



# **West Bengal Minorities Development and Finance Corporation**

**e-EOI No.2154-MDC/VT 13-14**

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## **REQUEST FOR QUALIFICATION (RFQ)**

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### **Empanelment of Coaching Service Providers**

#### **Coaching for:**

Pre-recruitment Residential Coaching for WBCS(Exe.) etc.  
examinations & Others Competitive Exams. at Berhampur & Jangipur  
of Murshidabad District

**By: West Bengal Minorities Development and  
Finance Corporation (WBMDFC)**

**Date of Issue: 04<sup>th</sup> May, 2023**

**I**

**Place: Kolkata**



## **2. Instruction for Applicants**

### **2.1 General Instructions**

- The Coaching Providers shall not charge any fees / Coaching costs from any selected candidate under any pretext in connection with the engagement made through this e-EOI.
- The Coaching Providers shall not try to influence any third-party assessment in any way whatsoever, and shall duly inform the WBMDFC, in advance, in case an assigned assessor had a prior relationship with the Coaching Providers.
- The Applicants and their respective officers, employees, agents and advisers shall observe the highest standard of ethics during the Empanelment Process. Notwithstanding anything to the contrary contained in this e-EOI/RFQ, the WBMDFC shall reject a Proposal without being liable in any manner whatsoever to the Applicant, if it determines that the Bidder has, directly or indirectly or through an agent, engaged in corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice (collectively the "Prohibited Practices") in the Empanelment Process. In such an event, the WBMDFC shall, without prejudice to its any other rights or remedies, forfeit and appropriate the Earnest Money as damages payable to the WBMDFC for, inter alia, time, cost and effort of the WBMDFC, in regard to the e-EOI/RFQ, including consideration and evaluation of such Applicant's Proposal.
- Without prejudice to the above rights of the WBMDFC and the rights and remedies which the WBMDFC may have under this RFQ or Work Order, if an Applicant is found by the WBMDFC to have directly or indirectly or through an agent, engaged or indulged in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice during the Empanelment Process, or after the issue of the Letter of Empanelment or during the execution of the Work Order, such an Applicant shall not be eligible to participate in any tender or e-EOI/ RFQ issued by the WBMDFC during the assignment period. For the purposes of this clause the following terms shall have the meaning herein respectively assigned to them:
  - **"corrupt practice"** means (i) the offering, giving, receiving, or soliciting, directly or indirectly, of anything of value to influence the action of any person connected with the Selection Process (for avoidance of doubt, offering of employment to or employing or engaging in any manner whatsoever, directly or indirectly, any official of the WBMDFC who is or has been associated in any manner, directly, or indirectly with the Empanelment Process or the Letter of Acceptance (LOA) or has dealt with matters concerning the Agreement or arising there from, before or after the execution thereof, at any time prior to the expiry of one year from the date such official resigns or retires from or otherwise ceases to be in the service of the WBMDFC, shall be deemed to constitute influencing the actions of a person connected with the Selection Process; or (ii) engaging in any manner whatsoever, whether Agreement, as the case may be, any person in respect of any matter relating to the Assignment or the LOA or the Agreement, who at any time has been or is a legal, financial or technical Coaching Service Provider/ Adviser of the WBMDFC in relation to any matter concerning the Project;
  - **"fraudulent practice"** means a misrepresentation or omission of facts or disclosure of incomplete facts, in order to influence the Empanelment Process;





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- **"coercive practice"** means impairing or harming or threatening to impair or harm, directly or indirectly, any persons or property to influence any person's participation or action in the Selection Process;
- **"undesirable practice"** means (i) establishing contact with any person connected with or employed or engaged by the WBMDFC with the objective of canvassing, lobbying or in any manner influencing or attempting to influence the Empanelment Process; or (ii) having a Conflict of Interest
- **"restrictive practice"** means forming a cartel or arriving at any understanding or arrangement among Applicants with the objective of restricting or manipulating a full and fair competition in the

## 2.2 Eligibility of applicants

### 2.2.1 General Criteria

A company / partnership / proprietorship / society / trust registered under the Societies Registration Act, 1860 / Companies Act, 2014 or any other relevant Act of the State/Union Territory. Certificate of Incorporation/registration or trade license (only for proprietorship), PAN, GST No. or other registration document containing date of incorporation shall be submitted.

The registration of at least three years will be required in respect of the Coaching Provider/organization/implementing Coaching Provider desire to apply for this empanelment as on the date of notification.

