

**GOVERNMENT OF PUDUCHERRY
DIRECTORATE OF SCHOOL EDUCATION
PUDUCHERRY - 605005**

**TENDER NOTIFICATION
947/SS/ADPC/2021-22**

**PROPOSALS INVITED FROM COACHING INSTITUTIONS for preparation
of "IIT-JEE Examination" to STUDENTS studying in Government
schools in the Union Territory of Puducherry**

The Department of School Education, Government of Puducherry invites Tender, from eligible Coaching Institutes who are desirous of imparting coaching for preparation for "**IIT-JEE (Mains & Advance)**" to aspirant students in the Union Territory (UT) of Puducherry studying in the Government Schools.

The Tender document can be downloaded and submitted through website <https://pudutenders.gov.in>. Last date & Time for submission of Tender Documents: **27.09.2021 @ 6.00 PM.**


DIRECTOR OF SCHOOL EDUCATION

**GOVERNMENT OF PUDUCHERRY
DIRECTORATE OF SCHOOL EDUCATION
PUDUCHERRY – 605005**

Tender Document for preparation for IIT-JEE Examination
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Free Coaching Scheme for students studying in government schools in the UT of Puducherry.

Disclaimer and Notice to reader

This Request for Proposal (RFP) is issued by Directorate of School Education (DSE), Government of Puducherry. Whilst the information in this RFP has been prepared in good faith, it is not and does not purport to be comprehensive or to have been independently verified. Neither DSE, nor any of their officers or employees, nor any of their advisers nor consultants, accept any liability or responsibility for the accuracy, reasonableness or completeness of, or for any errors, omissions or misstatements, negligent or otherwise, relating to the proposed Project, or makes any representation or warranty, express or implied, with respect to the information contained in this RFP or on which this RFP is based or with respect to any written or oral information made or to be made available to any of the recipients or their professional advisers and, so far as permitted by law and except in the case of fraudulent misrepresentation by the party concerned, and liability therefore is hereby expressly disclaimed.

The information contained in this RFP is selective and is subject to updating, expansion, revision and amendment. It does not, and does not purport to, contain all the information that a recipient may require. Neither DSE, nor any of their officers, employees nor any of its advisers nor consultants undertakes to provide any recipient with access to any additional information or to update the information in this RFP or to correct any inaccuracies therein which may become apparent. Each recipient must conduct its own analysis of the information contained in this RFP or to correct any inaccuracies therein and is advised to carry out its own investigation into the proposed Project, the legislative and regulatory regime which applies thereto and by and all matters pertinent to the proposed Project and to seek its own professional advice on the legal, financial, regulatory and taxation consequences of entering into any agreement or arrangement relating to the proposed Project.

Information provided in this RFP to the Bidder(s) is on a wide range of matters, some of which may depend upon interpretation of law. The information given is not intended to be an exhaustive account of statutory requirements and should not be regarded as a complete or authoritative statement of law. The DSE, accepts no responsibility for the accuracy or otherwise for any interpretation or opinion on law expressed herein. The Directorate of School Education accepts no liability of any nature whether resulting from negligence or otherwise howsoever caused arising from reliance of any Applicant upon the statements contained in this RFP.

The DSE may, in its absolute discretion but without being under any obligation to do so, update, amend or supplement the information, assessment or assumptions contained in this RFP. By reading this report the reader of the report shall be deemed to have accepted the terms mentioned herein above.

IMPORTANT INFORMATION

Sl. No.	Information	Details
1.	RFP No. and Issue Date	947/SS/ADPC/2021-22
2.	Tender documents available place	Tender documents can be downloaded from https://pudutenders.gov.in
3.	Last date for submission of written queries for clarifications	11.09.2021 @ 6:00 pm Email : dse-edn.pon@nic.in
4.	Date of pre-bid conference & Place	14.09.2021 @ 11:00 am, Conference Hall, DSE
5.	Last date (deadline) for submission of bids	27.09.2021 @ 6.00 pm
6.	Tender document fee	Rs. 1,050/-
7.	EMD	Rs. 2,00,000/-
8.	Performance Security	3% of total contract value
9.	Bid Validity	180 days from Bid Due Date
10.	Tender submission	Two Part Tender (Pre-Qualification cum Technical Bid and Financial Bid) should be submitted electronically through the e-Tender system https://pudutenders.gov.in
11.	Opening of Technical Bids	29.09.2021 @ 11.00 am
12.	Presentation of Technical Bids by the selected bidders	<to be intimated later>
13.	Place, Time and Date of opening of Financial proposals received in response to the RFP notice	<to be intimated later>
14.	Contact person for any queries etc.	The Director of School Education Phone : 0413 - 2207202 Fax: 0413 - 2205930
15.	Addressee and address at which communications needs to be sent	Directorate of School Education, P.K.C. Educational complex, Anna Nagar, Puducherry-605005. Email : dse-edn.pon@nic.in

Critical Dates

SN	Critical Dates	DD	MM	YYYY	Hrs	Mins
1	Publishing Date	06	09	2021	10	00
2	Bid Submission Start Date	07	09	2021	10	00
3	Seek Clarification Start Date	06	09	2021	11	00
4	Seek Clarification End Date	11	09	2021	18	00
5	Pre Bid Meeting Date	14	09	2021	11	00
6	Bid Submission End Date	27	09	2021	18	00
7	Bid Opening Date	29	09	2021	11	00

1. **OBJECTIVE:-**

The objective of the Scheme is to assist students studying in govt. Schools by way of free coaching for **IIT-JEE Examination** for Higher secondary Classes.

