



Government of Odisha
Higher Education Department

No. HE-SCH-POLICY-0002-2025: 58221/ H.E., Bhubaneswar Dated:28/10/2025

INVITATION OF TENDER FROM
UPSC COACHING INSTITUTES FOR NON-RESIDENTIAL UPSC CIVIL
SERVICES COACHING SPONSORED BY HIGHER EDUCATION
DEPARTMENT, ODISHA

Tenders in two bid systems (Technical Bid & Commercial Bid) are invited from competent Coaching Institutes having an excellent track record with well-equipped infrastructure, for imparting coaching for UPSC (Civil Services) Examination.

The agency will quote the cost separately for (1) the coaching, which shall be inclusive of GS (Prelims cum main & optional subject], (2) well-equipped infrastructures.

- a. Joint Venture Consortium is also permitted.
- b. For the detailed bid document, interested bidders can visit the website <https://dhe.odisha.gov.in> (Tender Section) or <https://odisha.gov.in> (Tender & Advt. Section)
- c. Tender available date is **30/10/2025**
- d. Last Date for Submission of Bid is **19 /11/2025 (17:00 hrs.)**

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

Additional Secretary to Govt.

INVITATION OF TENDER FROM

UPSC COACHING INSTITUTES FOR NON-RESIDENTIAL UPSC CIVIL SERVICES COACHING SPONSORED BY HIGHER EDUCATION DEPARTMENT, ODISHA

Tenders (in a two-bid system - Technical Bid & Commercial Bid) are invited from coaching institutes across India for providing coaching to candidates of Odisha, for the **UPSC (Civil Services) Examination**. The interested Institutes / Organisations having adequate resources and experience can submit their **Technical Bid & Commercial/ Financial Bid** by sending it by speed post/Registered Post only to the Additional Secretary to Govt. (Scheme), Higher Education Dept., Govt. of Odisha, LokaSeva Bhawan, Bhubaneswar – 751001.

Name of the Service	Estimated cost per candidate	EMD	Tender Fee
Providing coaching to candidates of Odisha for UPSC Civil Services Examinations, sponsored by HED, Odisha	Rs.1,50,000/-	Rs.10,00,000/-	Rs.10,000/-

- The institute shall be selected based on **QCBS (Quality & Cost Based Selection)** by the Higher Education Department, Govt. of Odisha as mentioned in Section 4 of this document.
- Joint Venture / Consortium is permitted.
- The Bid documents are available on the website <https://dhe.odisha.gov.in> or <https://odisha.gov.in>
- The interested bidders will have to submit all the required documents by **speed post/ Registered Post only**.
- The technical bid must be accompanied by an EMD of Rs. 10,00,000 (Ten Lakh) only as per the tender notice in the shape of Bank Draft drawn in favour of “**DDO-cum-Under Secretary, Higher Education Department, payable at UCO Bank, Secretariat Branch, Bhubaneswar**”. No interest will be accrued on EMD.
- Interested Institutes/bidders shall submit their bid on or before **19/11/2025 (17:00 hrs.)**
- The 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 Document or subsequently provided to any Applicant Institution, whether orally or in written, electronic, or any other form, by or on behalf of the Higher Education Department, Government of Odisha (hereinafter referred to as HED, GoO) or any of its employees, is provided to the Applicants on the terms and conditions set forth in this Tender Document.
2. HED, GoO and its employees/advisors make no representation or warranty and shall have no liability towards any person, including any Applicant, under any law, statute, rules or regulations, or under principles of tort, restitution, or unjust enrichment, for any loss, damage, cost, or expense which may arise or be incurred on account of anything contained in this Tender Document or otherwise. This includes, but is not limited to, the accuracy, adequacy, correctness, reliability, or completeness of the Tender Document, or any assessment, assumption, statement, or information contained therein or deemed to form part of this Tender, or arising in any manner in connection with the tendering process.
3. HED, GoO may, at its sole discretion, update, amend, or supplement the information, assessment, or assumptions contained in this Tender Document at any time, without assigning any reason or prior notice, and without incurring any liability for such actions.
4. The issuance of this Tender Document does not imply that HED, GoO is bound to appoint any selected Applicant for providing coaching services under the scheme. HED, GoO reserves the right to accept or reject any or all applications, wholly or in part, without assigning any reason whatsoever.
5. Any dispute arising out of or in connection with this Tender Document shall be subject to the jurisdiction of the Subordinate Courts at Bhubaneswar and the Hon'ble High Court of Orissa.