### 2.2.2 Financial capability

- a) The applicant should have a positive net worth as on 31.03.2020.
- b) The applicants should have average annual turnover / receipts of Rs. 15 (fifteen) lakhs from conducting Coaching programs during the last two years (FY2018-19 and FY2019-20) or more than Rs. 30 lakhs during FY 2019-20.
- c) Audited P&L / Income Statements for the year's FY 2020-21 and FY 2021-22. A certificate from auditors / chartered accountants as per Annex. 5 shall be submitted.

#### Technical Capability & Infrastructure Availability

- a) The Coaching Provider should have been fully functional and should have minimum 3 (three) years' experience in imparting relevant coaching( i.e. coaching for W.B.C.S. Examinations and for all other Competitive examination for recruitment in officer category in Group A, & B services and other equivalent posts under the State Government and Central Government including Indian Railways , Public Sector Undertaking , Insurance Companies as well as autonomous bodies etc.) at the time of applying.
- b) The applicants should have trained a total of at least 100 candidates per year during the last two financial years (FY 2021-22 and FY 2022-23) or at least 150 students in last financial year 2022-23.



- c) A list of trainees trained during the appropriate period in a non-editable PDF file as per format given in Annex. 6 shall be submitted with the proposal online. Supporting documentation may be verified at the time of Inspection.
- d) The Coaching Provider should have the required number of qualified faculty members either on its pay roll or on part – time basis.
- e) The Coaching Providers should have minimum three years' experience of imparting coaching for the relevant Course.
- f) Coaching Providers should have a minimum success rate of 15% of coaching for Competitive Examination in Govt. jobs.
- g) The institution/organisation should not have been declared bankrupt at any point of time.
- h) The institutions/organization should have not been blacklisted by any department or body of the government at any point of time.

## 2.3 Number of Coaching Provider and Cost thereof

- No Applicant shall submit more than one Application for this Coaching.
- The Applicant shall be responsible for all of the costs associated with the preparation of their Applications. The WBMDFC will not be responsible or in any way liable for such costs, regardless of the conduct or outcome of the Bidding Process.

## 2.4 Acknowledgement by Applicant

- It shall be deemed that by submitting the Application, the Applicant has:
  - Made a complete and careful examination of the e-EOI/RFQ and agreed to abide by the same.
  - Agreed to be bound by the undertakings provided by it under and in terms hereof.
- WBMDFC shall not be liable for any omission, mistake or error in respect of any of the above or on account of any matter or thing arising out of or concerning or relating to the EOI done by the Applicant.

## 2.5 Right to accept or reject any or all Applications/ Bids

- Notwithstanding anything contained in this e-EOI/RFQ, the WBMDFC reserves the right to accept or reject any Application and to annul the Bidding Process and reject all Applications/ Bids, at any time without any liability or any obligation for such acceptance, rejection or annulment, and without assigning any reasons thereof. In the event that the WBMDFC rejects or annuls all the Bids, it may, in its discretion, invite all eligible Bidders to submit fresh Bids hereunder.
- The WBMDFC reserves the right to reject any Bid if:
  - at any time, a material misrepresentation is made or uncovered
  - the Applicant does not provide, within the time specified by WBMDFC, the supplemental information sought by the WBMDFC for evaluation of the Application.
- In case it is found during the evaluation or at any time before issuing work order and during the period of subsistence thereof, that one or more of the pre-qualification conditions have





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not been met by the Applicant, or the Applicant has made material misrepresentation or has given any materially incorrect or false information, the Applicant shall be disqualified forthwith from executing the work order and others penalty, in accordance with the RFQ /e-EOI& Work Order.

- The WBMDFC reserves the right to verify all statements, information and documents submitted by the Applicant in response to the e-EOI/RFQ. Any such verification or lack of such verification by the WBMDFC shall not relieve the Applicant of its obligations or liabilities hereunder nor will it affect any rights of the WBMDFC there under.
- WBMDFC reserves the right to split the work within multiple agencies on convenience and for ensuring quality on the lowest rate.

### 2.6 Amendment of e-EOI/RFQ:

- At any time prior to the deadline for submission of Application, WBMDFC may, for any reason, whether at its own initiative or in response to clarifications requested by an Applicant, modify the e-EOI/RFQ by the issuance of Addenda/corrigenda.
- In order to afford the Applicants a reasonable time for taking an Addendum into account, or for any other reason, the WBMDFC may, in its sole discretion, extend the Submission Due Date.

