

REVISED RFP

RFP Number...1/2024-25

Date: 07/06/2024



**District Skill Development-cum-Employment Office
(DSD-cum-EO), Jharsuguda
Government of Odisha**

REQUEST FOR PROPOSAL (RFP)

For

**Selection of agency for "Establishment and Management of
Non-Residential Pre – recruitment Civil Services Exam Coaching
Centre" in Jharsuguda District**

Telephone No. – 06645-291437, 9658479833, 7788873124

E Mail ID: deo_empjsg@yahoo.in


District Skill Development
cum- Employment officer
Jharsuguda

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DISCLAIMER

The information contained in this Request for Proposal (hereinafter referred to either as "RFP") document provided to the Bidders, by the District Skill Development-cum-Employment Office, Jharsuguda, hereinafter referred to as DSD-cum-EO, JSG or any of their employees or advisors, is provided to the Bidder(s) on the terms and conditions set out in this RFP document and all other terms and conditions subject to which such information is provided.

The purpose of this RFP document is to provide the Bidder(s) with information to implement the following assignment: "Selection of an agency for Establishment and Management of Non-Residential Pre - recruitment Civil Services Exam Coaching Centre in Jharsuguda District under DSD-cum-EO, JSG. This RFP document does not purport to contain all the information each Bidder may require. This RFP document may not be appropriate for all persons" and it is not possible for the DSD-cum-EO, JSG and their employees or advisors to consider the business/investment objectives, financial situation and needs of each Bidder who reads or uses this RFP document.

Each Bidder should conduct its own investigations and analysis and should check the accuracy, reliability and completeness of the information in this RFP document and wherever necessary obtain independent advice from appropriate sources. The DSD-cum-EO, JSG, their employees and advisors make no representation on or warranty and shall incur no liability under and law, statute, rules or regulations as to the accuracy, reliability or completeness of the RFP document.

DSD-cum-EO, JSG may, in its absolute discretion, but without being under any obligation to do so, update amend or supplement the information in this RFP document.


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SECTION 1: Letter of Invitation

District Skill Development-cum-Employment Officer, Jharsuguda,
Government of Odisha.

Dear Agency,

1. The District Skill Development-cum-Employment Officer, Jharsuguda invites proposal from reputed organization for Selection of an agency for "Establishment and Management of Non-Residential Pre – recruitment Civil Services Exam Coaching Centre in Jharsuguda District under Corporate Social Responsibility (CSR)". The details of the required scope of work and services expected from the Agency are provided in the Section 5: Terms of Reference in this RFP document.
1. An Agency(s) will be selected as per Quality and Cost Based Selection (QCBS) criteria described in this RFP.
2. The RFP comprises the following sections:
 - Section 1 – Letter of Invitation
 - Section 2 – Definitions
 - Section 3 – Factsheet
 - Section 4 – Background and the need for Competitive Exam Coaching Centre
 - Section 5 – Terms of Reference
 - Section 6 – Instructions to Agencies
 - Section 7 – Technical Proposal – Standard Forms
 - Section 8 – Financial Proposal - Standard Forms


District Skill Development
District Skill Development Officer
Cum-Employment Officer,
Jharsuguda

Section 2: Definitions

- a) DSD-cum-EO means the District Skill Development cum Employment Office, Jharsuguda.
- b) "Client" is the District Skill Development-cum-Employment Officer, Jharsuguda.
- c) "Agency" means any entity or person that may provide or provides the Services to the Client under the Contract.
- d) "Coaching center" means Non-residential Pre - recruitment Civil Services Exam Coaching Center for ICS.
- e) "Day" means calendar day.
- f) "Instructions to Agencies" means the document which provides interested Agencies with the information needed to prepare their respective Proposals.
- g) "LoI" means the "Letter of Intent" being sent by the Client.
- h) "Personnel" means professional and support staff provided by the Agency and assigned to perform the Services or any part thereof.
- i) "Proposal" means Technical Proposal and the Financial Proposal.
- j) "RFP" means the Request for Proposal circulated by the Client for the selection of Agency(s).
- k) "Assignment/job" means the work to be performed by the Agency pursuant to the Contract.
- l) "Terms of Reference" (ToR) means the information included in the RFP which explain the objectives, scope of work, activities, tasks to be performed, respective responsibilities of the Client and the selected Agency(s).
- m) * "Competent Authority" means the Collector & DM, Jharsuguda, Government of Odisha.

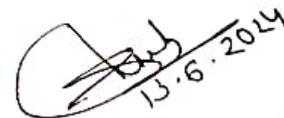

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Section 3: Factsheet

Request for Proposal (RFP) document made available to the applicants	7 th June 2024
Last date for receiving of queries, if any	12 th June 2024 up to 5.00 P.M. to e- mail ID: deo_empjsg@yahoo.in
Clarification Meeting at Collectorate Conf. Hall,if required	13 th June 2024 at 10.00 A.M.
Last date for receipt of Technical and Financial Proposals (Sealed Envelope)	24 th June 2024 (5.00 P.M.)
Opening of Technical Proposals	25 th June 2024 (10.00 A.M.)
Technical Presentation	26 th June 2024 (11.30 A.M.)
Opening of Financial proposals of applicants who qualify in Technical Proposal / Bid	Will be communicated after opening of Technical Bid Documents.
Letter of Award	To be intimated to Selected Agency
Start Date	To be intimated to Selected Agency
Method of Selection	Quality & Cost Based Selection (QCBS)
Contact Details	District Skill Development-cum-Employment Office, Jharsuguda At: Badheimunda (Near L.N College Gate) PO: K M Road District: Jharsuguda PIN: 768202
Earnest Money Deposit (EMD)	Rs.1.00 lakh in shape of 3 Years TDR / FD to be pledged in favour of the District Skill Development-cum-Employment Officer, Jharsuguda
Tender Fee / Bid Cost	Rs.10,000/- (Rupees ten thousand) only in the form of Demand Draft to be drawn in favor of The District Skill Development-cum-Employment Officer, Jharsuguda drawn on any Nationalized / Scheduled Bank , payable at Jharsuguda.

Note:

1. The Client reserves the right to change the above schedule by due intimation / information to the intended agencies. Please visit the website www.jharsuguda.odisha.gov.in regularly for the updates.


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2. Proposals must be submitted on or before the prescribed date, time and venue mentioned in the Fact Sheet. Proposals received after cut-off date will be summarily rejected.

