



Chhatrapati Shahu Maharaj Research, Training and Human Development Institute (SARTHI), Pune.

(An Autonomous Institute of Government of Maharashtra)
Balchitravani, C T Survey number 173, B / 1, Gopal Ganesh Agharkar Road, Pune - 411 004

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E-TENDER No. 278/SARTHI /UPSC / COACHING INSTITUTE/ PUNE/01/2019-20

Date: 10/08/2019

INVITATION OF EXPRESSION OF INTEREST (EOI) FOR EMPANELMENT OF COACHING INSTITUTES LOCATED AT PUNE, TO PROVIDE COACHING FOR UPSC (CIVIL SERVICES) EXAMINATION- 2020

Online Expression of Interest (in two bid system - Technical Bid & Commercial Bid) are invited for empanelment of **registered coaching institutes located at Pune** for providing coaching to the candidates to be sponsored by Chhatrapati Shahu Maharaj Research, Training and Human Development Institute (here in after referred to as **SARTHI**), for **UPSC (Civil Services) Examination-2020**.

Interested registered coaching institute **located at Pune** can submit their **Technical Bid & Commercial Bid** online on website <https://maharashtra.etenders.in> or <https://swd.maharashtra.etenders.in>.

Name of the Service	Estimated cost (Coaching fee, Reading material, etc. for about 500 candidates)	Tender Fee	Earnest Money Deposit (EMD)
Providing Coaching to about 500 candidates to be sponsored by SARTHI, for UPSC (Civil Services) Examination- 2020, Number of candidates may increase or decrease.	Rs. 75,000,000/-	Rs. 10,000/-	Rs. 2,50,000/-

- The institute shall be selected based on the selection criteria decided by the SARTHI, Pune as mentioned in the Bid Document.
- The Bid documents are available on website <https://maharashtra.etenders.in> or <https://swd.maharashtra.etenders.in>
- The interested bidders will have to register and enroll on website <https://maharashtra.etenders.in> or <https://swd.maharashtra.etenders.in> to participate in the bid process.
- In case of any difficulties to enroll or to obtain digital certificate, bidders should contact **Sify Technologies Ltd., Nextenders (India) Pvt. Ltd. On 020-25315555, E- mail:- support.gom@nextenders.com**
- The interested bidders will have to submit all the required documents by online submission.
- The Tender fee of Rs.10,000/-** is required to be deposited online through Credit / Debit Card / Net Banking / NEFT.
- The EMD of Rs. 2,50,000/-** is required to be deposited online through Credit / Debit Card / Net Banking / NEFT.
- The bidder has to pay a fee of **Rs.1092/-** towards e-tender handling, to the Nextender Agency.
- The detailed bid document is available on the website <https://maharashtra.etenders.in> or swd.maharashtra.etenders.in and can be downloaded there from.
- Interested Institutes / bidders shall submit their bid on or before 23/08/2019, 17:00 hrs.
- The advertisement is also available on SARTHI website www.sarathi-maharashtrgov.in > Tender > UPSC Institute Empanelment-Pune > for information only.
- Right to reject any or all the Bids is reserved by The Managing Director, SARTHI, Pune.

Notice:

This document is the property of SARTHI, Pune. It may not be copied, distributed or recorded on any medium, electronic or otherwise, without SARTHI's written permission, even by the authorized personnel / agency for any purpose other than the purpose specified herein, it is strictly prohibited as it shall amount to copyright violation and thus shall be punishable under the Indian Law.

D. R. PARIHAR
Managing Director, SARTHI

Section-1: Invitation for Expression of Interest (EOI)

Chhatrapati Shahu Maharaj Research, Training and Human Development Institute, here in after referred to as SARTHI, Pune invites online Expression of Interest (EOI), in two bid systems (**Technical Bid & Commercial Bid**) from Registered and Prestigious coaching institute located at Pune, for empanelment of Coaching Institute to provide coaching to candidates to be sponsored by **SARTHI, for UPSC (Civil Services) Examination-2020.**

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

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

To participate in online bidding process, Bidders must procure a Digital Signature Certificate (Class - II) as per Information Technology Act-2000 using which they can digitally sign and encrypt their electronic bids. In case of any difficulties to enroll or to obtain digital certificate, bidders should contact **Sify Technologies Ltd., Nextenders (India) Pvt. Ltd. on 020-25315555, E- mail:- support.gom@nextenders.com**

