

Government of Odisha
Higher Education Department

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No.: 30396 /H.E., Dated: 31/10/2018
HE-PTC-SCHM-0001-2015

INVITATION OF TENDER FROM
UPSC COACHING INSTITUTES for empanelment for UPSC Civil Services Examinations

Tender in two bid systems (Technical Bid & Commercial Bid) are invited from competent **Coaching Institutes** and having excellent track record, for imparting coaching for UPSC (Civil Services) Examination.

- a. Joint Venture Consortium is permitted.
- b. For the detailed bid document, interested bidders can visit the website
<https://dheodisha.gov.in> (Tender Section) or <https://odisha.gov.in> (Tender & Advt. Section)
- c. Tender available date is 01/11/2018
- d. Last Date for Submission of Bid on 26/11/2018 (17:00 hrs.)

Commissioner-cum-Secretary, Higher Education Department, Odisha reserves the right to reject or cancel any or all BID/TENDER.


31.10.18
Additional Secretary to Govt.

**INVITATION OF TENDER FROM
UPSC COACHING INSTITUTES FOR EMPANELMENT FOR UPSC CIVIL SERVICES EXAMINATIONS**

Tender (in two bid system - Technical Bid & Commercial Bid) are invited for empanelment of coaching institutes across India for providing coaching to candidates of Odisha, for **UPSC (Civil Services) Examination**. Interested institute/organization having adequate resources and experience can submit their **Technical Bid & Commercial Bid** by sending on speed post to the State Performance Tracking Cell, Higher Education Dept., Odisha Secretariat, Govt. of Odisha, Bhubaneswar – 751001.

Name of the Service	Estimated cost per Candidate	Earnest Money	Tender Fees
Providing Coaching to candidates of Odisha, Sponsored by HED, for UPSC (Civil services) Examination from competent & Prestigious coaching institutes/organization.	Rs. 1,00,000/-	Rs. 5,00,000/-	Rs. 10,000/-

- a. The institute shall be selected based on the selection criteria decided by the Higher Education Department, Odisha as mentioned in Section 4 of this document.
- b. Joint Venture/ Consortium is permitted.
- c. The Bid documents are available on website <https://dheodisha.gov.in> or <https://odisha.gov.in>.
- d. The interested bidders will have to submit all the required documents by **post only**.
- e. The technical bid must be accompanied with an EMD of Rs. 5,00,000 (Five Lakh) only as per tender notice in shape of Bank Draft drawn in favour of the Under Secretary to Government, Higher Education Department, payable at Bhubaneswar. No interest will accrue on the Earnest Money.
- f. Interested Institutes / bidders shall submit their bid on or before **26.11.2018 (17:00 hrs.)**
- g. Right to reject any or all the Bids is reserved by the Higher Education Department.


Additional Secretary to Govt.

DISCLAIMER

1. The information contained in this Tender or subsequently provided to applicant institution, whether verbally or in documentary or any other form by or on behalf of the Higher Education Department, Government of Odisha (herein after referred to as HED, GoO) or any of its employees, is provided to Applicants on the terms and conditions set out in this Tender.
2. HED, GoO and its employees/ advisors make no representation or warranty and shall have no liability to any person including any Applicant under any law, statute rules or regulations or tort, principles or restitution or unjust enrichment or otherwise for any loss, damages, cost or expense which may arise from or be incurred or suffered on account of anything contained in the Tender or otherwise, including the accuracy, adequacy, correctness, reliability or completeness of the Tender and any assessment, assumption, statement or information contained therein or deemed to from part of this Tender or arising in any way in this Empanelment Process.
3. HED, GoO may in its absolute discretion to update, amend or supplement the information, assessment or assumption contained in this Tender, without assigning any reason or providing any notice and without accepting any liability for the same.
4. The issue of this Tender does not imply that HED, GoO is bound to empanel an Applicant or to appoint the Selected Applicant, as the case may be, for any Coaching provision as part of its scheme and HED, GoO reserves the right to reject all or any of the Applications without assigning any reasons whatsoever.



Section-1: Key Events & Dates

1. Key Events and Dates

SL#	Stage	Vendor Stage	Start Date & Time	Envelopes
1	Release Tender	-	01.11.2018	-
2	-	Bid Submission	26.11.2018 (5PM)	Commercial Envelop C1, Technical Envelop T1
3	Technical Bid Opening	-	27.11.2018 (11 AM)	Technical Envelop T1
4	Price Bid Opening	-	28.11.2018 (4 PM)	Commercial Envelop C1

2. Other Important Information Related to Bid

SL#	Item	Description
1	Earnest Money Deposit (EMD)	Rs.5,00,000 /- (Rs. Five Lakh only)
2	Last date for furnishing Performance Security to Higher Education Department (By successful bidder)	Within fourteen (14) working days of the date of notice of award of the contract or prior to signing of the contract whichever is earlier or as intimated in the work order issued by Higher Education Department .
3	Performance Security value (Performance Bank Guarantee)	10 % of contract value
4	Performance Bank Guarantee (PBG) validity period	PBG should be valid for a period of two years
5	Last date of signing of contract	As intimated in notice of award of Higher Education Department.