Sections 4: Background and need for Non-Residential Pre-recruitment Civil Service Competitive Exam Coaching Centre

Civil Service exams are gateways for aspiring youths to enter and become a part of the much coveted Government service. However, most find it difficult to make headway because of lack of guidance, academic coaching. The conventional schooling system in India in preparing youth for these competitive exams is not sufficient to bridge the gap. Thus, it becomes inevitable for aspiring youth to seek professional coaching assistance to succeed in these exams.

In this scenario, youth from rural and tribal areas especially from directly mining affected areas face manifold disadvantages in accessing quality and professional support vis-a-vis their peers across the country. One of the possible solutions to address this challenge is for Government to directly intervene and provide/facilitate coaching for educated students from mining affected areas. One of the high priority activities of District Administration, Jharsuguda is generation of employment opportunities through training and skill development. In this regard, the proposed activity i.e. **"Establishment and Management of Non-Residential Pre-recruitment Civil Service Competitive Exam Coaching Centre"** will transform a student into academically proficient, mentally robust individuals, vibrant with energy and confident to face challenges for preparation of competitive exams and more specifically helps to get a job in labour market. Sponsoring those students will not only create employment but also reduce the financial burden of Households of the mining affected areas by availing job opportunities. Considering the lack of similar facility in the district (Private/Govt.) it has been planned to establish a Civil Service Non-Residential Pre-recruitment civil service Coaching center in Jharsuguda district under CSR through Public Private Partnership (PPP) mode. It is here to mention that there will be two centers operate under the district one at L.N College campus, Jharsuguda and another at Brajarajnar College campus, Brajarajnar, Jharsuguda on alternative days.


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Sections 5: Terms of Reference:

A. Establishment and Management of Non- residential Coaching Center:

The coaching center aims to target the youths who have completed +2/+3 course and between the age group of 18 – 28 years for Civil service exams to get Civil Service jobs in centre & state.

Project Objectives:

- To provide non-residential coaching facilities to the aspiring candidates from mining affected areas of Jharsuguda District at District HQ or nearby location i.e at Brajarajnagar.
- To provide quality coaching based on current exam pattern of UPSC/OPSC.
- Undertake monthly mock tests to make the candidates familiar with the exam pattern and better time management with accuracy during exams.
- Counseling of students, personality development, motivation and success sharing by leaders.

B. Project Description:

The competitive exam coaching center shall cater to the needs of youth who are aspiring to clear the following exams primarily for jobs in Civil Service Exams of the Govt. through

- Union Public Service Commission
- State Public Service Commission

C. Scope of Work & Responsibility of Coaching Centre:

Infrastructure Support:

The Agency shall be provided with adequate infrastructure support for smooth management of the Coaching Centre as specified below:

1) L.N College Campus, Jharsuguda:

- a. Class Room – 1 No
- b. Library Room cum Office Room – 1 No
- c. Toilet / Bath Room (Separately for Boys & Girls).

2) Brajarajnagar College Campus, Brajarajnagar:

- a. Class Room – 1 No
- b. Library Room cum Office Room – 1 No
- c. Toilet / Bath Room (Separately for Boys & Girls).

These should include the following minimum basic amenities:


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- Total seating capacity of students is 100 in both class room (one at LN College and another at Brajarajnar College) with study table and chair.
- Classrooms should have adequate space to accommodate 100 students at a time along with proper ventilation and lighting and power back-up.
- Centre shall have minimum teaching equipment/ tools like white board, markers/chalks & Interactive panel.
- Centers shall have a library and provide study material to the incumbents.
- Centers shall have adequate toilets facilities, separate for girls and boys.
- Centers shall have RO Purified safe drinking water facilities.
- Centers shall have bio- metric attendance of Students.
- 24 x 7 electricity, water and internet facilities shall be provided.
- Minimum fire safety measures shall be taken in coaching center along with First Aid.
- The Coaching Centre must be under CCTV surveillance.
- COVID – 19 guidelines issued by Govt from time to time must be strictly adhered.

II. Educational Service Support:

1. The center shall act as a coaching cum counseling and personally improvement hub for the competitive exams. Additionally, the agency will also bring onboard renowned speakers / motivators / successful candidates for conducting special sessions.
2. The coaching shall cover modules/subjects as per the concerned exam standards / patterns.
3. The agency shall provide latest/updated study material to the students along with practice book.
4. The agency shall keep adequate nos. of relevant books and journals in the library for ready references of Students.
5. The agency shall deploy experienced and trained personnel to impart quality coaching.
6. The agency shall maintain a database of the candidates' enrolled (including biometric attendance) and shall submit the same periodically (Batch - wise) to DSD-cum-EO, JSG for monitoring purpose. The selected agency shall also maintain the attendance (biometric) of personnel deployed in the coaching center.
7. The agency shall provide information about the exam dates and pattern of the civil service exams as mentioned above to the aspirants and shall ensure to apply the same by the aspirants.
8. The agency shall undertake monthly / periodical mock tests for the candidates in order to create a sense of real time exam environment.
9. The agency shall guide and counsel the candidates enrolled regarding civil service examinations and conduct personality improvement group discussion


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sessions.

10. The agency shall take up any other related work as directed by the Client from time to time.
11. The agency will provide one T-shirt per trainee as uniform.
12. The agency shall ensure post training support to all trainees for applying to civil service examination and make them able to sit in the civil service examination.
13. The agency is responsible for quality coaching and retention of all candidates till the completion of coaching.
14. The agency shall analyses the progress of the students during the coaching period and take necessary steps for enhancement of their performances to succeed in the fourth coming exams.
15. Any other aspects as decided by the Competent Authority for improvement of coaching quality and outcome.

III. Batch Size:

One batch strength shall be 100 nos. of students (appropriation allowed) divided in to two classes in alternate day basis. Next batch will start after successful completion of the preceding one. No of students may be increased / decreased depending upon the requirement.

D. Selection of Candidates:

The agency will undertake the following procedure to select the candidates for coaching before commencement of batch.

- Open advertisement in two leading local newspaper and pamphlet distribution to seek enrollment of the candidates.
- 100% of students must be from Jharsuguda district and mostly from mining effected areas.
- Undertake preliminary screening test.
- Selection of candidates for commencement of batch shall be based on the volume of applicants interested to undergo the coaching in response to the advertisement.
- In case of any conflicts arises decision of the Competent Authority in consultation with agency will be final.

