meeting will be discussed during the pre-bid meeting. No other queries will be entertained during the pre-bid meeting. No telephonic queries will be entertained.
- d. After considering the queries submitted by prospective bidders, MAHAJYOTI may or may not accept the changes suggested by the bidder and accordingly may or may not change the tender document / amend the tender document.
- e. If there is any changes or amendments in tender document, it will be published online on mahatenders.gov.in and shall be treated as inherent part of the tender requirement.

f. The Pre- Bid meeting will be held on scheduled date in the Office of Mahatma Jyotiba Phule Research & Training Institute (MAHAJYOTI), Dr. Babasaheb Ambedkar Samajik Nyay Bhavan, MA/15/1, S Ambazari Rd, Vasant Nagar, Nagpur, Maharashtra 440020.

#### **14. MAHAJYOTI's right to Clarifications & Amendments of Tender Document / termination of the tender process.**

##### **During the process of submission or evaluation of Proposals:**

- a) Managing Director, MAHAJYOTI, may, at its discretion, ask Agency (Coaching Institute) for clarifications about its proposal. The Agency is required to respond within the prescribed time frame by MAHAJYOTI.
- b) Managing Director, MAHAJYOTI, may for any reason, modify the Tender Document from time to time. The amendment(s) to the Tender Document would be clearly spelt out and the Agency may be asked to amend its proposal due to such amendments.
- c) Managing Director, MAHAJYOTI may terminate the Tender process at any time and without assigning any reason. MAHAJYOTI shall not be held responsible for any cost incurred by the bidder in bid preparation. MAHAJYOTI reserves the right to amend/edit/add delete any clause of this Tender Document. However, this will be informed to all and will become part of the bid.

#### **15. Language of Bids**

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

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

#### **16. Bid Submission Format**

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

#### **17. Submission of Bids**

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

A. Technical Bid (Proposal). Including relevant credentials and supporting documents

B. Commercial Bid (Proposal).



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Where CTFC is Combined Technical and Financial Score (Composite Score).

TS= Technical Score

FS= Financial Score

### Stage 1- Computation of Technical Score (TS)

The bidder who secures maximum marks shall be given a technical score of 100. The Technical Scores of other Bidders shall be computed as follows.

$$\text{Technical Score of Bidder (X)} = 100 \times \frac{\text{Marks secured by the respective Bidder}}{\text{Highest Marks received by the Bidder}}$$

Bidder Name	Marks obtained by bidder in Technical Evaluation out of Total 300 Marks	Technical Score of Bidder (TS)
Bidder 1	250	92.59
Bidder 2	220	81.48
Bidder 3	200	Will not be assessed as the minimum marks required to qualify in Technical Evaluation is 210 Marks out of total 300 Marks. Hence, Bidder 3 is rejected in Technical Evaluation
Bidder 4	270	100

### Stage 2- Computation of Financial Score (FS)

Financial Bid amount quoted by bidder will be converted to Financial Score (FS) as under:

The Commercial Bid shall be evaluated on the basis of total cost (Coaching Fee) submitted by the bidder. The bidder who quotes the lowest coaching fee will be given a financial score of 100.

In cases of discrepancy between the coaching fee quoted in words and in figures, the coaching fee quoted in words shall be considered. For any other calculation/ summation error etc. the bid may be rejected. The financial scores of bidders whose Technical Bid is qualified for the project shall be computed as follows:

$$\text{Financial score of Bidder for the project (Y)} = 100 \times \frac{\text{Lowest coaching fee quoted by the bidder}}{\text{Coaching fee quoted by Respective Bidder}}$$

The marks secured as above shall be the Financial Score of the bidder for the project (Y).

### Conversion of Financial Bid amount to Financial Score (FS)

Bidder Details	Financial Bid Amount (Rs)	Financial Score
Bidder 1	120000	83.33
Bidder 2	100000	100
Bidder 4	140000	71.43

### Stage 3- Combined Weighted Technical and Financial Score (CTFS) with weightage of TS:FS as 70:30- Composite Score

Bidder	Technical Score (TS)	Financial Score (FS)	Weighted Technical Score (70% of TS)	Weighted Financial Score (30% of FS)	Combined Weighted Technical and Financial Score (CTFS) (F=D+E)	Rank
A	B	C	D	E	F	
Bidder 1	92.59	83.33	64.81	25	89.81	2
Bidder 2	81.48	100	57.04	30	87.04	3
Bidder 4	100	71.43	70	21.43	91.43*	1

\* The bidder with highest Combined Technical and Financial Score (CTFS) will be successful bidder and be eligible for award of contract. Contract would be awarded to Bidder 4, as it has rank- 1, i.e, Highest Combined Weighted Technical and Financial Score (CTFS). However, 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.