Section-2: Invitation for Proposal

1. Invitation for Proposal

Higher Education Department, GoO invites Tender, in two bid system (Technical & Commercial Bid) from Registered, Prestigious and having excellent track record Institutes for selection of Coaching Institute for UPSC (Civil Services) Examination (Prelim-cum-Main Examination) to selected Candidates of Odisha State. 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 bidding document is available on the website of Higher Education Dept. & Govt. of Odisha websites <https://dheodisha.gov.in> or <https://odisha.gov.in>

A. Background & Objective

Higher Education Department, Government of Odisha (Authority) has set up Civil Services Examination study centres at all the seven state run universities viz. Utkal university, Bhubaneswar; Berhampur University, Berhampur; Sambalpur University, Sambalpur; R.D. Women's University, Bhubaneswar, G.M. University, Sambalpur, Ravenshaw University, Cuttack and F.M. University, Balasore for providing coaching and guidance to students aspiring to appear for Civil Services exams and excel in the exams.

- (i) It has been experienced that, due to lack of availability of teaching staff with relevant competency and adapting to changing course requirements, there are issues with quality of coaching & guidance provided to students in such centers.
- (ii) Students / aspirants prefer to join private coaching centers at Bhubaneswar / New Delhi / Hyderabad etc. which at times are expensive and not affordable for students. This has resulted in students opting out of appearing in Civil Services exam.
- (iii) In order to facilitate needy & eligible students with good coaching facility in Odisha, Authority, has resolved, to partner with professional coaching organizations to manage the Civil Service Coaching Centers in Odisha.
- (iv) This Tender is invited from entities having experience in managing & operating such coaching institutes in India and willing to partner with HED, GoO for managing the Civil Service Coaching Centers in Odisha.

(B) Eligibility criteria for applying for empanelment of Coaching Institutions:

- (i) The institute should be a registered body or run by any organization registered under the Societies Registration Act, 1860/ Companies Act, 2013 or any other relevant Act of the State/ Union Territory.



- (ii) The institute should have experience of at least 3 years in preparing students for UPSC civil service exam (prelim cum main coaching) as on date of notification inviting applications for empanelment by the Department.
- (iii) The institute should have been fully functional for a minimum period of 3 years at the time of applying (i.e. from April 2015) under this scheme and having a minimum enrolment of 150 students per annum in the courses as indicated at (ii) above for at least two years, immediately prior to the year in which selected for empanelment.

(C) Eligibility criteria and selection of beneficiary students:

- (i) Only the Odia students, graduated (minimum Bachelors degree of any stream) from any of the educational Institutes of Odisha or from outside are eligible for this programme.
- (ii) Among the applicants, the students who have been selected (through a qualifying entrance examination) will be offered coaching under the scheme. Students clearing preliminary exam in previous year can be admitted directly for the coaching.
- (iii) HED, GoO may relax the criteria for selection of SC /ST/ PwD candidates suitably in consultation with selected institution.
- (iv) In case of SC /ST/ PwD candidates, Certificate issued by the competent authority should be obtained from the Students by the selected institutes and to be saved in digital format.
- (v) Benefits under the scheme can be availed by a student only once, irrespective of the number of chances a candidate can avail for appearing in any competitive examination.
- (vi) From year two onwards, the coaching institution will be required to take an undertaking from the students that they have not taken benefit more than once under the scheme.
- (vii) Of the admissible course fee, selected students will pay 25% and the rest 75% will be paid by the Government to the empanelled Institute. In case of students with parental income upto Rs. two lakhs per annum, 100% of the admissible course fee will be paid by the Govt.
- (viii) The selected students shall have to attend all classes. In the event of any student remaining absent consecutively for more than 15 coaching days, without any valid reason, benefits of free coaching to him/her shall be discontinued. Also the total attendance should be at least 90% of entire coaching period.