E. Project Duration:

The initial period of the contracts will be for 01 year (12 Months), which may be extended for a further period up to 3years on satisfactory performance, as determined by the Competent Authority.

F. Project Coverage:

The civil service exam coaching shall first be rolled out in Jharsuguda with focus on the directly mining affected areas of the district along with disadvantaged meritorious


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category and reserved categories.

Course Duration:

The course duration will be for Six Months for one batch and shall consist of:

- Classroom coaching for completing the course the syllabus
- Revision / Doubt clearing classes.
- Daily / Weekly Test.
- Monthly Mock Test
- Descriptive Test
- Group Discussion
- Soft Skill / Interview Guidance.
- Any other aspects need to be included for enhancing the quality of coaching.

The agency/ institute shall design the class / subject schedule in such a way that the syllabus should be completely covered within the prescribed time limit and there will be sufficient time for practice and doubt clearance classes. However, a tentative Course Module is given here under for reference. Which may vary as per exam pattern, but shall be finalized with the consent of DSD-cum-EO, JSG.

Sr. No	Name of Civil Service Exam Module	Coaching Hours
1	GS Paper I (UPSC)	The Course Module shall be designed in such a way that the total course will be completed in prescribed time line and there shall be sufficient time for Mock Test and Practice.
2	GS Paper II (UPSC)	
3	GS Paper III (UPSC)	
4	GS Paper IV (UPSC)	
5	Computer Skill	
6	Mock Test (Offline)	
7	Soft Skill	
8	Personality Development	

G. Personnel:

1. Centre Manager - Cum — Counselor (One Nos.)

Age Group: 25 - 45 years

Deployment: Full Time

Educational Qualifications: Graduate or Post Graduate in any discipline from a recognized university or institution having experience in managing Civil Service competitive exam coaching centre.

Desirable Qualities:

1. Must have good managerial skills and program management abilities.
2. Must have a clear understanding of career opportunity available for students after completion of +2/+3.
3. Must have good counseling skills to help students to choose the right career path.
4. Must have good interpersonal skill to develop support with staffs and students.


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5. Must have adequate computer skills.
6. Must have good communication skills, especially in the local language, i.e. Odia.

Roles and responsibilities:

1. Shall provide support and guidance to faculty members and students at the center.
2. Shall hold regular meetings with faculty members and students at the center to receive feedback and take necessary action.
3. Shall bring on board periodically, motivational speakers, renowned personalities, successful candidates to positively inspire the students, and invite/intimate the client for the same.
4. Shall take Monthly feedback from students.
5. Shall conduct counseling session, if any student is leaving during the batch.
6. Shall maintain database relating to enrolment of students and track their progress periodically and suggest/implement remedial measures. .
7. Shall assists faculty members to establish a good support with students. Guide faculty members to strictly implement the course module as per the schedule finalize.
8. Shall maintain all records including education materials, registers etc
9. Shall ensure that all laws, rules and regulations are complied with and discipline and decorum is maintained in the center.
10. Shall prepare and submit regular activity and financial reports to the DSD-cum-EO, JSG.
11. Shall comply with any other work that may be included as a part of MoU or directed by the Client from time to time.

2. Faculty Members

Age Group: 25 - 60 years

Deployment: Full Time

Educational Qualification: Graduation or Post Graduate in any discipline from a recognized University / Institution.

Experience: Faculty must be a subject matter expert for civil service exams with a teaching experience of at least 5 years.

Roles and responsibilities of faculty members:

1. Shall educate and train the enrolled youth as per the course curriculum and schedule finalized.
2. Shall conduct periodic evaluations/ tests to assess the pace and progress of oiled students.
3. Shall follow the current/latest exam pattern in civil service exams at the coaching center
4. Shall plan for and provide additional support to poorly performing students
5. Shall provide guidance and support to students to manage/handle exam pressure
6. Shall interact closely and regularly with students for assessment of their needs


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regarding the course and take regular feedback

7. Shall handle the enrolled youth in a professional manner.
8. Shall follow the course schedule strictly and adhere to the pre-decided timelines.
9. Any other assignments given from time to time as per requirement.

3. Project Assistant -Finance & Admin. (One Nos.):

Age Group: 25 - 45 years

Deployment: Full Time

Educational Qualification: Minimum Commerce Graduate from a recognized university.

Roles and responsibilities:

1. Proper maintenance of all financial records of the coaching centre and hostel on regular basis.
2. Maintain the detailed data base of all trainees.
3. Provide secretarial support including logistic support as per requirement.
4. Updation of MIS and generation of reports and returns.
5. Proper maintenance of Fixed Assets and inventory control.
6. Any other assignment given from time to time by the client.

4 Multi-Purpose Worker (One Nos.):

Age Group: 25 - 45 years

Deployment: Full Time

Educational Qualification: Matriculate

Roles and responsibilities:

As assigned by the management

H. Fund Release:

1. The contract fees shall be paid to the agency batch - wise as per the per student cost.
2. Agency has to ensure minimum 75% attendance of students during the coaching period. Below the agreed %, will attract proportionate deduction of contract fees for that particular batch. Drop out students should be replaced with new deserving candidates with Jharsuguda domicile.
3. Students having attendance of less than 50% will be considered as dropouts and will not be considered for payment of contract fees. The 1st installment of dropout students shall be adjusted in the next installment/s. The agency/DSD-cum-EO may replace new students for enrollment against drop out to maintain optimum attendance daily.
4. The agency has to place in-voice (Installment Wise) basing on the attendance of the students continuing during the period.
5. All payments to the agency are subject to tax deducted at source (TDS) and amount due will be directly credited to the bank account of agency through RTGS.
6. In case any Govt, building will be provided by the client, the amount of rent as agreed upon shall be deducted from the total cost.

7. The assessment / certification will be the responsibility of the agency.
 8. The total batch - wise training cost would be in four installments as follows:

Installment (Tranche)	Percentage of Total Cost	Max. Project Duration (P – Date of MoU)	Output Parameters
1 st	30%	P + 1 Month	Execution of MoU / Commencement of Batch.
2 nd	30%	P + 3 Months	Completion of 3 Months of Coaching
3 rd	30%	P + 6 Months	Completion of Coaching and Final Assessment
4 th	10%	On real time basis	Upon successful result of student (at least qualifying in written examination) in civil service exams.