Section-1: Key Events & Dates

1. Key Events and Dates

Sl. #	Stage	Vendor Stage	Start Date & Time	Envelopes
1	Release Tender	-	30 .10.2025	-
2	Last date for submission of Pre-Bid Queries through email to Email:- hedscheme@gmail.com		05.11.2025	
3	Clarification on Pre-Bid Queries, if any		On or before 12.11.2025	

4	-	Bid Submission	19.11.2025 (5 PM)	Commercial Envelope C1, Technical Envelope T1
5	Technical Bid Opening	-	Tentative date 21.11.2025	Technical Envelope T1 Opening
			25.11.2025	Presentation by the Institute
6	Commercial/Price Bid Opening	-	Will be notified later	Commercial Envelope C1

2. Other Important Information Related to the Bid

Sl.#	Item	Description
1	Earnest Money Deposit (EMD)	Rs. 10,00,000/- (Rs. Ten Lakhs Only)
2	Last date for furnishing Performance Security to the Higher Education Department (By the successful bidder)	Within thirty (30) working days of the date of notice of award of the contract or before signing of the contract, whichever is earlier or as intimated in the work order issued by the Higher Education Department.
3	Performance Security Value (Performance Bank Guarantee)	5 % of the contract agreement value
4	Performance Bank Guarantee (PBG) validity period	PBG should be valid for a period of <u>3 years and 6 months</u>
5	Last date of signing of the contract	As intimated in the notice of award of the 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 the Higher Education Department. & Govt. of Odisha websites <https://dhe.odisha.gov.in> or <https://odisha.gov.in>

A. Background & Objective

- i. The UPSC Civil Services Examination is highly competitive, requiring quality coaching and structured preparation. While many aspirants from Odisha move to cities like Bhubaneswar, Delhi, and Hyderabad to join private coaching centres, high costs make this option inaccessible to many, especially from economically weaker backgrounds.
- ii. To support such students, the Higher Education Department (HED), Government of Odisha, have already partnered with reputed institutes to offer “Free residential UPSC Civil Services coaching”.
- iii. To widen access and increase the success rate of Odia students in UPSC civil services examinations, HED proposes to launch a ‘Non-Residential Civil Services Coaching Program’ at the capital city, Bhubaneswar, by partnering with reputed coaching institutes, complementing the existing residential model and expanding access to UPSC preparation for a larger number of deserving Odia candidates.
- iv. This tender is invited from experienced entities engaged in managing and operating civil services coaching institutes in India, and who are willing to partner with the Higher Education Department (HED), Government of Odisha, for managing the proposed Non-Residential Civil Services Coaching programme in Bhubaneswar, Odisha."

B. Eligibility criteria for applying for engagement of Coaching Institutions:

- i. The institute / one of the consortium members should be a registered body or run by any organisation registered under the Societies Registration Act, 1860/ Companies Act, 2013 or any other relevant Act of the State/ Union Territory.
- ii. The institute / one of the consortium members should have experience of at least **5 years** in preparing students for UPSC civil services exam (prelim cum main coaching) as on the date of notification inviting applications for engagement by the Department.
- iii. The institute / one of the consortium members should have been fully functional for a minimum period of **5 years**, at the time of applying under this scheme and having a minimum enrolment of **200** students per annum in the courses as indicated at (ii) above for at **least two years**, immediately before the year in which selected.

C. Eligibility criteria and selection of beneficiary students:

- i. Aspirants who are domiciled of Odisha and have completed a minimum of a Bachelor's degree in any discipline from any recognised educational institution within or outside the state 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 who cleared the UPSC preliminary exam in the previous year can be admitted directly for the coaching.
- iii. In case of SC/ ST/ PwD candidates, a Certificate issued by the competent authority should be obtained from the students by the selected institute and to be saved in digital format.
- iv. 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.
- v. 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.
- vi. The selected students shall have to attend all classes. In the event of any student remaining absent consecutively for more than 30 coaching days, without any valid reason, the benefits of free coaching to him/her shall be discontinued. Also, the total attendance should be at least 90% of the entire coaching period.