Section-2: Key Events & Dates

1. Key Events and Dates

Sr. No.	SWD Stage	Vendor Stage	Start Date & Time	Expiry Date & Time	Envelopes
1	Release Tender	-	09-08-2019 10:00	10-08-2019 12:00	-
	Pre- Bid Meeting	-	12-08-2019 17:00	12-08-2019 19:00	-
2	-	Tender Download	10-08-2019 12:01	21-08-2019 16:00	Commercial Envelop C1, Technical Envelop T1
3	-	Bid Preparation	10-08-2019 12:01	22-08-2019 17:00	Commercial Envelop C1, Technical Envelop T1
4	Close for Technical Bid	-	22-08-2019 17:01	22-08-2019 18:00	Technical Envelop T1
5	Close for Commercial Bid	-	22-08-2019 17:01	22-08-2019 18:00	Commercial Envelop C1
6	-	Bid Submission	22-08-2019 18:01	23-08-2019 17:00	Commercial Envelop C1, Technical Envelop T1
7	Technical Bid Opening		23-08-2019 17:01	26-08-2019 17:00	Technical Envelop T1
8	Commercial Bid Opening	-	23-08-2019 17:01	26-08-2019 17:00	Commercial Envelop C1

2. Other Important Information Related to Bid

Sr. No.	Item	Description
1	Earnest Money Deposit (EMD) (To be paid online)	Rs 2,50,000 /- (Rs. Two Lakh and Fifty Thousand only).
2	Tender Fee – (To be paid online)	Rs 10,000 /- (Rs. Ten Thousand only).
3	Bid Validity Period	One-hundred-and-twenty (120) days from the date of submission of Bid.
4	Last date of signing contract	As intimated in work order of SARTHI.

Section- 3: Instructions to Bidders

1. Background of SARTHI

Chhatrapati Shahu Maharaj Research, Training and Human Development Institute (SARTHI), Pune is An Autonomous Institute of Government of Maharashtra.

2. Purpose

Empanelment of registered institute located at Pune for providing coaching to the candidates to be sponsored by SARTHI for UPSC (Civil Services) Examination – 2020. The proposed coaching should serve as a platform to provide quality coaching to the candidates to be sponsored by SARTHI.

3. Bid Process

The Bidder has to submit a bid on line in **two envelope systems**, one containing **Technical Bid** and other the **Commercial Bid** for “**Empanelment of coaching institutes to provide coaching for UPSC (Civil Services) Examination-2020**”.

4. Tender Fee (Non Refundable)

The bidders are requested to deposit the Tender fee of **Rs.10, 000/-** online through Credit Card / Debit Card / Internet Banking. Proof of the same should be attached with the Technical Bid. It is to be noted that the Tender Fee is non-refundable, however, tender fee will be refunded in case of cancellation of overall tender process (i.e, if the tender process is cancelled by SARTHI) by SARTHI.

5. E – Tender Handling Fee

The bidder has to pay a fee of Rs.1092/- towards e-tender handling charges, to the Nextender Agency at the time of submission of Bid.

6. Earnest Money Deposit

The Earnest Money Deposit (EMD) of **Rs 2, 50,000/-** is required to be deposited online through Credit / Debit Card / Net Banking / NEFT. Proof of the same should be attached with the Technical Bid. Realization of NEFT / RTGS payment takes 2 to 24 hours, so it is advised to make sure that NEFT / RTGS payment activity should be completed well before time.

- 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) EMD of unsuccessful bidders will be refunded after completion of Bid process and the EMD of successful bidders whose institute is not opted by any of the candidate for the coaching of UPSC (Civil Services) Examination 2020, will be refunded after completion of admission process
- e) EMD of Successful bidders, whose institute is opted by the candidate, for the coaching of UPSC (Civil Services) Examination 2020, will be returned after successful completion of course.
- f) EMD shall be non-transferable.
- g) **The EMD may be forfeited:**
 - i. If a Bidder withdraws his bid or revises/ increases his quoted prices during the period of bid validity or its extended period, if any.
 - ii. If successful bidder fails to sign the Contract within time specified by SARTHI.
 - iii. If during the bid process, a bidder indulges in deliberate act that would jeopardize or unnecessarily delay the process of bid evaluation and finalization. The decision of the SARTHI regarding forfeiture of the EMD shall be final and binding upon bidders.

7. Transfer of Bid

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

8. Completeness of Response

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

9. Place of opening of EOI

The EOI will be opened online in the Office of **Chhatrapati Shahu Maharaj Research, Training and Human Development Institute (SARTHI)**, Balchitravani, C T Survey number 173, B / 1, Gopal Ganesh Agharkar Road, Pune 411 004 on the scheduled dates.

10. Bid Preparation Costs

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

All materials submitted by the bidder shall be the absolute property of SARTHI and no copyright /patent etc. shall be entertained by SARTHI.

11. Amendment of EOI Document

a) If SARTHI deems it appropriate to revise any part of this EOI or to issue additional data to clarify an interpretation of provisions of this EOI it may issue supplements to this EOI. Any such corrigendum shall be deemed to be incorporated by this reference into this EOI.

b) All the amendments made in the document would be published on the website of Government of Maharashtra

<https://maharashtra.etenders.in> or <https://swd.maharashtra.etenders.in> and also on SARTHI website www.sarthi-maharashtrgov.in and shall be part of the document.

c) The bidders are advised to visit the aforementioned website on regular basis for checking latest updates of this EOI document. SARTHI also reserves the rights to amend the dates mentioned in this EOI for successful bid process.