Private Partner's responsibilities:

- A. The coaching shall be for a minimum of 1020 hours for the prelim and mains.
- B. Medium of Instructions will only be in English.
- C. There shall be minimum Two Tests for Prelims and two Test for optionals (if applicable) to be conducted.
- D. In case, institute doesn't have functional Coaching Centre in Bhubaneswar, after issue of notice of award, location should be finalised with adequate infrastructure subject to the satisfaction of H.E. Department within 30 days.
- E. For prelims cum mains coaching, 50% fees will be paid on completion of selection of students and conducting of 1 week of classes.
- F. Another 30% will be paid on course completion for 1st batch. The remaining 20% will be paid only if at least 10% of the coached students clear prelims of Year 2020. For the 2nd batch to be trained after June 2019, this 20% last instalment will be paid if at least 7% of students from 2nd batch clear prelims.
- G. In case, selected student selects one of the optional in the institute, Rs 21,000 will be paid. Of this, 50% will be paid on 1 week of class completion & rest 50% will be paid on completion of entire optional paper. Classes should be held for a minimum of 320 hours.
- H. Biometric for the students is to be implemented for all coaching days.
- I. Setting up & functionalizing one coaching center within Bhubaneswar Municipal Corporation area in a location acceptable to the HED, GoO
- J. Select aspirants to be enrolled in the institute as per conditions mentioned.
- K. Design the course structure, curriculum and number of hours of coaching for the civil service exam.
- L. Arrange for full time / part time faculty members for the study center.
- M. Ensure uninterrupted conducting of classes in the study center
- N. Adhere to the applicable laws of the land for running and managing such institutes.
- O. Take all necessary efforts to ensure successful selection of aspirants in the Civil Services.
- P. To provide the aspirants a comprehensive knowledge required to compete in the Civil Services exams conducted by UPSC, the private partner shall conduct class covering all topics under the Prelims and Mains of General studies paper as per UPSC syllabus revised from time to time.



- Q. The private partner shall adopt latest techniques / strategies & methodologies for providing coaching to students.
- R. The institute shall maintain full record of progress of coaching and selection of the candidates.
- S. Fund released to the institutions shall be dealt with in a separate account by the institute.
- T. The institutions shall utilize the fund for specified purposes only. In the event of the grantee institution acting in contravention of the condition, the institution will be liable to refund the amount received with 18% penal interest and other action, as deemed necessary.
- U. After conclusion of the financial year; the institution shall submit to the Department, by 30th Sep, the audited accounts certified by the Chartered Accountant. The audited accounts should include Income and expenditure accounts, Balance Sheet including Receipts and Payments Account of the institution in respect of fund received during the year; and
- V. A certificate to the effect that the grantee institution has not received any other grant for the same purpose (selected students under this scheme) from any other Ministry/Department of the Government of India, State Government/UT Administration and any other Government/Non-Government organization.

Review of performance and monitoring

- A. Designated officers shall monitor the running of the selected institutions at least once in a year and submit a report in the prescribed format.
- B. The coaching institution will have to submit the list containing names of candidates with address and telephone/mobile number at the start of the course and at the end of the coaching for every batch, they will have to submit the attendance along with the model exam results.
- C. There will be a review of the performance of the coaching institutions at the end of 1 (one) year by HED, GoO.
- D. The continuation of funding to the coaching institution will entirely depend on the performance and success of the candidates coached by the coaching institution in civil service exams. The coaching institution shall endeavour to achieve optimum success rate for students every year for continued support.
- E. The Department reserves the right to discontinue funding under the Scheme at any point to time if the performance of the coaching institute is found to be unsatisfactory.
- F. Initially, 100 meritorious students will be sponsored to provide free coaching each for Civil Services Examination.



Section-3: Instructions to Bidders

Instructions to Bidders

Higher Education Department is one of the Department's of Govt. of Odisha, looking after the Degree/Autonomous Colleges and Universities of Odisha.

1. Purpose

Selection of coaching institute for providing coaching to the candidates of Odisha State for UPSC (Civil Services) Examination (Prelim-cum-Main Examination). The proposed coaching should serve as a platform to provide quality coaching to the candidates of Odisha State sponsored by Higher Education Department for the welfare of the students.

2. Bid Process

The Bidder has to submit a bid in two envelope systems, one containing Technical Proposal, second containing financial proposal (Commercial Bid) for "***Empanelment of leading Coaching Institutes for UPSC Civil Services Examinations***".

3. Cost of Bid /Tender Document (Non Refundable)

The bidders are requested to deposit the Tender fee of Rs.10,000 through Demand Draft in favour of Under Secretary to Govt. Higher Education Department with the bid document.

4. Earnest Money Deposit

The Earnest Money Deposit (EMD) of Rs.5,00,000/- is required to deposit in shape of Bank Draft drawn in favour of the Under Secretary to Government, Higher Education Department payable at Bhubaneswar. No interest will accrue on the Earnest Money.