## 3. Preparation and Submission of Application

### 3.1 Downloading the Proposal:

- Intending applicant may download this e-EOI/RFQ documents from the website: [www.wbtenders.gov.in](http://www.wbtenders.gov.in)
- The time schedule for obtaining the proposal documents, meeting, registration with the proposal inviting authorities, the submission of proposal and other related documents etc. will be as per the schedule provided in the list of schedule of activities.

### 3.2 Language

The Application and all related correspondence and documents in relation to the Bidding Process shall be in English language. Supporting documents and printed literature furnished by the Applicant with the Application may be in any other language provided that they are accompanied by translations of all the pertinent passages in the English language, duly authenticated and certified by the Applicant. Supporting materials, which are not translated into English, may not be considered. For the purpose of interpretation and evaluation of the Application, the English language translation shall prevail.

### 3.3 Submission of the Proposals

- All proposals must be submitted online at the web portal [www.wbtenders.gov.in](http://www.wbtenders.gov.in) directly with the help of a Digital Signature Certificate.



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- Proposals will be opened in presence of members of selection/ evaluation committee and / or applicants or their authorized representatives who choose to be present at the time of opening.
- The online submission of proposal by the Coaching Provider in response to this e-EOI/RFQ shall be in Single Cover System consisting of two Folders (Folder "A" & Folder "B")
- All the Original Document of Folder A (including Soft copy of ANNEX. 8 & ANNEX. 09 in editable format in a CD) shall then be submitted to the WBMDFC office, in a sealed envelope marked as Folder "A" of Proposal for Empanelment of Coaching Providers.
- Scanned copy of the documents required to be put in Folder "A" & Folder "B" shall be uploaded in [www.wbtenders.gov.in](http://www.wbtenders.gov.in).

### 3.4 Checklist of Documents

- Folder "A" is for Pre-Qualification documents consisting of following document, which is to be submitted to WBMDFC Office.

Sl No.	Document
1	Format for Undertaking submission (signed and rubber stamped) as per Annex. 1
2	Power of Attorney (POA) (signed and stamped) as per Annex. 2. Not require in case of a Proprietorship Firm, Trade License in the name of Proprietorship Firm will be submitted in its lieu.
3	Soft copy of ANNEX.-9 in editable format in a CD (clearly marking name of COACHING PROVIDER on the face of it).

- The following documents need to be uploaded by the respective participants (B Folder)

Sl No	Category	Subcategory	Description of subcategory
A	CERTIFICATES	CERTIFICATES	Certificates of Incorporation / Registration or other similar document proving the existence of the applicant with Nos. & Date
B	COMPANY DETAILS	COMPANY DETAILS 1	Trade License/Enlistment/current registration as SSI/ Registration with the registrar of companies proving engagement of the applicant in training activities, with no. and date. PAN & GST No.as applicable is also required.
C	FINANCIAL INFO	AUDITED FINANCIAL STATEMENTS	Audited Financial Statements : FY 20-21 & FY 21-22 or CA certificate in Annex. 5 Format.





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		AUDITED FINANCIAL P/L AND BAL SHEET- 18-19& 19-20	Detail as Annex. 3 (PDF Format)
D	TECHNICAL INFO	COMPANY DETAILS	Detail as Annex. 3 (PDF Format)
		Declaration 1 Eligibility related information	Detail as Annex. 4 (PDF Format)
		DECLARATION 2 Coaching Details	Detail as Annex. 6 (PDF Format)
		DECLARATION 3 Placement Details	Detail as Annex. 7 (PDF Format)
		DECLARATION 4 Trainer Details	Detail as Annex. 8 (PDF Format)
		DECLARATION 5 Trainer Details of the centre applied for, course applied for, training infrastructure available etc. (This will be used for taking cognizance of Centre applied for)	Detail as Annex.9(in PDF format)

- Folder "B" shall not be submitted in physical form in WBMDFC office. The document of this folder is only to be signed, scanned and uploaded online. The document uploaded herein may be verified at the time inspection for accuracy and correctness. Error found during the verification may result in cancellation of the applicant proposal.
- The Coaching and placement details as per ANNEX. 6 and ANNEX. 7 can be given in non-editable PDF format in a CD in the "Folder A" only if cannot be uploaded online.
- An authorized representative of the Applicant shall sign the original submission letter in the require format ANNEX. 1 for the Proposal. The authorization shall be in the form of a written power of attorney attached to the Proposal in format ANNEX. 2.
- The power of attorney shall be given by the highest decision making authority of the Organization to the authorized signatory.
- All pages of the proposal and wherever corrections or alteration or amendments have been made shall be signed by the authorized signatory except where the attestation by Chartered Accountant is required. In case of detection of any forgery at the proposal stage, the proposal shall be summarily rejected while the empanelment shall be cancelled if the detection is without prejudice to other rights of WBMDFC as spelt out in the e-EOI/RFQ. WBMDFC also reserves the right to resort