9. The 4th installment will be retained till submission of list of students successfully qualifying in the civil service examination conducted by Central / State Govt. The agency has to submit the list of students successfully qualified post coaching. Payment of 4th installment will be released after verification of documents by DSD-cum-EO, JSG regarding authentication of documents/records submitted as per the following slab:
- 50% or more students qualifying in competitive exams -100% of the 4th Installment.
 - 30% or more but less than 50% qualifying in competitive exams - 50 % of the 4th installment.
 - Less than 30% of students qualifying in competitive exams — Forfeiture of 4th Installment/as to be decided by DSD-cum-EO, JSG in consultation with the Collector & DM, Jharsuguda based on performance of coaching.
10. Decision of Competent Authority in this regard will be final and binding upon the agency.

Monitoring Mechanism:

Primarily the agency engaged will be responsible for smooth management and monitoring of the Centre including updated documentation. However, a committee will be constituted by the Client for Monitoring & Evaluation of the Project by DSD-cum-EO, JSG and the executive committee and report on the following matter:

- Resolving of issues / conflicts arises during the project period as requested by the agency.
- Periodical review & monitoring of the projects.
- Recommending preventives and improvements

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- Any other issues as assigned by the competent authority.

Section 6: Instruction to Agencies

- 1.1 The District Skill Development cum Employment Officer, Jharsuguda will select agencies, in accordance with method of selection specified below

Method of Selection: Pre - Qualification of eligible Agencies followed by Quality and Cost Based Selection (QCBS).

- 1.2 Interested Agencies are invited to submit a Technical Proposal and a Financial Proposal for the assignment named below.

Name of the Project: "Establishment and Management of Non-Residential Pre-recruitment Civil Service Exam Coaching Centre in Jharsuguda District under DSD-cum-EO, JSG"

- 1.3 **The proposal submission address is:**

District Skill Development-cum-Employment Office, Jharsuguda
At: Badheimunda (Near L.N College Gate)
PO: K M Road
District: Jharsuguda
PIN: 768202

Tel No. - 06645-291437, 9658479833, 7788873124

E-Mail ID: deo_empjsg@yahoo.in

The Proposal (comprising of Pre - Qualification documents, EMD and tender fee should be enclosed in a single envelope clearly marked as "PRE QUALIFICATION DOCUMENTS" secondly the technical proposal with all supporting documents should be enclosed in a separate sealed envelope marked as "TECHNICAL PROPOSAL" and finally the Financial Proposal should be enclosed in a separate sealed envelopes marked as "FINANCIAL PROPOSAL") must be submitted by registered/speed post/courier only which should be received by the Client, no later than the following date and time:

Date: 24th June 2024 Time: Up to 5.00 P.M.

- 1.4 The Proposal technical presentation, and any clarification provided by the Agency along with the Terms of Reference provided in the RFP will be the basis for selection and ultimately for a signing of Contract with the selected Agencies.

- 1.5 **Applicant Clarification:**

- a) The Client shall invite queries from Applicant Agencies as per the details mentioned in the Fact Sheet of this document.


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- b) The Applicants must ensure that their queries should reach DSD-cum-EO, Jharsuguda, on or before last date mentioned in Fact Sheet of this document only through the email of the Client to deo_empjsg@yahoo.in.
- c) The queries should necessarily be submitted in the following format:

Section/Page No	Content of RFP requiring clarification	Change/clarification requested	Remarks

- d) Client shall not be responsible for ensuring that the Applicants queries have been received by them.
- e) Any request for clarification post the indicated date and time may not be entertained by the DSD-cum-EO, JSG.
- f) However, the Client reserves the right to hold or re-schedule the process at any time without assigning any reason thereof.

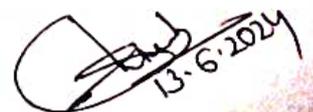
Responses to Queries and Issue of Corrigendum:

- a) The Authorized Representative of the Client will endeavor to provide timely response to the queries. However, no representation or warranty as to the completeness or accuracy of any response made in good faith, nor does undertake to answer all the queries that have been posed by the Applicants.
- b) At any time prior to the last date for receipt of proposals, the client may, for any reasons, whether at its own initiative or in response to a clarification requested by a prospective Applicant, modify the RFP Document by a corrigendum.
- c) The Corrigendum (if any) & clarification to the queries from all Applicants will be uploaded on the websites <http://jharsuguda.nic.in>. Any such corrigendum shall be deemed to be incorporated into this RFP.
- d) In order to provide prospective Applicants reasonable time for taking the corrigendum into account, the Client may discretionally extend the last date for the receipt of proposals.
- e) The Client's representative is: District Skill Development cum Employment Officer, Jharsuguda.

1.6 Agencies shall bear all costs associated with the preparation and submission of their proposals and contract negotiation. The Client is not bound to accept any proposal and reserves the right to annul the selection process at any time prior to Contract award, without thereby incurring any liability to the Agencies

1.7 Conflict of Interest:

- a) Client requires that Agencies shall perform the required services, provide professional objective, and impartial advice and all times hold the Client's interest paramount,

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strictly avoid conflicts of interest with other assignments or their own interests and act without any consideration for future work. Without limitation on the generality of the foregoing, Agencies, and any of their affiliates, shall be considered to have a conflict of interest and shall not be engaged, under any of the circumstances set forth below.

Conflicting Relationship:

- a) An Agency (including its Personnel and Sub-Agencies) that has a business or family relationship with a member of the Client's staff who is directly or in directly involved in any part of (a) the preparation of the terms of reference of the Assignment, (b) the selection process for such Assignment or (c) supervision of the Contract, may not be awarded a Conflict, unless the conflict stemming from this relationship has been resolved in a manner acceptable to the Client throughout the selection process and the execution of the Contract.
- b) Agencies have an obligation to disclose any situation of actual or potential conflict that impacts their capacity to serve the best interest of the Client, or that may reasonably be perceived as having this effect. Failure to disclose said situations may lead to the disqualification of the Agency(s) or the termination of its Contract.
- c) No Agency or current employees of the Client shall work as Agency under their own ministries departments or agencies

1.8 Unfair Advantage:

If an Agency could derive a competitive advantage from having provided other services related to the assignment in question, the Client shall make available to all other Agencies together with this RFP all information that would in that respect give such Agency any competitive advantage over competing Agencies.

1.9 Fraud and Corruption:

It is required that Agencies participating in the project adhere to the highest ethical standards, both during the selection process and throughout the execution of a contract.