5. Transfer of Tender

The bid / Tender Document is not transferable to any other bidder.

6. Consortium and Joint Ventures

Bids of joint venture / consortium will be accepted.

7. Completeness of Response

- a) Bidders are advised to study all instructions, forms, terms, requirements and other information in the Tender documents carefully. Submission of bid shall be deemed to have been done after careful study and examination of the Tender document with full understanding of its implications.
- b) The response to this Tender should be full and complete in all respects. Failure to furnish all information required by the Tender document or submission of a proposal not substantially responsive to the Tender document will be at the Bidder's risk and may result in rejection of its Proposal.

8. Place of opening of Tender

The Tender will be opened physically in the Higher Education Department, Odisha Secretariat, Bhubaneswar on the scheduled dates.

9. Bid Preparation Costs

The bidder shall submit the bid at its cost and, Higher Education Department 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 Higher Education Department and Higher Education Department shall be at liberty to cancel any or all bids without giving any reason thereof.

- a) All materials submitted by the bidder shall be the absolute property of Higher Education Department and no copyright /patent etc. shall be entertained by Higher Education Department.

10. Amendment of Tender Document

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

11. Higher Education Department's right to terminate the process

Higher Education Department may terminate the Tender process at any time and without assigning any reason and tender fees paid will not be refunded. Higher Education Department shall not be held responsible for any cost incurred by the bidder in bid preparation. Higher Education Department reserves the right to amend/edit/add/ delete any clause of this Bid Document. However this will be informed to all and will become part of the bid.

12. Earnest Money Deposit (EMD)

The bidders are requested to deposit the EMD of Rs. 5,00,000/- in shape of Bank Draft drawn in favour of the Under Secretary to Government, Higher Education Department payable at Bhubaneswar.

- a) The EMD shall be denominated in Indian Rupees only.
- b) No interest will be payable to the bidder on the amount of the EMD.
- c) Bids submitted without adequate EMD will be liable for rejection.
- d) Unsuccessful bidder's EMD shall be returned after completion of Bid process
- e) EMD of Successful bidder will be returned after the award of contract and submission of the performance bank guarantee within specified time and in accordance with the format given in the bid.
- f) 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 or to furnish Performance Bank Guarantee within specified time in accordance with the format given in the Tender.
 - iii. If during the bid process, a bidder indulges in deliberate act that would jeopardise or unnecessarily delay the process of bid evaluation and finalisation. The decision of the Higher Education Department regarding forfeiture of the Bid Security shall be final and binding upon bidders.



13. Language of Bids

This bid should be submitted in English language only. If any supporting documents submitted are in any language other than English, translation of the same in English language is to be duly attested by the bidder and submitted.

14. Bid Submission Format

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

15. Submission of Bids

The bids shall be submitted by the Bidder which shall comprise of the following two envelopes. Two envelope/ cover system shall be followed for the bid –

- A. Technical Proposal (including relevant credentials)
- B. Financial Proposal

16. Technical Proposal /Bid

Mandatory Documents to be submitted with Technical proposal / Bid (Envelope No. 1)

1. Technical Bid Form (**Annexure I**)
2. Copy of valid Registration Certificate
3. GST Registration Certificate, if applicable.
4. PAN Card Copy
5. Income tax returns for last 3 financial years or Audit report by certified CA.
6. Income and Expenditure Statement and Balance Sheet for previous 3 financial years certified by Chartered Accountant.
7. Annual Turnover- Coaching Institute should have an average turnover of at least Rs. 50.00 lakhs per annum for the last 3 years. Certified audit report and Income tax returns with PAN and TIN number should be submitted.
8. The Coaching Institute must have minimum 2000 square feet built-up area with all the facilities. Supportive document of built-up area of the Institute. Lease and License copy for rented accommodation and property tax bill for own building. In case, institute doesn't have functional Coaching Centre in Bhubaneswar, after selection, location should be finalized with adequate infrastructure within 30 days.
9. Supportive document for each of the technical qualification criteria
10. Photograph of existing Coaching Centre(s) in India with their seating arrangements
11. List of course material (also submit one set of the material)



12. List of faculty members with their bio data
13. Self-declaration for not black listed by any of the Govt. /Semi Govt. Organization.
14. Self-declaration for not having criminal case against any governing member and staff.
15. Year wise details of successful candidates in IAS / allied services. Minimum 5 candidates of the Coaching Institute **who have been trained for prelims cum mains coaching** must have been selected for IAS and allied services in last 3 years. Details of the selected candidates to be submitted in following format

SL#	Year	Name of the Trainee	Address & Phone Number	Year of passing in UPSC	Name of the Service

Note: The financial bids of the bidders, who have been qualified technically, shall only be opened.