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to legal action against the Applicant and/ or summarily black list the Coaching Provider preventing it from any further participation in any Government Schemes/ Programs.

## 4. Evaluation of Proposals

### 4.1 Evaluation of Technical Proposals

Once the evaluation process starts, the Evaluation committee will

- First verify the content of Folder A.
- Finding the same in order, it will proceed to open Folder B online. The information contained in Folder B will be evaluated as per the given parameter.
- The applicants qualifying in the evaluation Parameter will be informed and their enlisted center given in ANNEX-9 shall be physically inspected by the authorized official of WBMDFC. Verification will be done to ascertain the available physical infrastructure at this center vis-a-vis required infrastructure as mentioned under Annex. 9. The data entered in the portal will be the basis of verifying the infrastructure.
- On being satisfied with the available infrastructure at the center, Coaching Provider will be asked to deposit requisite amount of as security money before issuing the empanelment letter. Coaching Provider shall deposit the same within 7 days from being informed.
- On receipt of the Earnest Moneycenter(s) will be empanelled by WBMDFC for conducting Coaching programs.
- All eligible applicants shall be evaluated on the various other parameters and marks shall be awarded

Evaluation Criteria	Maximum Marks
<b>FACULTY &amp; TRAINERS</b>	
- Number of qualified permanent faculty on the payroll of Coaching Provider	10
- Between 6 to 10 appropriately qualified faculty: 6marks	
- Subsequent every 3 qualified faculty: 2 marks	
<b>COACHING TRACK RECORD</b>	
- Number of trainees trained	20
- 10 marks for first 100 trainees and thereafter 5 marks for every subsequent 50 trainees, subject to an overall limit of 20 marks.	
<b>PLACEMENT IN GOVT./ SEMI GOVT. ETC.</b>	
- Placement track record in Govt. job	20
- 10 marks for first 25 placement and thereafter 5 marks for every subsequent 5 placements, subject to an overall limit of 20 marks.	





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STRATEGY & METHODOLOGY ON IMPLEMENTATION OF COACHING PROGRAMME. Marks will be awarded based on the assessment of proposal strategy and presentation. Proposal document to be limited to 2000 words and Power Point Presentation	50
<b>TOTAL</b>	<b>100</b>

**Notes:** Any applicant scoring more than 75 marks on the above evaluation shall become eligible for empanelment by WBMDFC, subject to fulfilment of other essential criteria.

## 4.2 Performance Review:

- Performance of Coaching Provider shall be reviewed periodically by WBMDFC or through its authorized Agency against the target as set out in the Work Order.
- Failing to achieve the target shall result into following consequences:
  - Coaching Schedule – If the coaching programme is not completed by the Coaching Provider within the time frame given in the Work Order, then the Performance Guarantee (PG) shall be forfeited.

## 4.3 Award of Work

- The empanelled Coaching Provider will be awarded the work, from time to time, for Coaching the candidates as per the approved modules for which it has been empanelled by WBMDFC. If the selected no. of agencies two or more, the work may be distributed amongst the agencies in a manner as may be decided by WBMDFC.
- The list of candidates, to be trained, may be given to the Coaching Provider by WBMDFC. Such award of work can be given to all the Coaching Providers in equal or unequal proportion or to any one or more particular Coaching Providers at the sole discretion of the WBMDFC.
- The Coaching Providers shall immediately initiate actions as per the Work Order.
- Work order will be issued on availability of fund.

## 5. Payment Schedule:

### 5.1 Cost of Coaching:

The Coaching cost will be released in a phased manner as per the following schedule:

Sr. No.	Stage	Percentage of Fund Release
1	After the commencement of coaching	20%
2	After completion of six months of coaching	30%
3	After the completion of coaching	35%
4	Depending on Placement (*)	15%



(\*) The 15% fund will be released after the final selection of minimum 15% of the candidates undergone coaching, in Government/Semi-Govt./Undertaking/Govt. Autonomous Bodies etc. The placement record will be considered after three months from the commencement of coaching and within one year after completion of coaching.