12. Pre- Bid Meeting

Pre- Bid meeting is open to all prospective bidders. The same will be held on 12th August, 2019 at 17:00 hrs., in the Office of Chhatrapati Shahu Maharaj Research, Training and Human Development Institute (SARTHI), Balchitravani, C T Survey number 173, B / 1, Gopal Ganesh Agharkar Road, Pune

13. SARTHI's right to terminate the process

SARTHI may terminate the EOI process at any time and without assigning any reason and tender fees paid will not be refunded. SARTHI shall not be held responsible for any cost incurred by the bidder in bid preparation. SARTHI 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.

14. Language of Bids

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

15. Bid Submission Format

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

16. Submission of Bids

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

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

B. Commercial Bid (Proposal).

17. Technical Bid

The **Technical Bid** should consist of all details, save and except the price as per **Annexure- I**. Technical Bid should be clearly super scribed as “**Technical Bid for Empanelment of Registered and Prestigious coaching institute located at Pune to provide coaching for UPSC (Civil Services) Examination-2020**”,

a) Pre-qualification Requirements of the coaching institute is as under:

- i. Coaching Institute should be registered and should have coaching facility for UPSC (Civil Services) Examination at Pune. Proof of registration should be submitted.
- ii. Coaching Institute should be an Income Tax payer. Proof of payment of taxes to be enclosed.
- iii. Coaching Institution, should be coaching in minimum of 2 optional subjects along with General Studies and CSAT. Bidder should note that the candidate may join coaching for GS, CSAT and Optional subject in one coaching institute or GS, CSAT in one coaching institute and optional subject in other coaching institute.
- iv. Coaching Institution, should have well equipped audio-visual classroom and library.
- v. The Coaching Institute must have minimum 1000 square feet built-up area.
- vi. Details of course material and trainers profile should be submitted.

b) Mandatory Documents to be uploaded with Technical Bid (Envelope No. 1)

- i. Technical Bid Form (Annexure I).
- ii. Copy of valid Registration Certificate.
- iii. Computer generated deposit receipt for Tender Fee & EMD.
- iv. GST Registration Certificate.
- v. PAN Card Copy
- vi. Income tax returns for current or last assessment year. The institute can submit up to 3 years Income tax returns.
- vii. Income and Expenditure Statement / Statement of Profit & loss and Balance Sheet of last financial year.
- viii. Document supporting Annual Turnover: - Relevant Financial statement and Income tax returns should be submitted.
- ix. Document supporting Built-up area: -The Coaching Institute must have minimum 1000 square feet built-up area with all the facilities. Supportive document of built-up area of the Institute to be submitted is Lease and License copy for rented accommodation and property tax bill for own building.
- x. Supportive document for experience of the coaching institute for the coaching of UPSC (Civil Services) Examination.
- xi. Supporting document for having empaneled by any government organization/department/autonomous organization of the government for providing coaching to sponsored candidate for UPSC (Civil Services) Examination.
- xii. Photograph of Coaching Centre, Library. Classrooms and Audio Visual room.

- xiii. Details of course material and List of faculty members with their bio data
- xiv. Self-declaration for not black listed by any of the Govt /Semi Govt. Organization.
- xv. Self-declaration for not having criminal case against any Governing member / Partner/Director.
- xvi. Year wise details of successful candidates in UPSC (Civil Services) Examination. Details of the selected candidates to be submitted in following format

Sr. No	UPSC (Civil Service) Exam roll number	Name of the candidate who got selected in UPSC (Civil Services) Examination	Address & Phone Number	Type of Coaching imparted to the candidate by the coaching institute	Year of passing UPSC (Civil Services) Examination	Name of the Service allotted

xvii. Coaching Institution, should be providing coaching in minimum of 2 optional subjects along with General Studies and CSAT.

Note: The Commercial Bid will be opened only after the opening and scrutiny of the Technical Bid. The Commercial Bids of only those Bidders will be opened whose Technical Bids are qualified

18. Commercial Bid:

The Commercial Bid will contain only the Commercial Bid as per **Annexure -II**, duly filled in and signed and must be clearly super scribed as **“Commercial Bid for Empanelment of registered coaching institutes located at Pune to provide coaching for UPSC (Civil Services) Examination-2020”**.