Private Partner's responsibilities:

- A. The coaching shall be for a minimum of **1020** hours for the prelims and mains.
- B. Medium of Instruction will only be in English.
- C. **The selected institute shall provide a minimum 8 nos. of optional subjects(including odia) which can be imparted online/offline.**
- D. The selected institute shall conduct at a minimum:
 - i. **10 full-length Mock Tests for the Preliminary Examination (GS Paper I & CSAT).**
 - ii. **15–30 Test Series for the Main Examination (covering General Studies Papers and Optional Subjects).**
 - iii. **Regular Writing Practice Tests including answer writing, essay writing, and optional subject papers, with detailed evaluation and feedback.**
- E. The institute/one of the consortium members should have a fully functional coaching centre within **Bhubaneswar Municipal Corporation (BMC) area, well-equipped with both offline and online facilities.** The coaching programme should be operated from a building located in the BMC area, which may be **either owned or rented.**

In case the interested institution does not have the required infrastructure as mentioned above, the institution will have to furnish an undertaking to establish the required facilities in BMC area within a period of 30 days of award of contract.

F. Payment for Prelims-cum-Mains Coaching:

- i. 60% of the GS (Prelims- Cum-Mains) fees shall be released after completion of student selection and two week of classes.
- ii. 30% shall be released on completion of the entire course for the first batch.
- iii. The balance 10% shall be released only if at least 5% of the coached students qualify the UPSC Preliminary Examination 2026.
- iv. For the second batch (post June 2026), the final 10% installment shall be released on achieving the same benchmark of 5% success in the Preliminary Examination.

F. Payment for Optional Subject Coaching (In case a selected student opts for an optional subject offered by the institute or one of the consortium members):

- i. 50% of the fee shall be released after completion of two weeks of optional classes.
- ii. 25% shall be released upon completion of at least 150 hours (50%) of the optional subject coaching.
- iii. The remaining 25% shall be released on completion of the full course of the optional paper, with a minimum of 300 hours of classes.

G. Payment for Infrastructure: The terms of payment shall be as follows:

- i. 60% of the agreed amount shall be released within one month from the commencement of classes for each academic session.
- ii. 20% shall be released within six months from the commencement of the programme.
- iii. The remaining 20% shall be released before completion of the academic session.

H. Design the course structure, curriculum and number of hours of coaching for the civil services exam.

I. Arrange for full-time/ part time faculty members for the study centre.

J. Ensure uninterrupted conducting of classes in the study center.

K. The selected institute shall provide **mentorship support by its faculty members for a minimum of 2 years after the expiry of the contract**, to guide students through subsequent stages of the UPSC Civil Services Examination.

L. Adhere to the applicable laws of the land for running and managing such an institute.

M. Take all necessary efforts to ensure the successful selection of aspirants in the Civil Services.

N. To provide the aspirants a comprehensive knowledge required to compete in the Civil Services Exams conducted by UPSC, the private partner shall

conduct classes covering all topics under the Prelims and Mains of General Studies Papers as per the UPSC syllabus revised from time to time.

- O. The private partner shall adopt the latest techniques/ strategies & methodologies for providing coaching to students.
- P. The institute shall maintain a full record of the progress of coaching and selection of the candidates.
- Q. Fund released to the institutions shall be dealt with in a separate account by the institute.
- R. 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 per annum and other action, as deemed necessary.
- S. After the conclusion of the financial year, the institution shall submit to the Department, by 30th Sep, the audited accounts certified by a Chartered Accountant. The audited accounts should include Income and expenditure accounts, Balance Sheet, including Receipts and Payments Account of the institution in respect of funds received during the year;
- T. 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 organisation.

Review of performance and monitoring

- A. Designated officers shall monitor the running of the selected institutions at least once a year and submit a detailed report.
- 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 an 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 in time if the performance of the coaching institute is found to be unsatisfactory.
- F. Initially, **300** meritorious students will be sponsored by HED, GoO to provide free coaching each for the UPSC Civil Services Examination.
- G. The selected institution shall maintain **biometric attendance** for both students and faculty.

- H. Monthly attendance reports shall be uploaded to a **web-based Monitoring Portal** maintained by HED, i.e., HIMS(Higher Education Information Management System)
- I. Absence of a student for more than **30 consecutive days** or **below 90 % total attendance** shall automatically trigger a system-generated alert to HED for necessary action.