Financial Bid:

The financial bid as per **Annexure - II** should be submitted separately.



17. Disqualification

The bidder should ensure that all the required documents, as mentioned in this TENDER / bidding document, are submitted along with the bid. Non submission of the required documents may lead to the rejections of the bid proposal submitted by the bidder. The Proposal is liable to be disqualified in the following cases or in case the Bidder fails to meet the bidding requirements as indicated in this Bid /TENDER or not submitted in accordance with the procedure and formats prescribed in this document or treated as non-conforming Proposal.

During validity of the Proposal, or its extended period, if any, the Bidder increases his quoted price.

Proposal is received incomplete

Proposal is received after due date and time.

Proposal is not accompanied by all the requisite documents.

- Proposal is not accompanied by the EMD
- Information submitted in Technical Proposal is found to be misrepresented, incorrect or false, accidentally, unwittingly or otherwise, at any time during the processing of the Contract (no matter at what stage)
- Financial Proposal is enclosed with the Technical Proposal. Bidder tries to influence the Proposal evaluation process by unlawful/corrupt/fraudulent means at any point of time during the Bid process.
- Bidder fails to deposit the Performance Bank Guarantee (PBG) or fails to enter into a Contract within 15 Days of the date of issue of Letter of Intent or within such extended period, as may be specified by the Higher Education Department.
- Bidder doesn't agree to the Terms and Conditions

18. Bid Opening

- a) **Envelope No. 1** containing the Technical Bid /Proposal shall be opened in the presence of the bidder/ representatives of bidder who choose to attend, at the address, date and time specified in the TENDER.
- b) **Envelope No. 2:** Envelope No. 2 (Financial Bid) of the bidders, who have been qualified in the technical proposal, shall only be opened.



19. Bid Evaluation Committee

The Bid Evaluation Committee shall evaluate the Technical bid (Envelope No. 1) and Financial bids (Envelope No. 2) and submit its recommendation to Competent Authority whose decision shall be final and binding upon the bidders.

a) Evaluation- Technical Bid (Envelope No. 1)

The evaluation of the Technical Bid will be carried out in the following manner:

- i. The Bidders' technical bid will be evaluated as per the requirements and evaluation criteria as spelt out in the TENDER. The Bidders are required to submit all required documentation in support of the evaluation criteria.
- ii. At any time during the Bid evaluation process, the Committee may seek written clarifications from the Bidders. The Committee may seek inputs from their professional and technical experts in the evaluation process.
- iii. The Committee reserves the right to do a reference check of the past experience stated by the Bidder. Any feedback received during the reference check shall be taken into account during the Technical evaluation process.
- iv. The technical scores of the Bidders will be announced prior to the opening of the Financial Proposals.
- v. Each Proposal which qualifies in Envelope No. 1 shall be scrutinized further with Envelope No.2 and evaluated accordingly as per the following process and granted a score.



b) Technical Evaluation Criteria

SL#	Criteria	Supporting Document	Description	Points
1	Previous Results of the Institute	<p>a. Final selection list declared by UPSC (3 years)</p> <p>b. Any confirmatory document about selected candidate's registration with the institute for prelims cum mains coaching of GS paper.</p>	<p>Total number of final selected candidates in UPSC Civil service examinations of 2015, 16 and 17</p> <p>5 or more : 10 points 10 or more : 20 points 20 or more : 30 points 40 or more : 40 points 60 or more : 50 points</p>	50
2	Quality of study material	Set of booklets / study material provided by the Institute to the students.	<ul style="list-style-type: none"> Content coverage and quality of the study material given for Prelim cum mains GS coaching 	20
3	Financial Turnover	Last 3 years Audit Report from Registered Chartered Accountant Firm	<p>Average annual turnover of</p> <p>5 cr or more : 35 points 4 cr or more : 30 points 3 cr or more : 20 points 2 cr or more : 10 points 50 lakhs or more : 5 points</p>	35
Total				100

The minimum qualifying marks required in technical criteria is 60 %. The bidders who score minimum marks of 60 % shall be considered for financial evaluation. The bidders who do not score minimum qualifying marks of 60 %, their bids shall be rejected and will not be considered for financial evaluation.

C) Technical Score (X)

The bidder who secures maximum marks shall be given a technical score of 100. The technical scores of other Bidders for the project shall be computed as follows.

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

The score secured based on evaluation of the Technical Proposal as above shall be the Technical Score of the Bidder for the project being considered for evaluation (X).