19. Disqualification:

The bidder should ensure that all the required documents, as mentioned in this EOI / bidding document, are submitted along with the bid. Non submission of the required documents may lead to the rejections of the bid submitted by the bidder. Besides other conditions and terms highlighted in the tender document, bids may be rejected / disqualified under following circumstances:

- In case the Bidder fails to meet the bidding requirements as indicated in this Bid /EOI or not submitted in accordance with the procedure and formats prescribed in this document.
- During validity of the Bid, or its extended period, if any, the Bidder increases his quoted price.
- Incomplete Bid or failure to furnish all information required as per tender document and failure to furnish proofs for information provided.
- Bid is received after due date and time.
- Bid is not accompanied by all the requisite documents.
- Bids submitted without or with improper EMD

- Bids without signature of person (s) duly authorized on require pages of the bid.
- Bids without power of authorization and any other document consisting of adequate proof of the ability of the signatory to bind the Bidder.
- If the information provided by the Bidder is found to be incorrect / misleading at any stage / time during the Tendering Process.
- Technical Bid containing commercial details or revelation of prices in any form or by any reason before opening the commercial Bid.
- Commercial Bids that do not conform to the Tender's Commercial Bid format (Annexure- II).
- The Bidder not conforming to unconditional acceptance of full responsibility of providing services in accordance with the Agreements of this tender.
- If the bid does not conform to the timelines indicated in the bid.
- If the purchaser of the bid (i.e., who pay Tender Fee and EMD) and submitter of the bid is different.
- Any effort on the part of a Bidder to influence the bid evaluation, bid comparison or contract award decisions by unlawful/corrupt/fraudulent means at any point of time during the Bid process.
- Bidder fails to enter into a Contract within 10 Days of the date of issue of Letter of empanelment / award of contract or within such extended period, as may be specified by the SARTHI.
- While evaluating the Proposals, if it comes to the SARTHI knowledge expressly or implied, that some Bidders may have colluded in any manner whatsoever or otherwise joined to form an alliance resulting in delaying the processing of Proposal then the Bidders so involved are liable to be disqualified for this contract as well as for a further period of three years from participation in any of the EOI floated by the SARTHI.
- Bidder doesn't agree to the Terms and Conditions of the Bid.

20. Opening of Bid

a) **Envelope No. 1** containing the **Technical Bid** shall be opened online in the office of SARTHI, in the presence of the bidder/ representatives of bidder who choose to attend, at the address, date and time specified in the EOI.

b) **Envelope No. 2** containing **Commercial Bid** of the bidders, who have been qualified in the technical Bid, shall only be opened, in the office of SARTHI, in the presence of the bidder/ representatives of bidder who choose to attend, at the address, date and time specified in the EOI.

21. Evaluation of Technical and Commercial Bid:

Bid Evaluation Committee formed by Managing Director, SARTHI will evaluate the Technical and Commercial Bid and submit its recommendation to Managing Director, SARTHI. Decision of the Managing Director, SARTHI would be final and binding upon all the Bidders.

A. Evaluation of Technical Bid

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

- The Bidder's Technical Bid will be evaluated as per the requirements and evaluation criteria as mentioned in this Bid document. 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 Commercial Bid.
- v. The Commercial Bid will be opened only after the opening and scrutiny of the Technical Bid. The Commercial Bids of only those Bidders will be opened whose Technical Bids are qualified.

Technical Evaluation Criteria:

Sr. No.	Criteria	Supporting Document	Description	Maximum Marks
1.	Previous year's Results of the Institute	<p>a. List of candidates qualified in Prelims, Mains and Personality test in last 2 years along with their UPSC Roll Numbers</p> <p>b. Result declared by UPSC in the respective years.</p> <p>c. Final Selection List declared by UPSC in last 2 years.</p> <p>d. Any confirmatory document (Admission form, Fee receipt, etc.,) about selected candidate's registration with the institute.</p>	<p>1. Total number of successful candidates in the UPSC (Civil Services) Preliminary Examination in last 2 years:</p> <p>a. Up to 10 Candidates- 2 Marks.</p> <p>b. More than 10 Candidates- 5 Marks.</p> <p>c. More than 30 Candidates- 8 Marks.</p> <p>d. More than 60 Candidates – 12 Marks.</p> <p>e. More than 80 Candidates – 20 Marks.</p> <p>2. Total number of successful candidates in the UPSC (Civil Services) Mains Examination in last 2 years:</p> <p>a. Up to 10 Candidates- 2 Marks.</p> <p>b. More than 10 Candidates- 5 Marks.</p> <p>c. More than 20 Candidates- 8 Marks.</p> <p>d. More than 50 Candidates – 12 Marks.</p> <p>e. More than 70 Candidates – 20 Marks.</p> <p>3. Total number of successful candidates in the UPSC (Civil Services) Final Result in last 2 years:</p> <p>a. Up to 10 Candidates- 2 Marks</p> <p>b. More than 10 Candidates- 5 Marks</p> <p>c. More than 20 Candidates- 8 Marks</p> <p>d. More than 30 Candidates – 12 Marks</p> <p>e. More than 60 Candidates – 20 Marks</p>	60
2.	Quality of study material	Set of booklets / study material / books provided by the Institute to the students.	<p>a. Study materials/ booklets/ books covering all the topics in the syllabus- 4 Marks</p> <p>b. Study materials/ booklets/books covering Multiple Choice Questions- 3 Marks</p> <p>c. Study materials/ booklets/books covering Descriptive Questions- 3 Marks</p>	10