Student Feedback and Faculty Evaluation

- i. The selected coaching institute shall conduct structured student feedback on every faculty member at least twice during each coaching cycle — once at the mid-point and once at the end of the course.
- ii. The feedback shall cover parameters such as subject clarity, teaching methodology, interaction quality, punctuality, doubt resolution, and overall effectiveness.
- iii. The institute shall develop a standardized feedback form (digital or physical) approved by the Higher Education Department.
- iv. The summary of feedback scores and qualitative comments shall be compiled, signed by the Head of the Institution, and submitted to the Higher Education Department within 10 working days after completion of each feedback cycle.
- v. Faculty members receiving consistently below-average feedback (less than 60% satisfaction score in two consecutive reviews) shall be replaced within 15 days after notice by the Department.
- vi. The Department may conduct random verification of the feedback process to ensure authenticity and integrity of the responses.

Section – 3: Instruction to Bidders

Instructions to Bidders

Higher Education Department is one of the Departments of the Government of Odisha, looking after the Degree/Autonomous Colleges and Universities of Odisha.

1. Purpose

Selection of a 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 the 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 the Technical Proposal, second containing the financial proposal (Commercial Bid) for

“Engagement of leading Coaching Institutes for providing Non-residential UPSC Civil Services coaching”.

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 **“DDO-cum-Under Secretary, Higher Education Department, payable at UCO Bank, Secretariat Branch, Bhubaneswar”** with the bid document.

4. Transfer of Tender

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

5. Consortium and Joint Ventures

Bids of joint venture / consortium will be accepted.

6. Completeness of Response

- a. Bidders are advised to study all instructions, forms, terms, requirements and other information in the Tender documents carefully. Submission of the 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.

7. Place of opening of Tender

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

8. 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 the Higher Education Department, and the Higher Education Department shall be at liberty to cancel any or all bids without giving any reason thereof. All materials submitted by the bidder shall be the absolute property of the Higher Education Department, and no copyright /patent, etc. shall be entertained by the Higher Education Department.

9. Amendment of Tender Document

- a. If the 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 the 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 the latest updates of this Tender document. The Higher Education Department also reserves the right to amend the dates mentioned in this Tender for the successful bid process.

10. 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.

11. Earnest Money Deposit (EMD)

The bidders are requested to deposit the EMD of **Rs. 10,00,000/-** in shape of Bank Draft drawn in favour of “**DDO-cum-Under Secretary, Higher Education Department, payable at UCO Bank, Secretariat Branch, 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 the Successful bidder will be returned after the award of the contract and submission of the performance bank guarantee within the specified time and in accordance with the format given in the bid.
- f. EMD shall be non-transferable.
- g. Forfeiture of EMD: The Earnest Money Deposit (EMD) is liable to be forfeited under the following circumstances:
 - i. If the bidder withdraws, amends, or increases the quoted prices during the period of bid validity or any extension thereof.
 - ii. If the successful bidder fails to sign the contract agreement or furnish the required Performance Bank Guarantee within the stipulated time, as per the prescribed format of this Tender.
 - iii. If, during the bid process, a bidder indulges in any deliberate act intended to jeopardise or unduly delay the evaluation and finalisation of bids. The decision of the

Higher Education Department regarding forfeiture of the EMD shall be final and binding on the bidder.

12. Language of Bids

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

13. 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.

14. Submission of Bids

The bids shall be submitted by the Bidder, which shall comprise of the following three envelopes. Three-envelope/cover system shall be followed for the bid –

- A. Envelope 1-Technical Proposal (including relevant credentials)
- B. Envelope 2-Financial Proposal-including cost of Coaching and infrastructure with other facilities

15. Technical Proposal / Bid

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

- 1. Technical Bid Form (**Annexure I**)
- 2. Copy of updated Valid Registration Certificate of the Institute/one of the Consortium members
- 3. Updated GST Registration Certificate of the Institute/one of the Consortium members, if applicable.
- 4. PAN Card Copy of the Institute/one of the Consortium members
- 5. Income Tax Returns for the last 3 financial years or Audit report by certified CA.
- 6. Income and Expenditure Statement and Balance Sheet for the previous 3 financial years certified by a Chartered Accountant.
- 7. Annual Turnover – Coaching Institute/ one of the consortium members/ one of the consortium members should have an average turnover of at **Rs.1 crore per**

annum for the last 3 financial years. Certified audit report and Income Tax Returns with PAN and TIN numbers should be submitted.