Payment will be made based on the 80% attendance of candidates during the coaching period. Payment is also subject to deduction of all taxes as per Govt. norms. In case attendance of the candidates is less than 80%, then the Coaching cost shall be deducted at the following rate:

Attendance	% of Coaching cost shall be deducted
If between 60% to 79 %	10%
between 50% to 59%	20%

At the time of claiming 3rd<sup>d</sup> instalment (i.e. after final assessment & completion of coaching) the Coaching Provider will submit the following:

- List of students along with complete details viz. Name, Father's name, Age, Qualification, Male/Female, Urban/Rural, complete Address, EPIC No., Mobile No./ Land Line No. of each student alongwith certified attendance sheets (biometric).
- Submission of relevant reports & returns in all respect in connection with this programme as per the requirement of WBMDFC/DOMA/OC Minority.
- At least five **Photographs** (in Soft & hard copy) and **videography** of each coaching center of each month of the candidates (in group) and in working posture

## 5.2 Funding for Food & Lodging

This is primarily residential coaching. Amount for Lodging and Food only food and only lodging as may be finalised shall be released to the Coaching Provider in six instalments. First instalment will be released on commencement of the coaching. Other five Instalments will be released on completion of two months each.

In case attendance of the candidates in the hostel is less than 60%, then the hostel charges shall be deducted at the following rate:





Attendance per candidate	% of cost shall be deducted
If between 40% to 59%	10%
between 30% to 39%	20%

If the attendance is less than 30%, no payment shall be made towards hostel charges.

Cost of lodging, its maintenance and deployment of Security Staff, Warden etc. should be arranged by the Coaching Provider/Coaching Provider and cost to be borne also by the Coaching Provider/Coaching Provider.

## 6. Terms of Reference

### 6.1 Background

#### 6.1.1 WBMDFC

The West Bengal Minorities' Development and Finance Corporation (WBMDFC) A Statutory Corporation of Govt. of West Bengal takes up various schemes for Economic Welfare, Scholarships, and mass awareness for person belonging to the notified minority Communities i.e, Buddhist, Christian, Jain, Muslim, Parsees and Sikh for their economic upliftment. WBMDFC organizes various vocational training programmes for up-gradation of the skills. WBMDFC also provides pre-recruitment coaching for various competitive examinations conducted by Central and State Government including School Service Commission and Primary Teachers Eligibility Test, Police Constable Recruitment Examination etc. to the minority youth belonging to the state of West Bengal through reputed Coaching Providers.

#### 6.1.2 Objectives:

The main objective of the programme is to equip the minority eligible students with professional coaching to improve their ability to participate in WBCS Examination and all other Competitive examinations for recruitment in positions in Officers' category (Non-Technical) in Group A, & B conducted by WBPSC and other Recruitment Authority for equivalent posts under State Government and Central Government including Indian Railways , Public Sector Undertaking , Insurance Companies as well as autonomous bodies etc.

#### 6.1.3 Courses for coaching:

The courses for which the coaching will be imparted shall be as follow

- W.B.C.S Examination and all other competitive exams conducted by the West Bengal Public Service Commission viz. Sub Inspector of Police, Sub Inspector of School, Sub Inspector of Food, PSC-MISC, etc.
- All positions in officers category (Non-Technical) conducted by Staff Selection Commission (SSC) CGL (Combined Graduate Level)/CHSL (Combined Higher Secondary Level) examinations by the Central Govt./ Postal Dept/ Intelligence Bureau etc.



- iii) All positions in officers category (Non-Technical) conducted by Public Sector Undertakings (PSUs) including Insurance Companies, etc.
- iv) Officers Grade Examination in Group 'B' (Non-Technical) conducted by Indian Railways.

**6.1.4** To achieve its objective WBMDFC proposes to prepare a panel of Quality Coaching Providers whose services can be used for implementing Coaching Programme for Combined Services Competitive Examination for the minority candidates, on residential basis, belonging to the State of West Bengal. The coaching programme will be conducted at the identified venue at Kolkata & its adjoining area and also on mutual agreement the same coaching may be arranged at any place in West Bengal.