3.	Regularity and quality of Test.	<p>a. Test Series implemented in the previous years</p> <p>b. Test Series planned in the proposed period.</p>	Plan of regular test series followed by detailed discussion and answer key- 10 Marks	10
4.	Timely completion of syllabus, schedule of lectures and regularity in implementation	<p>a. Academic Plan and Course Completion Report of Previous years</p> <p>b. Academic Plan of the proposed period.</p>	<p>a. Successful completion of the syllabus in earlier years (At-least 1 months before the exam) - 5 Marks</p> <p>b. Meticulously drafted academic plan covering complete syllabus at-least 1 months before the exam - 5 Marks</p> <p>c. Meticulously drafted academic plan covering complete syllabus at-least 2 months before the exam - 10 Marks</p>	15
5.	Well equipped, adequate audio visual classroom	Photos of seating capacity in class room and audio visual facility.	<p>a. Seating capacity less than 50 - 3 Marks</p> <p>b. Seating capacity 50 or More - 5 Marks</p> <p>c. Audio and sound facility - 5 Marks</p> <p>d. Video lecture facility - 5 Marks</p>	15
6.	Number of lecturers (Note- Lecturer should not be working on permanent/full time job in any college/institution, company, etc.)	List of lecturer with their qualification and subject they are teaching:	<p>a. Number of lecturers more than 5 - 5 Marks</p> <p>b. Number of lecturers more than 10 - 10 Marks</p> <p>c. Number of lecturers more than 15 - 15 Marks</p> <p>(Note- Lecturer should not be working on permanent/full time job in any college/institution, company, etc.)</p>	15
7.	Experience of Lecturers for coaching of UPSC (Civil Services) Examination	Bio-data of lecturers with number of years of experience of coaching for UPSC (Civil Services) Examination.	<p>a. At least 5 lecturer having experience more than 5 years - 4 Marks</p> <p>b. At least 3 lecturer having experience more than 7 years - 6 Marks</p> <p>c. At least 2 lecturer having experience more than 10 years - 10 Marks</p> <p>(Note- Lecturer should not be working on permanent/full time job in any college/institution, company, etc.)</p>	20
8.	Number of subjects in which coaching is provided for UPSC (Civil Services) Examination.	List of subjects for which coaching is provided (Institute must provide coaching for complete General Studies syllabus of UPSC (Civil Services) Preliminary and Mains Examination and at least 2 optional subject for Mains Examination	<p>a. At least 2 Optional Subject - 5 Marks</p> <p>b. At least 4 Optional Subject- 10 Marks</p>	10
9.	No. of years from which coaching institute is providing coaching for UPSC (Civil Services) Examination.	<p>a. Documents of establishment/ Registration of the institute.</p> <p>(Period before the date of registration of the institute will not be considered).</p>	<p>a. Institute providing coaching for UPSC (Civil Services) Examination from up to 3 years - 5 Marks</p> <p>b. Institute providing coaching for UPSC (Civil Services) Examination from last 3 to 6 years - 8 Marks</p> <p>c. Institute providing coaching for UPSC (Civil Services) Examination from more than 6 years - 15 Marks</p>	15

10.	Financial Turnover of the Institute	a. Audited Financial statement/s b. Income Tax Return (ITR)/s	a. Average Financial Turnover of the institute is lesser than Rs 10 lakhs in last 2 financial years - 0 Marks` b. Average Financial Turnover of the institute is at-least Rs 10 lakhs in last 2 financial years - 5 Marks` b. Average Financial Turnover of the institute is at-least Rs 30 lakhs in last 2 financial years - 7 Marks c. Average Financial Turnover of the institute is at-least Rs 50 lakhs in last 2 financial years - 10 Marks	10
11.	Efforts to improve performance of the weak students	a. Student counseling record (Previous years) b. Extra lectures conducted for weak students (Previous Years)	a. Regular counseling the students - <= 5 Marks b. Efforts to improve performance of weak students - <= 5 Marks	10
12	Empaneled by any Govt. Organization/Department/Autonomous organization for providing coaching to sponsored candidate for UPSC (Civil Services) Examination.	Supporting document (Work Order, Empanelment letter) for having empaneled by any government organization/department/autonomous organization of the government for providing coaching to sponsored candidate for UPSC (Civil Services) Examination.	a. Empaneled by at least one Govt. Organization/Department/Autonomous organization for providing coaching to sponsored candidate for UPSC (Civil Services) Examination.- 5 Marks b. Empaneled by at least three Govt. Organization/Department/Autonomous organization for providing coaching to sponsored candidate for UPSC (Civil Services) Examination.- 10 Marks	10
Total				200

The minimum qualifying marks required in technical criteria is 100 Marks (i.e., 50 %). The bidders who score minimum 100 Marks shall be considered for Commercial Bid evaluation. The bidders who do not score minimum qualifying marks of 50 %, their bids shall be rejected and will not be considered for Commercial Bid evaluation.