8. The Coaching Institute must have a minimum **4500 square feet (a minimum one square meter area may be allocated for each student during a class/batch)** built-up area with all the facilities. Supportive document of built-up area of the Institute, a Lease and License copy for rented accommodation and property tax bill for the own building.
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 biodata
13. Self-declaration for not being blacklisted by any of the Govt. /Semi-Govt. Organization.
14. Self-declaration for not having a criminal case against any governing member and staff.
15. Undertaking for provisioning of required infrastructure within a period of 30 days of award of contract, in case the institution does not have own/rented infrastructure for coaching in the BMC area.
16. Year-wise details of successful candidates in IAS / allied services. Minimum 5 candidates from the Coaching Institute/ one of the consortium members 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 the following format

Sl. #	Year	Year of the Trainee/Coaching	<u>Subject for which coaching obtained</u>	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.

16. 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 the 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 30 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

17. 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.

18. 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 / one of the consortium members	a Final Selection list declared by UPSC (5 years) b Any confirmatory document about selected candidates' registration with the institute / one of the consortium members for prelims cum mains coaching of GS paper.	Total number of final selected candidates in UPSC Civil Service Examinations of 2020 to 2024 <u>10</u> or more : 5points <u>20</u> or more: 10 points <u>30</u> or more: 15 points <u>40</u> or more : 20 points <u>50</u> or more :25 points	25
2	Quality of study materials	Set of booklets / study material provided by the Institute / one of the consortium members to the students	Content coverage and quality of the study material given for Prelims cum Mains GS Coaching	15
3	Financial Turnover	Last 3 years Audit Report of the Institute /one of the Consortium members from duly certified by a Chartered Accountant Firm	Average annual turnover of Rs. 1.50 crore or more: 10 points Rs. 1.00 crore or more: 5 points	10

4	Faculty	Faculty profile with supporting Documents	Faculties with experience for 10+ year: 10 points Faculties with the experience in similar such government projects of CSE training: 10 points Faculties who have qualified UPSC Final selection : 10 points	30
5	Presentation	Criteria related to the institute's experience, capacity, quality of teaching, infrastructure, and cost-effectiveness	Understanding of Requirements, Proposed Methodology, Commitment to Timelines	10
6	Other Requirements	Differentiators of the Institute / one of the consortium members with supporting Documents	LMS platform: 5 points Innovative practices: 5 points	10
Total				100

Bidders must obtain a minimum score of 70 marks in the technical evaluation to qualify for the financial evaluation stage. Bids from those scoring below the minimum qualifying marks shall be rejected and will not be considered for financial evaluation.

In addition to meeting the technical criteria, coaching institutes must also have the following facilities available at their premises. These details must be clearly presented as part of their respective presentations.

SN	Facility	CAPACITY	TYPE/Unit
1	Classrooms	100+100+100	Fully equipped Smart Class rooms with the following:
			Interactive TV Panel Board with OPS (Open Pluggable)
			Podium
			Classroom Monitoring Cameras
			Internet Connectivity - preferably Leased line connection
			Blue tooth connectivity

			• Air Conditioners
			• Adequate Lighting
			• Public Address System
2	Library & Digital Library		Reference Library with online resources. Stock Library with books relevant and required for reference purposes by UPSC aspirants
4	Fully equipped office room		1. Computer, 2. Printer, 3. Copier Machine 4. Air Conditioners
5	Hall for Group Discussion		Air Conditioners & CCTV
8	Fire & Building Safety Certificate		Fire Safety Licence or Preventives duly Setup and Operational at Coaching Premises
9	Watch & Ward		
10	Barrier free access		Barrier free access for PWD candidates

Note: The institute must have a dedicated ‘Counsellor’ to provide academic guidance, stress management, and emotional support to students. This facility should be clearly highlighted in the presentation.

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.

[‘Technical Score’ of Bidder for the Project (X)]	$= 100 \times \frac{\text{[Marks secured by the respective Bidder]}}{\text{Highest Marks received by the Bidder}}$
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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, optional and infrastructure cost** submitted by the bidder.