**6.1.5** The Coaching Providers are expected to follow the coaching modules and syllabus as required for Prelim and Final examination & Interview relevant to guidelines & syllabus of WBCS(Exe) etc. & OTHER COMPETITIVE EXAMINATIONS so that every trainee trained by them under the concerned programme is able to qualify in the respective competitive examinations. The module and syllabus as provided is illustrated and not exhaustive; agencies may include more topics from time to time as per the requirement of candidates/ examinations.

## **6.2 Framework for Programme Implementation:**

- WBMDFC targets to train minority candidates (Buddhist, Christian, Muslim, Parsee, Sikh & Jain) through residential Coaching Programme to prepare them for WBCS Examination & various competitive examinations so that their participation in government jobs improve. Such target will be met by engaging Coaching Agencies, empanelled through this e-EOI/RFQ (Request for Qualification), who would act as Coaching Providers for successful implementation of this scheme.
- The Coaching Agencies would be responsible for fulfilling all the scheme specific guidelines for such coaching as may be conveyed to them at the time of issuing Work order by WBMDFC.
- The candidates (Trainees) would be required to register their names in the portal of WBMDFC.
- WBMDFC or its authorised Agency shall continuously monitor the program and shall carry out inspection and evaluate the quality of coaching imparted to the candidates.
- The Coaching providers must note the following:
  - Empanelment would be done as coaching provider for the Pre-Recruitment Coaching on residential basis for Coaching for Combined Services Competitive Examinations.





- o The initial empanelment will be for one year, but it may be renewed for one more year depending upon the performance of the Coaching Providers.

### 6.3 Scope of Work:

Providing Pre-Recruitment Coaching on residential basis for Combined Service Competitive Examinations as mentioned herein above, to the minority candidates belonging to the state of West Bengal:

#### 6.3.1 Venue:

The residential coaching programme will be conducted at Behhampore & Jangipur of Murshidabad District. However, the final venue and hostel will be decided by the District Magistrate, Murshidabad

#### 6.3.2 Maximum Intake:

Maximum no. of candidates at each venue will be approximately 50 nos.

#### 6.3.3. Duration of coaching:

Minimum duration of coaching is 12 (twelve) months. Classes will be held minimum four days in a week. Each candidate should be given minimum 48 hours of coaching in a month and 576 hours in a year.

#### 6.3.4 Syllabus & Module:

The syllabus should be followed as per the curriculum framed by the concerned authority who are conducting the WBCS examination & others authority for others competitive examination. Prior approval is to be taken from WBMDFC for training syllabus & modules.

#### 6.3.5 Study Materials:

Study materials of appropriate standard will have to be provided to the candidates within three weeks of commencement of coaching. The same should be distributed in presence of the representative of WBMDFC. However, supplementary study materials may be given during the course or at an interval. If such materials are not provided with the satisfaction of WBMDFC, 1<sup>st</sup> instalment of payment will not be released.

#### 6.3.6 Assessment:

Mock Test and Class Test should be conducted on a regular basis at least twice in a month and feedback must be provided to WBMDFC. A report with marks obtained should be sent to WBMDFC. The schedule of such test should be included in the Comprehensive Routine.

After each test, there should be Doubt clearing session (s) by the competent teacher.

#### 6.3.7 Health Care facility:



There should be access to basic Health care facility besides arrangement for emergency medical attention.

## **6.3.8 Food/Menu Chart:**

Weekly Food chart should be displayed in the Hostel accommodation ensuring balanced and stable food for the students.

## **6.3.9 Counselling & Motivation:**

Counselling to the students for their Coaching need, career options and career planning. Motivational class & Personality Development classes must be arranged by the Coaching provider from time to time with the prior intimation to WBMDFC.

## **6.3.10 Biometric Attendance:**

The Coaching Providers will be required to put in biometric machine for the attendance at the Coaching Centre as a necessity for claiming Coaching fees and separate biometric machine at the Hostel (if the Hostel is not within the same campus) for claiming hostel charges, in which case the necessary infrastructure will be setup by them at its own cost and liability. The attendance of the students will be biometrically captured twice a day-in the beginning and at the end of the day.

## **6.3.11 News paper, Journal& Soft Skill:**

Adequate arrangement of leading different Newspapers and Journal facility should be made available to the students. Providing soft skill is mandatory by the Training Provider to the candidates.

## **6.3.12 Inspection& Verification:**

WBMDFC shall have the right to inspect the coaching to evaluate the performance of the students and facility in the hostel without prior intimation or by surprise from time to time. Chairman, Managing Director, General Manager, Manager or authorised Representative of WBMDFC can make such visit and shall also have the right to demand correction/up-gradation, if any degradation of standard norms prescribed are noticed during such evaluation.