Technical Score (X)

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

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

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

B. Evaluation of Commercial Bid

Bid Evaluation Committee formed by Managing Director, SARTHI will evaluate the Commercial Bid (The bidders who score minimum 100 Marks (i.e., 50 %) in Technical Bid as stated above, shall be considered for Commercial Bid evaluation) and submit its recommendation to Managing Director, SARTHI. Decision of the Managing Director, SARTHI would be final and binding upon all the Bidders.

Financial Score: (Y)

The bidders shall submit their **Commercial Bid** as per the format provided in **Annexure II**. The Commercial Bid shall be evaluated on the basis of total cost submitted by the bidder. The bidder who quotes the lowest cost 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:

Financial score of Bidder for the project(Y)	= 100 X	$\frac{\text{Lowest cost quoted by the bidder for the project (Rs.)}}{\text{Cost quoted by Respective Bidder for the project (Rs.)}}$
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The marks secured as above shall be the Financial Score of the bidder for the project (Y).

C. 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 (75% of X)	Weighted Financial Score (25% of Y)	Composite Score (F=D+E)
A	B	C	D	E	F
1					
2					
3					
4					

22. Award of contract

Bid Evaluation Committee formed by Managing Director, SARTHI will evaluate the Commercial Bid and Technical Bid as stated above, and submit its recommendation to Managing Director, SARTHI. SARTHI may empanel one or more eligible bidder or cancel the bid on the basis of their composite score and recommendation of the Bid Evaluation Committee. Decision of the Managing Director, SARTHI would be final and binding upon all the Bidders. SARTHI will notify the acceptance of Bid to the successful bidder.

23. Signing of Contract

Once SARTHI notifies the successful bidder that its bid / proposal has been accepted, SARTHI shall enter into a separate Agreement, incorporating the conditions of the Bid / EOI and its amendments and any special conditions during negotiations between the SARTHI and the successful bidder. In case the successful bidder is unable to execute contract within 10 days, SARTHI shall forfeit the Earnest Money Deposit (EMD) and cancel its Bid. Bidder should note that the allotment of candidates to the coaching institute (successful bidder) will be done on the basis of the preference of the coaching institutes given by the candidate, However, Managing Director, SARTHI has the rights to restrict the maximum number of candidates that can be sponsored to the single institute and the decision of the Managing Director, SARTHI will be binding on all the bidders.

Section-4: General Conditions of Contract

GENERAL TERMS AND CONDITIONS

1. Conditional Bid (EOI Proposals) are liable for rejection.
2. Intending bidders can have detailed information from the office of SARTHI, Pune during office hours.
3. The Bid Evaluation Committee formed by Managing Director, SARTHI will shortlist the institutes and will recommend to the Managing Director, SARTHI for empanelment, in order to sponsor the candidate for coaching. The candidate will be given the option of selecting the Institute of his/her choice, for admissions through counseling.
4. Bidder should note that the allotment of candidates to the coaching institute (successful bidder) will be done on the basis of the preference of the coaching institutes given by the candidate, However, Managing Director, SARTHI has the rights to restrict the maximum number of candidates that can be sponsored to the single institute and the decision of the Managing Director, SARTHI will be binding on all the bidders.
5. The Selection Committee constituted by Managing Director, SARTHI, reserves the right to reject any or all tenders without assigning any reason.
6. The duration of the Coaching program will be of minimum 8 months and maximum 12 months.
7. Coaching will be imparted to the candidates sponsored by SARTHI.
8. The coaching should contain the following subjects:
 - a) General Studies (Prelims And Mains)
 - b) CSAT
 - c) Optional Subject
 - d) Test series for Prelims and Mains including optional subject.
8. The Managing Director, SARTHI reserves the right to increase or decrease the number of students / candidates to be deputed to the institutions, to ensure Qualitative Coaching.
9. **Selection of the candidates:** The candidates for UPSC Coaching will be selected through Common Entrance Test (CET) conducted by SARTHI.
10. The empaneled Institutions must install bio-metric attendance system in the institution and submit bio-metric attendance of the candidates (incoming and outgoing) to the Managing Director, SARTHI, Pune, every month.
11. The empaneled Coaching Institutions shall provide qualitative coaching to the candidates for UPSC (Civil Services) Examination, deputed by SARTHI Pune. The Coaching should be given for Prelim-cum-Mains Examination for complete syllabus.
12. The empaneled Coaching Institutions shall impart quality coaching, conduct periodic tests and shall inform the result of the same to the SARTHI, as and when the tests are conducted.