Financial Evaluation Criteria

Evaluation - Financial Bid

Financial Score: (Y)

The bidders shall submit their quote as per the format provided in **Annexure II**. The financial proposals shall be evaluated on the basis of prelims cum mains cost submitted by the bidder.

The financial offers of the qualified bidders shall be tabulated for this project and the bidder with lowest financial offer will be given a financial score of 100.

In cases of discrepancy between the prices quoted in words and in figures, higher of the two shall be considered. For any other calculation/ summation error etc. the bid may be rejected. The financial scores of other bidders for the project shall be computed as follows:

$$\text{[The 'financial score' of bidder for the project (Y)]} = 100 \times \frac{\text{[Lowest Offer quoted by the bidder for the project (Rs.)]}}{\text{[Offer quoted by Respective Bidder for the project (Rs.)]}}$$



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

Composite Score of the Bidders

Composite score of the Bidders for the bid shall be worked out as under:

Bidder	Technical Score (X)	Financial Score (Y)	Weighted Technical Score (70% of X)	Weighted Financial Score (30% of Y)	Composite Score (F=D+E)
A	B	C	D	E	F

20. Award of contract

Based on the evaluation, Higher Education Department shall award the contract to the eligible bidder who has the highest composite score. Higher Education Department will notify in writing that the successful bidder's proposal has been accepted. Upon the successful bidder's furnishing of a Performance Bank Guarantee, the contract signing process will commence. In case the successful bidder is unable to furnish the Performance Bank Guarantee and requisite infrastructure within 30 days, Higher Education Department shall forfeit the Earnest Money deposit.

21. Signing of Contract

Once Higher Education Department notifies the successful bidder that it's bid / proposal has been accepted, Higher Education Department shall enter into a separate Agreement, incorporating the conditions of the Bid / Tender and its amendments and any special conditions during negotiations between the Higher Education Department and the successful bidder.



22. Performance Bank Guarantee

a) The successful bidder shall at his own expense, deposit Higher Education Department, within fifteen (15) working days of the date of notice of award of the contract or prior to signing of the contract, whichever is earlier, an unconditional and irrevocable Performance Bank Guarantee (PBG) from a Nationalized Bank acceptable to Higher Education Department, payable on demand (In Bhubaneswar), for the due performance and fulfillment of the contract by the successful bidder.

b) This Performance Bank Guarantee will be for an amount equivalent to 10 (Ten) percent of complete contract value for one year. All charges whatsoever such as premium, commission, etc., with respect to the Performance Bank Guarantee shall be borne by the successful bidder.

c) The Performance Bank Guarantee may be discharged/ returned by Higher Education Department upon being satisfied that there has been due performance of the obligations of the successful bidder under the contract. However, no interest shall be payable on the Performance Bank Guarantee.

d) Higher Education Department shall also be entitled to make recoveries from the Bidder's bills, performance bank guarantee, or from any other amount due to him, the equivalent value of any payment made to him due to inadvertence, error, collusion, misconstruction or misstatement.



Section-4: General Conditions of Contract

B

GENERAL TERMS AND CONDITIONS

- a) Conditional Tender Proposals are liable for rejection.
- b) Intending Agencies / Institutions can have detailed information from the office of Higher Education Department, Bhubaneswar during office hours. (on mail)
- c) The Selection Committee constituted by Higher Education Department, Bhubaneswar reserves the right to reject any or all tenders without assigning any reason.
- d) Coaching program will be for a period of about twelve months or till completion of the coaching for Prelim-cum-Main Examination.
- e) Coaching will be imparted to the selected Candidates of Odisha State.

f) Selection of the candidates:

The candidates for UPSC Coaching will be shortlisted and deputed to the Institutions through Pre qualifying 'Entrance Examinations' conducted jointly by the Higher Education Department and successful bidder.

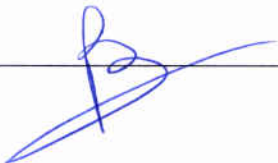
- g) The selected Institutions must install bio-metric attendance system in the institution and submit bio-metric attendance of the candidates (incoming and outgoing) to the Higher Education Department, every month and also along with the bill.
- h) The selected Coaching Institution shall provide qualitative coaching to the candidates for UPSC coaching, deputed by Higher Education Department. The Coaching should be given for Prelim-cum-Mains Examination for complete syllabus.
- i) The selected Coaching Institutions shall impart quality coaching, conduct periodic tests and shall inform the result of the same to the Higher Education Department, as and when the tests are conducted.
- j) The selected Coaching Institutions shall cover the complete syllabus of UPSC (Civil Services) Preliminary-cum-Main Examination. If the coaching is incomplete or not properly imparted, the Institute will be blacklisted and complete fee due will not be paid.
- k) The selected Coaching Institutions shall provide study material (at no extra cost) to the candidates, immediately after admission and further, as and when the study materials are given to other candidates taking coaching in the institute.
- l) The selected Coaching Institutions should not sublet the contract. 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.