The Coaching Institute will provide access to all documents related to coaching for physical verification by the Officials of WBMDFC or its authorized representatives as and when required

## **6.3.13 Impact Study by Third party:**

WBMDFC shall also have the right at its discretion to undertake the impact study /progress of the coaching by a Third Party.

## **6.3.14 Execution of Agreement:**





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An Agreement will be signed with the Coaching Agency for the implementation of coaching.  
Terms of the Agreement will be as per the details given in this EOI as per requirement of successful and timely completion of the programme.

### 6.3.15 Application & Selection:

Applications of the interested candidates for coaching would be received through online portal [www.wbtenders.gov.in](http://www.wbtenders.gov.in) directly with the help of Digital Signature Certificate.

-----2023-----



**ANNEX. I**

**FORMATS FOR UNDERTAKING**

(On the letterhead)

{Location, Date}

To

The MANAGING DIRECTOR

WEST BENGAL MINORITIES DEVELOPMENT AND FINANCE CORPORATION,

"AMBER" DD-27/E, SALT LAKE,

KOLKATA - 700 064.

Dear Sir,

We, the undersigned, wish to be empanelled as a Coaching Provider with you in accordance with your Request for Qualification dated 04.05.2023 we are hereby submitting our Proposal, as per the specified format.

We hereby declare that:

- a) All the information and statements made in this Proposal are true and we accept that any misrepresentation contained in this Proposal may lead to our disqualification by WBMDFC.
- b) We have no conflict of interest as stated in the e-EOI/ RFQ.
- c) We meet the eligibility requirements as stated in e-EOI/RFQ.
- d) In competing for (and, if we are empanelled) the Empanelment, undertake to observe the laws against Fraud and corruption, including bribery as the e-EOI/RFQ
- e) Our Proposal is binding upon us and subject to any modifications resulting from the negotiations.
- f) We give an undertaking and agree to abide by all the provisions of best practices i.e., adhering to guidelines for preventing prohibited activities. In case of breach, you will be free to forfeit our Security Deposit amount.
- g) We give an undertaking that we will not remove any Coaching infrastructure from any of our registered center without obtaining prior permission from WBMDFC and in case we do so, we understand and agree that our security money for the center will be forfeited.





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h) We undertake to submit the requisite security deposit as per e-EOI/RFQ and also irrevocable Performance Bank Guarantee of requisite amount from a Schedule Commercial Bank before the award of work.

We undertake, if our Proposal is accepted and the Agreement is signed, to initiate the Coaching no later than the date as specified in the Work Order.

We understand that WBMDFC can reject our proposal without giving any reason, whatsoever.

We remain,

Yours sincerely,

Authorized Signature {In full and initials}

Name and Title of Signatory:

Name of Applicant:

In the capacity of:

Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



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## ANNEX. 2

### **Format for Power of Attorney for Signing of Application** (To be submitted along with Covering Letter. Refer Section)

Know all men by these presents that we \_\_\_\_\_

(Name of the Applicant and address of the registered office) do hereby irrevocably constitute, nominate,

appoint and authorize Mr/ Ms \_\_\_\_\_ (name)

son/daughter/wife of \_\_\_\_\_ and presently residing

at \_\_\_\_\_ who is presently

employed with us and holding the position of \_\_\_\_\_  
as our true and lawful attorney (hereinafter referred to as  
the "Attorney") to do in our name and on our behalf, all such acts, deeds and things as are necessary or  
required in connection with or incidental to submission of our proposal for the "Empanelment of  
Coaching Providers" by WBMDFC. The attorney is fully authorized for providing information/  
responses to the WBMDFC, representing us in all matters before the WBMDFC including negotiations  
with the WBMDFC, signing and execution of all agreements including the Memorandum of  
Understanding and undertakings consequent to acceptance of our proposal, and generally dealing with  
the WBMDFC in all matters in connection with or relating to or arising out of our proposal for the said  
Empanelment.

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

IN WITNESS WHEREOF WE, \_\_\_\_\_  
THE ABOVE NAMED PRINCIPAL HAVE EXECUTED THIS POWER OF ATTORNEY ON  
THIS \_\_\_\_\_ DAY OF \_\_\_\_\_ For \_\_\_\_\_

\_\_\_\_\_  
(Signature, name, designation and address)

Accepted

\_\_\_\_\_  
(Name, Title and Address of the Attorney)





## West Bengal Minorities' Development & Finance Corporation

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Witnesses:

1.