13. The empaneled Coaching Institutions shall cover the complete syllabus of UPSC (Civil Services) Preliminary Examination and Main Examination - 2020. If the coaching is incomplete or not properly imparted, the Institute will be **blacklisted** and complete fee due will not be paid.
14. The empaneled Coaching Institutions shall allow the candidates to change the optional subject, within the same coaching institute, if the candidate so desire within 10 days of start of the coaching for optional subject
15. The empaneled 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.
16. The empaneled 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.
17. The selected Institutions shall enter into a contract agreement on a non-judicial stamp paper of Rs 500, with terms and conditions as per the format specified by The Managing Director, SARTHI, Pune within 10 days from the receipt of written communication of letter of empanelment to this effect, failing which the EMD will be forfeited and the Institution will be removed from the empaneled list of institutes.
18. Coaching fee will be paid in three installments; first installment of twenty- five percent (25 %) of the total fee will be paid on or before the completion of two months of Coaching. Second installment of twenty-five percent (25 %) of the total fee will be paid on or before the completion of five months of coaching. Third and final installment of fifty percent (50%) of the total fee will be paid after completion of coaching. SARTHI reserves the right to change the payment terms.
19. SARTHI reserves the rights of overall monitoring of the training program.
20. The coaching institutes should submit their requisition / bill for each installment, in duplicate with the list of candidates with biometric attendance. The payments shall be made within 30 days. If, due to any reasons, payment delayed, SARTHI is not liable to pay any kind of interest.
21. The contract is for a period of one year or up to the completion of syllabus of UPSC (Civil Services) Prelims and Mains Examination -2020, whichever is later. On completion of coaching, the institute will have to submit following reports to SARTHI, Pune
- Course Completion Report
 - Test Results
22. Contract may be extended for next three financial years by mutual consent with the same terms and conditions of the agreement executed.
23. The base rate of coaching fee may be increased by maximum 6% per year. However decision of Managing director, SARTHI, in this regard, will be final.
24. The Managing Director, SARTHI, Pune including the authorized Officers of the SARTHI shall have the power to issue notices in writing and to instruct/direct the Institutions to make alterations/variations in the assigned work.

25. 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 SARTHI with such penalties as specified in the Bidding document and the Agreement.

26. Confidentiality of the Document

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

27. Jurisdiction and applicable Law

In case of any dispute arising out of the terms and conditions of contract or assignment, the matter shall be governed by the laws of India (both substantive and procedural) at that time being in force and shall be subject to exclusive jurisdiction of the Courts at Pune City.

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Annexure – I

(To be submitted on bidder letter head)

“Technical Bid for Empanelment of registered Coaching Institutes located at Pune for providing coaching for UPSC (Civil Services) Examination-2020”.

To,
The Managing Director,
Chhatrapati Shahu Maharaj Research, Training and
Human Development Institute (**SARTHI**),
Balchitravani, C T Survey number 173, B / 1,
Gopal Ganesh Agharkar Road,
Pune 411004

Subject: Technical Bid for providing coaching to the candidates sponsored by SARTHI, for UPSC (Civil Services) Examination -2020.

Reference: Tender No. Dated

Respected Sir,

I / We hereby offer to submit the Technical Bid for providing coaching to the candidates sponsored by SARTHI for UPSC (Civil Services) Examination -2020.

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

I / We submit the Technical Bid as under:

1.	Name and address of the head office of the Coaching Institute and the Address of the Coaching Institutes at Pune, if the head office is not located in Pune.	
2.	a) Name of Head / Chairperson / President/Partner/Director	
	b) Name of Secretary	
3.	Contact Person's Name and Designation	
	Contact No.	
4.	Date of Establishment of Institute as per Documents of establishment/ registration of the institute/Shop act.	
5.	a) Whether the Institution is registered (Yes/No)	
	b) If Yes, under which act. Institution is registered (Legal status)	

12. a. Whether the Coaching Institute is functioning in its own building or in a rented accommodation.
 b. Total square feet of built-up area.
 c. Class rooms and other details:

Particulars	Number	Total seating capacity
Classroom		
Audio-visual room		

- d. Whether adequate Audio and sound facility is available in class room (Yes/ No):
 e. Whether video lecture facility is available in class room (Yes/ No):

13. Details of faculty:

Sl. No.	Name of faculty	Qualification	Teaching Subject	Experience in coaching for UPSC (Civil Services) Examination (In years)	Any other credentials

Note: List of all the faculty/lecturer with above details should be provided along with their Bio data. (Note- Lecturer/faculty should not be working on permanent/full time job in any college/institution, company, etc.)