- m) The selected Institutions shall enter into a contract agreement on a non-judicial stamp paper as per Stamp Duty Act, Government of Odisha, with terms and conditions as per the format specified by The Higher Education Department within 30 days from the receipt of written communication of letter of acceptance to this effect failing which the EMD will be forfeited.
- n) Of the total fees for prelims cum mains coaching, 50% will be paid on completion of selection of students and conducting of 1 week of classes.
- a) Another 30% will be paid on course completion. The remaining 20% will be paid only if at least 10% of the coached students clear prelims of Year 2020.
- b) In case, selected student chooses one of the optional in the institute, Rs 21,000 will be paid on 1 week of class completion & 50% will be paid on completion of entire optional paper. At least two tests in mains pattern should be conducted for the optional papers.
- o) Higher Education Department reserves the rights of overall monitoring of the training program.
- p) The coaching institutes should submit their requisition / bill for each installment, in duplicate with the list of candidates with biometric attendance. The payments shall be made within 30 days. If, due to any reasons, payment is delayed, no any kind of interest is payable.
- q) The contract is for a period of twenty four months (Two Batch) or up to the completion of syllabus of Preliminary-cum-Main Examination, whichever is earlier. The coaching institute will have to submit following reports to Higher Education Department after completing each batch
- Course Completion Report
 - Test Results
 - Individual Assessment Report of 2 Objective tests for prelim and 2 tests for optionals (if applicable)
- r) Contract may be extendable for next two financial or academic years by mutual consent with the same terms and conditions of the agreement executed.
- s) The coaching fee is exclusive of all applicable taxes.
- t) The Higher Education Department shall have the power to issue notice in writing and to instruct/direct the Institutions to make alterations/ variations in the assigned work.

23. 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 Higher Education Department with such penalties as specified in the Bidding document and the Agreement.

24. Confidentiality of the Document

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

25. Rejection Criteria

Besides other conditions and terms highlighted in the tender document, bids may be rejected under following circumstances.

- A.** Pre-Qualification cum Technical Rejection Criteria.
- B.** Bids submitted without or with improper EMD.
- C.** The information provided by the Bidder is found to be incorrect / Misleading at any stage / time during the Tendering Process.
- D.** Any effort on the part of a Bidder to influence the bid evaluation or contract award decisions.
- E.** Bids without power of authorization and any other document consisting of Adequate proof of the ability of the signatory to bind the Bidder.
- F.** Failure to furnish proofs for information provided.
- G.** Technical Bid containing commercial details.
- H.** Revelation of prices in any form or by any reason before opening the commercial Bid.
- I.** Failure to furnish all information required as per tender document.
- J.** The Bidder not conforming to unconditional acceptance of full responsibility of providing services in accordance with the Agreements of this tender.

If the bid does not conform to the timelines indicated in the bid.

B. Commercial Rejection Criteria.

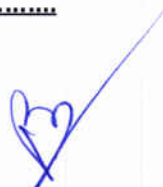
Incomplete Commercial Bid.

Commercial Bids that do not commercial conform bid to format (Schedule B).

Total price quoted by the Bidder does not include all statutory taxes and levies applicable.

26. Jurisdiction and applicable Law

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 High Court of Orissa, Cuttack.



Section-5: Annexures

Schedule -A
Annexure - I

(To be submitted on letter head)

“Technical Bid for Empanelment of coaching institutes for providing coaching for UPSC (Civil Services) Examination”.

Date:

To,
The Commissioner-cum-Secretary,
Higher Education Department
Odisha Secretariat
Bhubaneswar - 751001

Subject: Technical Bid for providing coaching to candidates of Odisha, sponsored by Higher Education Department, for UPSC (Civil Services) Examination from competent & Prestigious coaching institutes.

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

Respected Sir,

I / We hereby offer to submit the Technical Bid for providing coaching to candidates of Odisha, sponsored by Higher Education Department for UPSC (Civil Services) Examination.