2.

**Notes:**

To be executed on Rs 100/= stamp paper. The mode of execution of the Power of Attorney should be in accordance with the procedure, if any, laid down by the applicable law and the charter documents of the executant(s) and when it is so required, the same should be under common seal affixed.

In case of a Proprietorship Firm, Power of Attorney is not required. In case of other constituent same shall be given by :

- 1) Partnership Firm - By all Partners.
- 2) Company - By Managing Director or Board of Directors.
- 3) Trust /Society - By Managing Trustee or its Board of Members / Trustees.



## West Bengal Minorities' Development & Finance Corporation

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### ANNEX. 3

Company/Firm details& Application Parameters	
<b>Name and Details of the Applicant:</b>	
Name of Organization / Institution	
Type (Whether Industry/Industry Association, or Coaching, Education, Learning and skill development service provider)	
Registered Address	
Corporate Head-Office Address	
Phone	
Fax	
Mobile	
Email	
Website	
Whether NSDC partner / registered VTP under Skill Development Initiative Scheme. If yes give details of registration (enclosed copy)	
Whether blacklisted/ suspended by any Govt./semi-Govt. organization (If yes, by whom))	
Name of Authorized Representative	
Designation	
Mobile	
Email	

(Signature with Seal)





# West Bengal Minorities' Development & Finance Corporation

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## ANNEX. 4

### Eligibility Related Information

Eligibility Parameter	Value	Supporting Document	Page No.
Registration Date		Certificate of Incorporation/Registration	
Turnover (in INR Lakhs) FY 2019-20 FY 2020-21 FY 2021-22		Audited Financial Statements & CA for 2019-20, 2020-21, 2021-22 in ANNEX. 5	
Net Worth (in INR Lakhs) as at 31.03.2020		Audited Financial for 2019-20, 2020-21, 2021-22 Statements; CA certificate in ANNEX. 5	
Coaching Capability (No. of trainees) (please specify in two year period, FY 2019-20 FY 2020-21 FY 2021-22		Self-certified, CD with list in format ANNEX. 6 to be enclosed /uploaded	
Placement Capability(No. of (please specify in two year period, FY 2019-20 FY 2020-21 FY 2021-22		Self-certified, CD with list in Format ANNEX. 7 to be enclosed	
operational Capability No. of states No. of districts			
Center Applied for			

(Signature with Seal)



# West Bengal Minorities' Development & Finance Corporation

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## ANNEX. 5

Name of Applicant and its registered office:

CA Certificate on Letter Head

Turnover (Only related Coaching Activities)	
FY2019-20	
FY2020-21	
FY2021-22	
Net Worth	
As on 31.03.2023	

(Signature & Seal)  
Certified by CA  
with RegistrationNumber.

Date :





# West Bengal Minorities' Development & Finance Corporation

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## ANNEX. 6

### Coaching Details

FY	No.	Trainee Name	Contact Details	Course of Coaching	Coaching Completion Date
2021-22					
2022-23					

(To be submitted in PDF online)

(Signature with Seal)



# West Bengal Minorities' Development & Finance Corporation

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ANNEX. 7

## PLACEMENT DETAILS

Sl. No.	Trainee's Name	Contact Details	Recruiter Name and Contact Details	Monthly Wage in INR.	Recruitment date (should be between 01/06/2023 to 31/03/2024)

(To be submitted in PDF online)

(Signature with Seal)





# West Bengal Minorities' Development & Finance Corporation

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ANNEX. 8

## TRAINERS' DETAILS

Centre Name	Name of the Trainers	Qualification of Trainer	Date of Appointment

(To be submitted in PDF online)

(Signature with Seal)



# West Bengal Minorities' Development & Finance Corporation

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## ANNEX. 09

### Address of Hostel / Mess / PG & Coaching rate

Sl. No.	Location/ Address	House Owner's Name & Phone No Email id (If any)	Boys / Girls	Seat Capacity	Rate for only food	Rate for only lodging	Rate for food & lodging	Rate of coaching /head /month

(Signature with Seal)





# West Bengal Minorities' Development & Finance Corporation

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## **ANNEX. 10**

LIST OF CENTRE OF AGENCY AVAILABLE FOR PRE-RECRUITMENT COACHING FOR COMPETITIVE EXAMINATION

SL.NO.	DISTRICT	CENTRE

(Signature with Seal)