14. Optional Subjects offered by the Institute.

1)

2)

3)

4)

5)

Note: Institute must provide coaching for complete CSAT and General Studies syllabus of UPSC (Civil Services) Preliminary and Mains Examination and at least 2 optional subject for Mains Examination

15. Library facilities:

a) No. of relevant reference books	
b) No. of journals/ magazines	
c) No. of daily news papers	
d) Working hours	

16. Printed Study Material

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

a) Study materials/ booklets/ books covering all the topics in the syllabus.

b) Study materials/ booklets/books covering Multiple Choice Questions for Preliminary exam

c) Study materials/ booklets/books covering Descriptive Questions for mains examination

17. Regularity and quality of Test

Plan of regular test series followed by detailed discussion and answer key

18. Timely completion of syllabus

a) During last year, syllabus for the preliminary exam got completed, how many months before the prelims exam:-

b) During last year, syllabus for the Mains exam got completed,

		<p>how many months before the mains exam:-</p> <p>c) Month in which the complete syllabus of UPSC (Civil Services) preliminary Examination- 2020, will get complete. (Academic plant should be submitted)</p> <p>d) Month in which the complete syllabus of UPSC (Civil Services) Mains Examination- 2020, will get complete. (Academic plant should be submitted)</p>
19.	Stability of the institute and Credibility of the management	<p>a) Constitution of the institute and Vision and mission statement should be submitted</p> <p>b) Declaration of the institute that there is no civil or criminal case on any Governing member / Partner/Director.</p>
20.	Efforts to improve performance of the weak students	Efforts taken to improve the performance of the weak students by regular counseling, extra lecture, etc., to be submitted along with Technical Bid.
21.	Number of candidates, the Institute is willing to take from this institute (SARTHI) for the year 2019-20.	
22.	Whether all the documents specified in point 17 (b) and 21 of section -3, of this tender document is uploaded with Technical Bid (Yes / No)	
23.	Any other details:	

Date:

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

Annexure – II

(To be submitted on Bidder letter-head)

“Commercial Bid for Empanelment of Registered Coaching Institutes located at Pune to provide coaching for UPSC (Civil Services) Examination-2020”

To,
The Managing Director,
Chhatrapati Shahu Maharaj Research, Training and
Human Development Institute (**SARTHI**),
Balchitravani, C T Survey number 173, B / 1,
Gopal Ganesh Agharkar Road,
Pune 411004

Subject: Commercial Bid for providing coaching to the candidates sponsored by SARTHI, for UPSC (Civil Services) Examination -2020.

Reference: Tender No. Dated

Respected Sir,

I / We hereby offer to submit the Commercial Bid for providing coaching to the candidates sponsored by SARTHI for UPSC (Civil Services) Examination -2020.

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:

Sr. No.	Subjects	Course fee (Excluding taxes) per candidate	
		Amount (Rs)	In words
1.	CSAT		
2.	GS (Prelim Cum Mains)		
3.	Optional Subject		
4.	Test Series for Prelims		
5.	Test Series for all GS paper of Mains		
6.	Test Series for optional subject		
TOTAL			

Note: Applicable Taxes will be in addition to the above fee. Fee should be quoted for each of the above 6 items, combined fee should not be quoted.

Date:

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

Annexure- III

(Declaration of the Coaching Institution on the letter head)

Date:

To,
The Managing Director,
Chhatrapati Shahu Maharaj Research, Training and
Human Development Institute (**SARTHI**),
Balchitravani, C T Survey number 173, B / 1,
Gopal Ganesh Agharkar Road,
Pune 411004

Subject: Tender for providing coaching to the candidates sponsored by SARTHI, for UPSC (Civil Services) Examination -2020.

Respected Sir,

I/Wedo hereby submit tender/bid for providing coaching to the candidates sponsored by SARTHI, for UPSC (Civil Services) Examination -2020, as per the quoted rates and in all respects in accordance with the terms and conditions as mentioned in the Bid Document.

I/We have paid an amount of Rs 2,50,000 (Rupees Two Lakh and Fifty Thousand only) towards EMD and 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 Managing Director, SARTHI 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 SARTHI, Pune 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 SARTHI, Pune.

Dated thisday of.....2019.

**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 uploading the completed tender)

Date:

To,
The Managing Director,
Chhatrapati Shahu Maharaj Research, Training and
Human Development Institute (**SARTHI**),
Balchitravani, C T Survey number 173, B / 1,
Gopal Ganesh Agharkar Road,
Pune 411004

DECLARARTION

NATURE OF SERVICE: To providing coaching to the candidates sponsored by SARTHI, for UPSC (Civil Services) Examination -2020.

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

The requirements of the tender agreement stated herein will be fulfilled by me/us to the satisfaction of the Managing Director, SARTHI, Pune.

Place:

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