The Client:

- a) Defines the terms set forth below as follows:
 - i. "corrupt practice" means the offering, giving, receiving or soliciting, directly or in directly or anything of value to influence the action of a public official or members of the Evaluation Committee, in the selection process or in contract execution;
 - ii. "fraudulent practice" means a misrepresentation or omission of facts in order to influence a selection process or the execution of a contract;
 - iii. "collusive practices*" means a scheme of arrangement between two or more Agencies with or without the knowledge of the Client, designed to establish prices, artificial, non-competitive levels;
 - iv. "coercive practices" means harming or threatening to harm, indirectly, persons or their properly to influence their participation in a procurement process or


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affect the execution of a contract;

- b) Will reject a proposal for award, if it determines that the Agencies recommended for award has, directly or through an agent, engaged in corrupt, fraudulent, collusive or coercive practices in competing for the contract in question:

Applicant Agencies should be aware of the provisions on fraud and corruption stated in the specific clauses in the Contract.

Agencies shall furnish information on commission and gratuities, if any, paid or to be paid to agents relating to this proposal and during execution of the assignment if the Agency is awarded contract.

1.10 Only one Proposal:

An Agency may only submit one proposal. If any Agency submits or participates in more than one the proposal, all such proposal shall be disqualified.

1.11 Proposal Validity:

Proposal must remain valid for 180 days after the submission date. During this period, Agencies shall maintain the availability of professional staff nominated in the Proposal and fully commit to their financial proposal, unchanged. The Client will make is best effort to complete negotiation within this period. Should the need arise; however, the Client may request Agencies to extend the validity period of their proposals. Agencies who agree to such extension shall confirm that they maintain the availability of the Professional staff nominated in the Proposal, unchanged, or in their confirmation of extension of validity of the Proposal. Agencies could submit new staff in replacement, which would be considered in the final evaluation for contract award.

1.12 Preparation of Proposals:

- a) The Proposal as well as all related correspondence exchange by the Agencies and the Client, shall be written in English
- b) In preparing their Proposal, Agencies are expected to examine in detail the documents comprising the RFP. Material deficiencies in providing the information requested may result in rejection of a Proposal.

The Proposal consists of three parts (i) Pre-Qualification documents, (ii) Technical Proposal and (iii) Financial Proposal.

1.13 Pre-Qualification Documents:

The Technical Proposals of only those Agencies who meet the pre-qualification criteria in the "Table No. 6.1" below will be opened. Agencies failing to meet criteria or not submitting requisite proof for supporting pre-qualification criteria are liable to the rejected summarily. Applicant Agencies should fill the Pre-Qualification Form which is included in section 7 of this RFP. The filled Pre-Qualification Form (in Section 7) and the supporting documents should be enclosed in a separate envelope marked as **Pre-Qualification Documents**

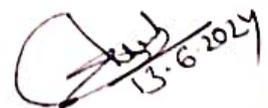
A handwritten signature in black ink, followed by the date "13-6-2024" written below it.

Table No.6.1

SL No.	Basic Requirement	Specific Requirement	Document Required
1	Legal Entity	The Agency shall be registered under <ul style="list-style-type: none"> • Societies Registration Act 1860 • Indian Trust Act 1882 • Companies Act 1956 • NCVT / SCVT / LLP / Partnership 	<ul style="list-style-type: none"> • Certificate of incorporation • Registration Certificate, if any • GST & PAN
2	Relevant Experience	The Agency must have minimum 5 years of experience in the relevant field of pre – recruitment civil service exam coaching as on 31/05/2024. Priority shall be given to agencies having previous experience.	<ul style="list-style-type: none"> • Details of relevant experience.
3	Financial Capacity	The agency should have average annual turnover of at least Rs. 50.00 Lakh for last three F.Y.s (2021-22, 2022-23 & 2023-24)	Last three F.Y/s Audited Financial Statement duly signed by a Chartered Accountant & ITR for the F.Ys.
4	Consortium	Not Allowed for partnering with other agencies	No subletting allowed
5	Blacklist	The Agency should not have been blacklisted by any Central/ State Government or Public Sector Undertakings.	Affidavit by the Authorized Signatory stating not blacklisted.
6	Authorized Representative	Executive Magistrate Affidavit & Board Resolution in the name of the person signing the proposal	Original Power of Attorney or Board Resolution Copy


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7	Bid Cost	The Agency must submit the Bid Cost of Rs.10,000 (Rupees Ten Thousand Only) in the form of Demand Draft in favor of The District Skill Development-cum-Employment Officer, Jharsuguda drawn on any nationalized bank at Jharsuguda.	Original Demand Draft
8	Earnest Money Deposit(EMD)	The Agency must submit an EMD of Rs.1,00,000/- (Rupees One Lakh Only) in the form of 3 year TDR / FD duly pledged in favour of The District Skill Development-cum-Employment Officer, Jharsuguda	Original 3 Years TDR / FD to be pledged
9	Service Tax (GST)	Must be Registered under GSTN	Attach Regd. Certificate and GST No.
10	Tax Exemptions	12A, 80G, Ministry of Corporate Affairs registration for undertaking CSR grants & NITI Aayog registration may be provided for weightage.	All documents to be attached in order.

NOTE: The copies of documents submitted towards Pre-qualification criteria are to be substantiated through production of originals, if and when required.

1.14 Technical Proposal Format and Content:

Applicant Agencies are required to fill the Technical Evaluation Form. The filled up technical Evaluation Form and the corresponding Tech Form (in Section 7) should be enclosed in a separate envelop along with all necessary/supporting documents to justify the claims. The supporting documents have to be produced in original by the Agencies, if and when demanded by the Client. Submission of the wrong type of Technical Proposal will result in the Proposal being deemed non-responsive.

The formats of the Technical Proposal (Section 7) to be submitted are:

- Form Tech 1: Letter of Proposal submission
- Form Tech 2: Agency's organization & experience
- Form Tech 3: Strategy, approach and work plan for performing the assignments
- Form Tech 4: Course Schedule and Timeline for a Batch
- Form Tech 5: Team Composition and Task Assignments

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f) Form Tech 6: Undertaking regarding any conflicting activities and information .

A Technical Proposal containing financial information shall be declared non-responsive.

1.15 Financial Proposals: The Financial Proposal shall be prepared using the attached Financial Proposal Form (in Section 8). The financial proposal shall not include any conditions attached to it and if received, then any such conditional financial proposal shall be rejected.