### 24. Award of contract

- Bid Evaluation Committee formed by Managing Director, MAHAJYOTI will evaluate the Commercial Bid and Technical Bid as stated above, and submit its recommendation to Managing Director, MAHAJYOTI to select the Coaching Institute having highest Combined Weighted Technical and Financial Score (CTFS). i.e, Rank 1 or to select 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.
- The Bid Evaluation Committee may invite the selected agency (Coaching Institute) for negotiations, if considered necessary.
- 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,  
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Managing Director  
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## 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 deemed 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 months 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 should contain the complete syllabus of MPSC (GROUP B and C) Examination and the test series.

  
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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 MPSC (GROUP B and C) Examination, will be done by MAHAJYOTI.

18. The empaneled Coaching Institutions shall provide qualitative coaching to the candidates for MPSC (GROUP B and C) Examination, deputed by MAHAJYOTI, Nagpur.

19. The Coaching Institutions shall conduct periodic tests.

20. The Coaching Institutions shall cover the complete syllabus of MPSC (GROUP B and C) 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 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.

22. The selected Institutions shall enter into a contract agreement on a non-judicial stamp paper of Rs 500, with terms and conditions as per the format specified by The 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 coaching of MPSC (GROUP B and C) Examination of 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 his 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 any time, during the continuance of the agreement, the performance in whole or in part by either party of any obligation under this agreement shall be prevented or delayed by the reason of any war, hostility, acts of public enemy, civil commotion, sabotage, fires, floods, explosions, epidemics, quarantine restriction, 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 its delay in performance or other failure to perform its obligations under the Contract is the result of an event of Force Majeure. Force Majeure shall not cover the price fluctuation of components / service.

For purposes of this Clause, Force Majeure means an event or situation beyond the control of 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.

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

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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 MPSC (GROUP B and C) Examination.

**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 MPSC (GROUP B and C) Examination.

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

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

1.	Name and address of the head office of the Coaching Institute  <b>Note:-</b> 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  <b>Note:-</b> Rent / Lease agreement should be submitted along with Technical Bid	

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

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Managing Director  
Mahatma Jyotiba Phule Research And  
Training Institute  
Nagpur



3	Location for which bid is submitted- Pune/Nagpur/Aurangabad  <b>Note:</b> Coaching institute must be currently operational and fulfill all the technical and eligibility requirement for the location for which bid is submitted.	
4.	Name of Managing Director / CEO/ Chairperson / President/Partner/Director	
5.	Contact Person's Name and Designation	
	Contact No.	
6.	Date of Establishment or incorporation of organization / Coaching Institute as per Documents of establishment/ certificate of incorporation / registration of the organization  <b>Note:-</b> Certificate of Incorporation / Registration/Shop Act/ Trust/ Partnership deed/ Registration certificate under any relevant applicable act should be submitted along with Technical Bid	
7.	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	

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

  
Managing Director  
Mahatma Jyotiba Phule Research And  
Training Institute  
Nagpur

	f) Date of Expiry if any				
8.	a) Whether GST payee (Yes / No).				
	b) If Yes, Mention GST number				
	<b>Note:</b> Submit GST Registration Certificate along with Technical Bid.				
9.	a) Whether Income tax payee (Yes / No).				
	b) Mention Permanent Account Number (PAN) of the organization or as applicable.				
	<b>Note:</b> Submit Copy of PAN card along with Technical Bid.				
10.	Total financial turnover from the coaching of competitive examination for the last 4 financial years as per income tax return and financial statement.	2018-19	2019-20	2020-21	2021-22
11.	Total years of experience of the Coaching Institution for MPSC (GROUP B and C) Examination. <b>Note:</b> Period before the date of registration of the organization is not considered				
12.	Year wise details of successful candidates of the Coaching Institute in the final result of MPSC (GROUP B and C) Examination of last 4 years:				
	Particulars	2019-20	2020-21	2021-22	2022-23
	Number of successful candidates of the Coaching Institute in the final result of MPSC (GROUP B and C) Examination				
	<b>Note:</b> List of the candidates, contact number, course for which coaching is taken by the candidates, Year of passing MPSC (GROUP B and C) Examination should be submitted with technical bid to support the above number.				