The financial offers of the qualified bidders shall be tabulated for this project and the bidder with the 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:

$\frac{[\text{The 'Financial Score' of Bidder for the Project (Y)}]}{[\text{Lowest Offer quoted by the Bidder for the project (Rs.)}]} = 100 \times \frac{[\text{Offer quoted by the Respective Bidder for the project (Rs.)}]}{[\text{Lowest Offer quoted by the Bidder for the project (Rs.)}]}$
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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 (80% of X)	Weighted Financial Score (20% of Y)	Composite Score (F = D + E)
A	B	C	D	E	F

19. Award of contract

Based on the evaluation, the Higher Education Department shall award the contract to the eligible bidder who has the highest composite score. The 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, The Higher Education Department shall forfeit the Earnest Money deposit.

20. Signing of Contract

Once the Higher Education Department notifies the successful bidder that its bid/proposal has been accepted, the 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.

21. Performance Bank Guarantee

- a. The successful bidder shall at his own expense, deposit with Higher Education Department, within thirty (30) 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 5 (five) percent of complete contract value. 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

GENERAL TERMS AND CONDITIONS

- a. Conditional Tender Proposals are liable for rejection.
- b. Intending Agencies / Institutions can have detailed information from the office of the Higher Education Department, Bhubaneswar during office hours. (on mail-hedscheme@gmail.com)
- c. The Selection Committee constituted by the Higher Education Department, Bhubaneswar reserves the right to reject any or all tenders without assigning any reason.
- d. The 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.

- g. The selected Coaching Institution shall provide qualitative coaching to the candidates for UPSC coaching, deputed by the Higher Education Department. The Coaching should be given for Prelim-cum-Mains Examination for complete syllabus.
- h. 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.
- a. 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 / one of the consortium members will be blacklisted and complete fee due will not be paid.
- j. 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.
- k. 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.
- l. 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.
- m. Higher Education Department reserves the rights of overall monitoring of the training program.
- n. The coaching institute should submit their requisition / bill for each installment, in duplicate with the list of candidates. The payments shall be made within 30 days. If, due to any reasons, payment is delayed, no interest is payable.
- o. The **contract is for a period of 36 months** or up to the completion of syllabus of Preliminary-cum-Main Examination UPSC **2028**, 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)
- q. Contract may be extendable for next 2 (two) financial or academic years by mutual consent with the same terms and conditions of the agreement executed.
- r. The coaching fee is exclusive of all applicable taxes.

- s. 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.
- A. 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.
- K. 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 conform commercial 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 the 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 Sub-ordinate courts at Bhubaneswar and the Hon'ble High Court of Odisha.

Section-5: Annexures

Schedule – A

Annexure – I

(To be submitted on letter head)

"Technical Bid for Engagement of coaching institute for providing non-residential coaching for UPSC (Civil Services) Examination".

Date:

To,

The Commissioner-cum-Secretary to Govt.

Higher Education Department

Odisha Secretariat

Bhubaneswar – 751001

Subject: Technical Bid for providing non-residential 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 the Higher Education Department for the 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	
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.			(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	
	Whether the Coaching Institute is functioning in its own building or in a rented accommodation (for each of its present functional centers)					
11	Particulars (address with built up area)		Number of classrooms	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					
14	Any other details:					

Date:

Place:
Signature
Institution

Name, Designation and
of authorized representative of the Coaching

Annexure – II

(To be submitted on Bidder letterhead)

"Commercial Bid for engagement of coaching institutes for providing non-residential coaching for UPSC Civil Services Examination".

Date:

To,
The Commissioner-cum-Secretary to Govt.
Higher Education Department
Lokaseva Bhawan
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 (Prelims Cum Mains)		
Optional Subjects		
Infrastructure & facilities		
Total		

Date:

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

III

(Declaration of the Coaching Institution on the letterhead)

Date:

To,
The Commissioner-cum-Secretary to Govt.
Higher Education Department
Lokseva Bhawan
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.10,00,000 /- (Rupees Ten Lakh 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
2023.

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 to Govt.,
Higher Education Department
Lokseva Bhawan
Bhubaneswar – 751001

DECLARATION

NATURE OF SERVICE: Tender for providing coaching to candidates of Odisha, sponsored by the Higher Education Department, for the UPSC (Civil Services) Examination from competent and reputed coaching institutions.

I/We hereby declare that I/We have carefully read and thoroughly understood the Tender Documents and all related terms, conditions, and provisions. I/We have submitted this tender after fully comprehending the scope, requirements, and implications of the agreement.

I/We further undertake to fulfil all requirements of the tender agreement to the complete satisfaction of the Higher Education Department, Government of Odisha.

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