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

I / We submit the Technical Bid as under:

Sr. No	Particulars	Details of Information
1	Name of Coaching, Institution with full Postal Address	
2	a) Name of Head / Chairperson / President	
3	b) Name of Secretary/ Contact Person	
4.	Date of Establishment	
5.	a) Whether the Institution is registered (Yes/No)	
	b) If Yes, under which act. Institution is registered (Legal Status)	
	c) Date of Registration	
	d) Date if Registration	
	e)Date of Expiry	
6	a) Whether GST payee.	
	b) Mention GST tax Number	



7	a) Whether Income tax payee.					
	b) Mention Permanent Account Number (PAN) of the Institution or Head of the Institution.					
8	Total financial turnover per year for the last 3 years. (2014-15 onwards or 2015-16 onwards)		(Y1)	(Y2)	(Y3)	
9	Total years of experience of the Coaching Institution in IAS pre cum mains examination Coaching					
10	Year wise details of successful candidates in civil services of last 3 years: (Separate list can be attached)					
	SL#	Year	Name of candidates	Year of Passing in UPSC	Name of the Service	
11	Whether the Coaching Institute is functioning in its own building or in a rented accommodation (for each of its present functional centers)					
	Particulars (address with built up area)	Number of class rooms	Seating Capacity	Area in Sq Mt.		
12	Details of faculty (for each center):					
	SL#	Name of Faculty	Qualification / Specialization	Teaching Subject	Experience in Coaching	Any other credentials
13	Optional Subjects offered		1)			
			2)			
			3)			
14	Any other details:					

Date:

Place

Name, Designation and Signature
of authorized representative of the Coaching
Institution



Annexure - II

(To be submitted on Bidder letter-head)

“Commercial Bid for providing coaching for UPSC (Civil Services) Examination”

To,

The Commissioner-cum-Secretary,
Higher Education Department
Odisha Secretariat
Bhubaneswar - 751001

Subject: Commercial Bid for providing coaching to candidates of Odisha, sponsored by Higher Education Department, for UPSC (Civil Services) Examination from competent & Prestigious coaching institutes.

Reference: Advertisement dated

Respected Sir,

I / We hereby offer to submit the Commercial Bid for providing coaching to candidates of Odisha, sponsored by Higher Education Department for UPSC (Civil Services) Examination from competent & Prestigious coaching institutes.

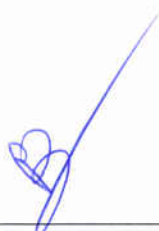
I / We have read, and understood the contents of the tender and further state that I
/ We unconditionally accept and abide by the terms & conditions specified therein.

I / We submit the Commercial Bid as under:

SUBJECT	Course fee (Excluding all taxes) per candidate	
	In figures	In words
GS (Prelim Cum Main)		

Date:

Name, Designation and Signature of
authorized representative of the
Coaching Institution



Annexure- III

(Declaration of the Coaching Institution on the letter head)

Date:

To,

The Commissioner-cum-Secretary,
Higher Education Department
Odisha Secretariat
Bhubaneswar – 751001

Subject: Tender for providing coaching to candidates of Odisha, sponsored by Higher Education Department, for UPSC (Civil Services) Examination from competent & Prestigious coaching institutes.

Respected Sir,

I/We do hereby submit tender for

Providing coaching to candidates of Odisha, sponsored by Higher Education Department, for UPSC (Civil Services) Examination from competent & Prestigious coaching institutes., as per the quoted rates and in all respects in accordance with the conditions applicable.

NATURE OF SERVICE: To provide coaching to candidates of Odisha, sponsored by Higher Education Department, for UPSC (Civil Services) Examination from competent & prestigious coaching institutes.

I/We have paid an amount of Rs. /- (Rupees only) towards EMD. I/We are aware that the EMD will not bear any interest.

If this tender is accepted, I/We agree to abide by and fulfill all the terms and conditions of the contract.

I/We hereby distinctly and expressly declare and acknowledge that before submission of this tender; I/We have carefully followed the instructions.



I/We distinctly agree that I/We would hereafter make no claim or demand upon the Higher Education Department 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.

Any notice required to be served on me / us shall be sufficiently served on me / us by post (registered or ordinary) or courier or left at my / our address given herein.

I / We fully understand the terms and conditions of the contract to be entered into between me/us and the Higher Education Department 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 Higher Education Department

Dated this day of 2018.

Name, Designation and Signature of
authorized representative of the
Coaching Institution



Annexure- IV

(To be given by the bidder on its letter head at the time of submitting of completed tender)

Date:

To,

The Commissioner-cum-Secretary,
Higher Education Department
Odisha Secretariat
Bhubaneswar - 751001

DECLARARTION

NATURE OF SERVICE: Tender for providing coaching to candidates of Odisha, sponsored by Higher Education Department, for UPSC (Civil Services) Examination from competent & Prestigious coaching institutes.

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

The requirements of the tender agreement stated herein will be fulfilled by me/us to the satisfaction of the Higher Education Department

Name, Designation and Signature of
Authorised Representative of the
Coaching Institution