1.16 Tender Fee:

A Tender Fee / Bid Cost of Rs. 10,000/- (Rupees Ten Thousand) only in the form of Demand Draft (DD) drawn on any nationalized bank in favor of "District Skill Development cum Employment Officer, Jharsuguda" payable at Jharsuguda, must be submitted along with the Proposal. GST on the tender fee is to be paid by the agency on reverse charge basis. The tender fees deposited by the agencies is non-refundable.

1.17 Earnest Money Deposit:

An Earnest Money Deposit (EMD) of Rs.1,00,000/- (Rupees one lakh) only in the form of 3 year TDR / FD duly pledged in favor of "District Skill Development cum Employment Officer, Jharsuguda" along with the Proposal.

Proposals received without Bid Cost and EMD shall be rejected as non- responsive. No bank guarantee will be accepted in lieu of the EMD of the successful and unsuccessful agencies. EMD of successful and unsuccessful agencies will be returned within one month of signing of the contract.

The EMD shall be forfeited by the Agency in the following events:

- a. If Proposal is withdrawn during the validity period or any extension by the Agency thereof.
- b. If the Proposal is varied or modified in a manner not acceptable to the Client after opening of Proposal during the validity period or any extension thereof.
- c. If the Agency tries to influence the evaluation process.
- d. If the selected Agency withdraws its proposal during negotiations.

1.18 EMD Return:

The EMD in shape of TDR/FD would be returned in original after completion of the project.

1.19 Submission, receipt and opening of proposals

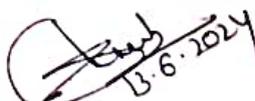
- a) The proposal (Pre-Qualification, Technical Proposal and Financial Proposal) shall contain no interlineations or overwriting except as necessary to correct errors made by the Applicant Agencies themselves. The under-signee person for the proposal must provide his initial beside such corrections. Submission letters for the Technical Proposal and Financial Proposals should respectively be in the format specified.


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- b) An authorized representative of the Applicant Agencies shall initial all pages of the original Pre-Qualification, Technical and Financial Proposals. The authorization shall be in the form of a written power of autonomy accompanying the Technical and Financial Proposals or in any other form demonstrating that the representative has been duly authorized to sign.
- c) The Pre-Qualification form and all documents (listed in 1.14) including the Tender Fee, EMD, declaration of submission as independent agency and power of attorney shall be placed in a separate sealed envelope clearly marked "PRE QUALIFICATION DOCUMENTS". The Technical Proposal including all the Tech Forms and supporting documents (listed 1.15) shall be placed in a separate sealed envelope clearly marked "TECHNICAL PROPOSAL". Similarly, the Financial Proposal including the Fin Form (described in 1.16) shall be placed in a separate sealed envelope clearly marked "FINANCIAL PROPOSAL." All the three sealed envelopes shall be placed in an outer envelope and sealed. This outer envelope shall bear the submission address and shall be clearly marked "DO NOT OPEN, EXCEPT IN PRESENCE OF THE OFFICIAL APPOINTED, BEFORE". The Client shall not be responsible for misplacement, loss or premature opening if the outer envelope is not sealed and/or marked as stipulated. The circumstances may also be deemed as fit case for Proposal rejection. If the Proposal is not submitted in separate sealed envelopes duly marked as indicated above, this will constitute grounds for declaring the Proposal non-responsive.
- d) The Proposals must be sent to the address indicated and received by the Client no later than the time and the date of submission, or any extension to this date in accordance with corrigendum. Any proposal received by the Client after the deadline for submission shall be returned unopened.
- e) From the time, proposals are opened to the time the Contract is awarded, the Agencies should not contract the Client on any matter related to its Technical and/or Financial Proposal, Any effort by Agencies to influence the Client in the examination, Evaluation, ranking of Proposals and recommendation for award of Contract may result in the rejection of the Agencies Proposal.

1.20 Evaluation of Technical Proposal

- a) A Bid Evaluation Committee (BEC) will be constituted by the Client for the purpose of evaluation the proposals.
- b) In the first stage of evaluation, only responsive proposals which satisfy Pre-Qualification Criteria shall be further taken up for evaluation. A Proposal shall be rejected if it is found deficient as per the requirements indicated in RFP.
- c) The BEC shall then evaluate the Technical Proposals on the basis of their responsiveness to the Terms of Reference and by applying the evaluation criteria, sub-criteria specified in the Table No. 6.2. Each responsive Proposal will be given a Technical Score (Ts).
- d) The Bid Evaluation Committee while evaluating the Technical Proposals shall have no access to the Financial Proposals until the technical evaluation process is concluded, and the competent authority accepts the recommendations.


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- e) Agencies shall also make a presentation on its relevant skill, competencies, past experiences, result including the plan and modalities for establishment and management of Coaching Centre before the Bid Evaluation Committee, which will be evaluated.
- f) A Proposal may be rejected at any stage if it does not respond to important aspects of the RFP and particular the Terms of Reference or if it fails to achieve the minimum technical score indicated below
- g) The Committee shall determine the approach and methodologies for the issues, which may arise during the evaluation exercise and have not been addressed in this RFP. The decision of the Committee shall be final and binding on all the Bidders.

Criteria, sub-criteria, and point system for the Detailed Evaluation of Technical Proposals are:

Table No. 6.2

SL	Evaluation Criteria	Supporting Form	Max. Marks
1	Experience		30
1.1	Prior experience of running a pre – recruitment competitive exam coaching center for employment in Central Govt. / State Govt. & Public Sector Undertakings (Years) 3 to 5 year = 15 Marks Above 05 Years = 20 Marks	Form Tech 2	20
1.2	Experience of working in Jharsuguda District/Undivided Sambalpur for similar type of coaching.(More than 05 years = 10 marks), less than 05=2 marks		10
2.1	Average annual turnover: INR 50.00 Lakh above = 15 Marks INR 75.00 Lakh above = 25 Marks INR 100.00 Lakh (atleast in last two/three average)= 30 Marks		30
3	Presentation of Course Plan, Strategy and Staff before the Bid Evaluation Committee	Form Tech 3,4 &5	40
Total Marks			100

Note: The minimum qualifying mark is: 60 (i.e . 60% of total marks)

1.21 Evaluation of Financial Proposals-QCBS Selection Procedure

- a) Financial Proposals of only those Agencies who are technically qualified (i.e . obtain minimum 60% in Technical Evaluation) shall be opened.