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

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 Managing Director  
 Mahatma Jyotiba Phule Research And  
 Training Institute  
 Nagpur



13. Whether the Coaching Institute has provided / providing Coaching for MPSC (GROUP B and C) 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 / institute that has sponsored the candidates	State	Category of candidate ( SC/ ST / OBC/Min ority/Any other	Total number of candidates sponsored to the coaching institute in last 3 years		
			2020	2021	2022

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

14. 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 2 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.

15. Details of faculty:

Sl. No.	Name of faculty	Qualification	Teaching Subject	Experience in coaching for MPSC (GROUP B and C) Examination (In years)	Any other credentials

**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.

16. Study Material

**Bidder must submit one copy of the following study material on or before the date of opening of Technical bid:**

a. Study materials/ booklets/ books of the Coaching Institute covering all the topics in the MPSC (GROUP B and C) Examination.

b. Study materials/ booklets/books covering Multiple Choice Questions as per syllabus of MPSC (GROUP B and C) Examination

17. Academic Plan:

Submit a Meticulously drafted academic plan covering all points of the syllabus

18. Stability of the institute and Credibility of the management

a) Constitution of the institute and Vision and mission statement should be submitted

b) Self Declaration on the letter head that the institute is not blacklisted by any of the Govt. /Semi Govt. Organization / Autonomous Institute of Govt. (Annexure – IV)

c) Self-declaration on the letter head that none of the Governing member / Partner/Director is having criminal case against them. (Annexure – V)

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 2023-24.	
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

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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 MPSC (GROUP B and C) Examination.

**Reference:** Tender No. .... Dated .....

Respected Sir,

I / We hereby offer to submit the Commercial Bid for providing coaching to the candidates sponsored by MAHAJYOTI, Nagpur for MPSC (GROUP B and C) Examination.


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

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

Sr. No.	Subjects	Course Fee (Excluding taxes) per candidate of online coaching for MPSC (GROUP B and C) Examination		Course fee (Excluding taxes) per candidates of offline coaching for MPSC (GROUP B and C) Examination	
		Amount (Rs)	Amount in words (Rs)	Amount (Rs)	Amount in words (Rs)
1.	Coaching for complete syllabus of MPSC (GROUP B and C) Examination				
2.	Test Series				
<b>TOTAL</b>					

**Note:**

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 row separately, combined Course/ Coaching Fee should not be quoted

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

  
Managing Director  
Mahatma Jyotiba Phule Research And  
Training Institute  
Nagpur




3. Duration of the coaching for MPSC (GROUP B and C) Examination is approximately 6 months
4. The Course/ Coaching Fee quoted above are for 1<sup>st</sup> 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 Accountant & Finance Officer  
Mahatma Jyotiba Phule Research and  
Training Institute  
Nagpur

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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 MPSC (GROUP B and C) Examination.

Respected Sir,

I/We ..... do hereby submit tender/bid for providing coaching to the candidates to be sponsored by MAHAJYOTI, Nagpur for MPSC (GROUP B and C) Examination, as per the quoted Course / Coaching Fees and in all respects in accordance with the terms and conditions as mentioned in the Bid Document.

1. We have read all the provisions of Tender Document and confirm that these are acceptable to us.
2. We agree to 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

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

  
Managing Director  
Mahatma Jyotiba Phule Research And  
Training Institute  
Nagpur



till the end of this contract and shall be released on successful completion of coaching during Contract 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



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

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

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

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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 Competitive Examination and it is as mentioned below:

Particulars	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 Competitive Examination				

Name of CA Firm:

Name of Signing Partner:

Membership Number:

Signature:

Office Seal:

Date:

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

  
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 Off.  
Mahatma Jyotiba Phule Research And  
Training Institute  
Nagpur

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Managing Director  
Mahatma Jyotiba Phule Research And  
Training Institute  
Nagpur