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- b) The financial scores (Fs) of the he Proposal with the lowest bid shall be given a financial score of 100 and the other proposals shall be given financial scores that are inversely proportionate to lowest Financial Proposal as stated below;
 $F_s = 100 \times (F_m / \text{Financial Proposal of Applicant under consideration})$ where F_m : Lowest Financial Proposal and F_s : Financial Score.

1.22 Final Selection of Agency:

The total score shall be obtained as shown below:

Weighted Technical Score = Technical Score (Ts)*70%

Weighted Financial Score = Financial Score (Fs)*30%

Final Score= Weighted (Technical Score+ Financial Score)

Agencies will be ranked based on score obtained and the highest scoring agency will be selected.

1.23 Negotiations:

Negotiation will be held at the address indicated above. The invited Agency will, as a pre-requisite for attendance at the negotiations, con firm availability of all Professional staff. Failure in satisfying such requirements may results in the Client Proceeding to negotiate with the next-ranked Agency. Representatives conducting negotiations on behalf of the Agency must have written authority to negotiate and conclude a Contract.

a) Technical Negotiations

Negotiation will include a discussion of the Technical Proposal in eluding the proposed approach and methodology, work plan, and organization and staffing, and any suggestions made by the Agency to improve the terms of reference. The Client and the Agency will finalize the Terms of ref ere nee, staffing schedule; work schedule, logistics, and reporting. These documents will the n be incorporated in the Contract as "Description of Services". Special attention will be paid to clearly defining the inputs and facilities requires from the Client to ensure satisfactory implementation of the assignment. The Client shall prepare minutes of negotiations which shall by the Client and the Agency.

b) Financial Negotiations

After the technical negotiations are over, financial negotiation will be carried out in order to discuss any change in financials due to change in scope of work or due to clarification on any aspect of the technical proposal during the technical negotiations. Under ordinary circumstances, the financial negotiation shall not result in an increase in the price originally quoted by the Agency. Un less there are exceptional reasons, the financial negotiations will involve neither the remuneration rates for staff nor proposed until rates.

c) Conclusions of Negotiation

Negotiation will conclude with a review of the draft Contract. To complete

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negotiations the Client and the Agency will initial the agreed Contract. If negotiations fail, the Client will invite the next ranked Agency to negotiate a Contract.

1.24 Award of Contract:

- a) After completing negotiations, the Client shall issue a Letter of Intent to the selected Agency, and promptly notify all Agencies who have submitted proposals about the decision taken.
- b) The Agency will sign the contract after fulfilling all the formalities/pre-conditions within 7 days of issuances of the letter of internet.

1.25 Confidentiality:

Information relating to evaluation of Proposals and recommendations award shall not be disclose to the Agencies who submitted the Proposals or to other persons not officially concerned with the process, until the publication of the award of Contract. The undue use by any Agency of confidential information related to the process may result in the rejection of its Proposal.

1.26 Termination of the Contract:

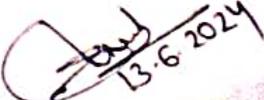
The competent authority may, by a written notice of termination to the Bidder, suspend the Contract if the Bidder fails to perform any of its obligations under this Contract (including the carrying out of the services) provided that such notice of suspension.

1. Shall specify the nature of the failure and
2. Shall request the Bidder to make good such failure within a specified period from the date of receipt of such notice of suspension by the Bidder.

1.27 Competent Authority:

The District Skill Development cum Employment Officer, Jharsuguda shall be the competent authority for this project. The powers of the Competent Authority will be as under:

1. May amend RFP documents during the proposal evaluation process. Any amendments will be conveyed to the short-listed organization / Agency;
2. Modify scope of work at the time of the award of the contract. Such modifications will be discussed and agreed with the Agency.
3. At discretion during evaluation of bids, request an Agency for clarification on its proposal. This request will be in writing and the Agency should respond in writing. No change in price or substance of the bid shall be sought, offered or permitted at this stage.
4. The competent authority reserves the right to accept or reject any / all proposal partially or fully without assigning any reason thereof. The decision of the Competent Authority shall be final and binding on all the Bidders.
5. Any dispute in this regard subject to Jharsuguda jurisdiction only.


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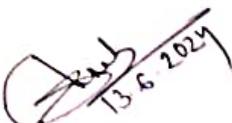
Section 7 : Standard Forms

Pre-Qualification Form:

SL. No.	Basic Requirement	Specific Requirement	Document Required	Document Submitted (Yes/No)
1	Legal Entity	The Agency should be a registered under <ul style="list-style-type: none"> • Societies Registration Act 1860. • Indian Trust Act 1882 • Companies Act 1956 • NCVT / SCVT / LLP / Partnership. 	<ul style="list-style-type: none"> • Certificate of incorporation • Registration Certificate • PAN & GST 	
2	Experience	The Agency must have minimum 5 years' experience in the relevant field of pre — recruitment competitive exam coaching as on 31/03/2024. Experience in Jharsuguda/Sambalpur districts may be submitted.	Relevant Experience Details.	
3	Financial Capacity	The Agency should have minimum average annual turnover of INR 25.00 Lakh over the last three F.Y.s (2017 18, 2018 -19 & 2019 20).	Audited Financial Statement duly signed by a Chartered Accountants & ITR for the 3 previous FYs 2020-to 2023.	
4	Consortium	Not Allowed for subletting / partnering with other agencies.	To give an self-undertaking on that.	
5	Blacklist	The Agency should not have been blacklisted by any Central/ State Government or Public Sector Undertakings or any Government Agencies	Affidavit by the Authorized Signatory stating non-blacklisting.	
6	Authorized Representative	Executive Magistrate affidavit on authorisation/ Board Resolution in the name of the person signing the proposal	Self Attested copy...original to be produced on demand for verification.	

[Signature]
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7	Tender Fee	The Agency should furnish a tender fee / bid cost of Rs.10,000/- (Rupees five Thousand Only) in the form of Demand Draft in favor of the District Skill Development-cum-Employment Officer, Jharsuguda.	Original Demand Draft	
9	Earnest Money Deposit (EMD)	The Agency should submit an EMD of Rs.1,00,000/- (Rupees One Lakh Only) in the form of 1 years TDR / FD duly pledged in favour of The District Skill Development-cum-Employment Officer, Jharsuguda	Original TDR / FD for 3 Years	
10	GSTN	Must be registered under GSTN	Attach copy of GST Certificate and No	
11	Income Tax (IT) Exemptions, Ministry of Corporate Affairs registration etc	12A. 80G (IT Exemptions), Ministry of Corporate Affairs Registration, NITI Aayog registration ,if available	Attach copies	


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Technical Proposal Forms

Technical Evaluation:

SL	Evaluation Criteria	Supporting Tech Forms / Documents	Remarks
1	Experience Criteria		
1.1	Prior experience of running a pre – recruitment competitive exam coaching center for employment in Govt./Public Sector (Years)	Tech Form-2	No of Years
1.2	Experience of working with the Government / PSU for similar projects in PPP Mode (Years)		No of Years
1.3	Experience of physical classes /working in Sambalpur/Jharsuguda (Years) for running pre – recruitment competitive exam coaching centre. (Submit information on offline/online classes in this		No of Years
2	Turnover		
2.1	Minimum average annual turnover of INR 50.00 lakh or above for F.Y. 2020-21 onwards		Certified Copy of CA
2.2	Income Tax Returns for last 3 FY. from 2020-21 onwards		Copy to be attached
3	Presentation of Course Plan and Strategy before the Bid Evaluation Committee.	Tech Form-3,4 & 5 Hard & Soft Copy of the Technical Presentation	Yes/No

Form Tech 1 - Letter of proposal submission

To,

District Skill Development-cum-Employment Officer, Jharsuguda

Dear Madam,

We, the undersigned offer to execute the assignment '**Establishment and Management of Non-Residential Pre — recruitment Civil Services Exam Coaching Centre in Jharsuguda District under DSD-cum-EO, JSG*** in accordance with your Request for Proposal No. and dated _____. We are hereby submitting our Proposal, which includes Pre - Qualification Documents, Technical Proposal and Financial Proposal, sealed in separate envelopes.

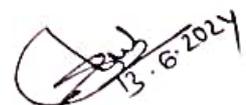
We hereby declare that all the information and statements made in this Proposal are true and accept that any misinterpretation contained in it may lead to our disqualification. Our Proposal is binding upon and subject to the modifications resulting from Contract negotiations.

We understand, if our Proposal is accepted, to initiate the consulting services related to the assignment not later than the date indicated.

Thanking you.

Yours sincerely,

Authorized Signature [In full and initials]
Name and Designation of Signatory
Name of Agency


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Form Tech 2 - Organization and Experience

[Provide here a brief description of the Agency's background including ownership details, date and place of registration, objectives etc. provide an online of experience/assignments of similar nature including name of assignment, duration, contract amount, client details, staff involved, tasks carried and etc. apart from this, also provide details and supporting information/documents under the Prequalification criteria and Evaluation criteria].

Note 1: Information provided in this form should sufficiently support/justify the criteria of the Technical Qualification Form •

Note 2: All the claims should be substantiated through production of originals, whenever demanded.

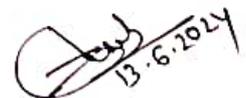
Form Tech 3 - Description of Strategy, Approach and Work Plan for Performing the Assignment

[Strategy, Approach and work plan are key components of the Technical Proposal. You are suggested to present your Technical Proposal divided into the following three chapters:

- a) Strategy and Approach
 - b) Work Plan and
 - c) Organization and Staffing
- a) **Strategy and Approach:** In this chapter, you shall explain your understanding of the objectives of the assignment. You shall also explain how you propose to assess the base learning levels of the students and further plan to address them. Also you shall explain how you will make efforts for retention of the students as well as integration of their college schedule with coaching; you shall also list out strategy to improve the scores of lagging students. Additionally, you shall also explain interventions which will be taken up for all round development of the student.
 - b) **Work Plan:** In this chapter, you shall propose the main activities of the assignment, their content and duration, phasing and interrelations, and milestones. The proposed work plan shall be consistent with the strategy, showing understanding of TOR and ability to translate and implement each of the objectives, scope of work into a feasible working plan • List of material to be provided should be included here. The work plan shall be consistent with the Work Schedule as detailed out in Form Tech -4.
 - c) **Organization and Staffing:** In this chapter, you shall propose the structure and composition of your team. You shall list the main disciplines of the assignment, the key expert responsible, and proposed staff.

Note 1: Information provided in the form should correspond to the Technical Presentation.

Note 2: All the claims should be substantiated through production of originals, whenever demanded.


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Form Tech 4 - Course Schedule/Timeline

(Provide a detailed class schedule for the execution of batch. This shall include details as mentioned under Section 5 © 'Services to be provided':

Form Tech 5 - Team Composition and Task Assignments

Name of the Staff	Qualification & Experience	Area of Expertise	Position Assigned	Task Assigned

Note 1: Information provided in the form should correspond to key Personnel criteria of the Technical Qualification form.

Note 2: All the claims should be substantiated through production of originals, whenever demanded.

Form Tech 6 - Undertaking Regarding any Conflicting Activities and Declaration Thereof

Are there any activities carried out by your Agency which are of conflicting nature as mentioned in Para 1.8 of section 6. If yes, please furnish details of any such activities.

If no, please certify,

[We hereby declare that our Agency has not indulged in any such activities which can be termed as the conflicting activities under Para 1.8 of the section 6. We also acknowledge that in case of misrepresentation of the information, our proposals/ contract shall be rejected / terminated by the Client which shall be binding on us.]

Authorized Signature [In full and initials]:

Name and Designation of Signatory:

Name of Agency:



Section 8: Financial Proposal Submission Form

[Location, Date]

To,

District Skill Development-cum-Employment Officer, Jharsuguda

Dear Madam,

We, the undersigned, offer to provide services for the assignment. 'Establishment and Management of Non-Residential Pre-recruitment Civil Service Competitive Exam Coaching Centre in Jharsuguda District under DSD-cum-EO, JSG in accordance with your Request for proposal (RFP) No..... dated.....and our Technical Proposal.

Our attached Financial Proposal is as per below mentioned table:

SI. No.	Particulars	Costs in INR (For One Student Per Batch)
1	Total Cost for One Student Per Batch (One Year) including all Expenses with reference to Section — 5 (Terms of Reference) of RFP.	
2	Applicable Tax (GST)	
3	Total Cost After Tax	
In Word (Rupees		

We fully accept that the proposed cost/price shall be binding upon us subject to the modification resulting from contract negotiations, if any up to expiration of the validity period of the Proposal.

Thanking You.

Yours sincerely,

Authorized Signature
Name and Designation of Signatory
Name of Agency & Address

Note:

1. Price bid shall not contain any condition whatsoever and any conditional bid shall be rejected.


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