For achieving the said objective, **Department of Education** is contemplating sponsoring students for receiving free coaching from reputed Coaching Institutes. Tender, therefore, is invited from reputed institutions/organizations who are desirous of imparting coaching for “**IIT-JEE Examination**” to aspirant students in the UT of Puducherry.

Coaching Centre: Puducherry, Karaikal, Mahe & Yanam (If students are interested)

Total No. of Students: Approximately maximum 250 students (125– XI std & 125 – XII std) every year or in different batches across Pondicherry, Karaikal, Mahe & Yanam. However, number of students may be increased based on actual need for different segments of society. The Institute has to conduct coaching in blended mode (Online / Offline). For Puducherry and Karaikal it should Offline mode and for Yanam & Mahe, it has to be online mode.

Eligibility: Students studying in Government schools and , who are either eligible to appear in the JEE **Examination** or those who are appearing in the final year of eligibility exam, would be eligible for being selected to getting coaching under this scheme. For outlying regions, the Institution should have the capacity to

The institute will be required to impart coaching to the eligible students (list will be furnished by the Department of Education) for preparation of both the exams i.e. (1) JEE Mains & Advance. List of interested students will be communicated to the institution for JEE Advance & mains separately.

Financially sound Government /Private Institutions NGO/Company/ Proprietors/Individual with good infrastructure having consolidated turnover of, at least, Rs. 1 Crore in the preceding 3 financial years ending on 31st March 2021 and having continuous experience of not less than 3 years in providing coaching for “IIT-JEE Examination” are eligible to apply. **Performance of the Institute will be evaluated every year and it is extendable/renewable up to 3 years.**

2. **ELIGIBILITY OF THE INSTITUTION:-**

The Institutions meeting out the following criteria will be eligible for applying:

- i) All Institutes in the Government Sector, including Universities and autonomous bodies, engaged in coaching activities.
- ii) Universities / Colleges in private sector engaged in coaching activities.

- iii) Institutes in the private sector engaged in providing coaching in private sectors, which are trusts, companies, partnership firms, or societies, registered under the relevant law, preferably of relevant industry bodies or institutes identified by them. (Copy of document in support of registration/ ownership of the institution to be attached.)
- iv) The institute must be in existence and providing coaching for JEE for the last five years at the time of notification of this tender in any state of India (evidence should be attached).
- v) The institute should have consolidated turnover of, at least, Rs. 50 lakhs in last 3 financial years ending on 31.03.2021 i.e. 2018-19, 2019-20, 2020-21 (Balance sheet for 3 years i.e., 2018-19, 2019-20, 2020-21 with IT return i.e. 2018-19, 2019-20 & 2020-21 would be required to be furnished). The turnover / IT Return in the name of Trust / Company will be accepted on production of sufficient document that the bidder comes under the Trust / Company. Apart from Balance Sheets, the Department of Education reserves right to call for such other documents or information, as it may deem expedient, to satisfy itself about fulfillment of the financial or other criterion and, based on such document/information, may take decision regarding eligibility of Institute. (Copy of last three financial year's balance sheet and IT Return to be attached. Copy of GST Certificate if applicable is also to be attached)
- vi) The institute should have requisite infrastructure like premises, library, requisite equipment etc. to conduct training at parent place.
- vii) The institute should have a performance of at least 5 student qualified/selected in each last three years in IIT-JEE. Copy of admission form and result to be attached. Proof to be produced.
- viii) The institute should have the required number of qualified faculty members. (faculty details with experience along with their subject details to be attached)
- ix) The Department of Education reserves the right to forfeit / withhold the EMD / Security Deposit and fee if any due to the institute if at any time the document / records furnished by the coaching institute is found to be false / forged / not genuine and is prepared with an intention to obtain coaching orders from the department. Further the institute is liable to be blacklisted and the Government Departments / Government aided institutions will be informed about the blacklisting. In addition institute is liable for civil and criminal action.

3. **ELIGIBILITY FOR STUDENTS:-**

- i) Students studying in Government schools and who are either eligible to appear in the JEE **Examination** or those who are appearing in the final year of eligibility examination, would be eligible for being selected to getting coaching under this scheme.
- ii) Duration of coaching is minimum of 750 Hours of Classes for each std (i.e. XI & XII std). The students shall be selected by the Education Department and the list of such selected students shall be provided to

the selected institute/organization either in one go or in batches.

- iii) The institute will be required to impart coaching to the eligible students (list will be furnished by the Department of Education) for preparation of both the exams i.e. (1) JEE Mains & Advance. List of interested students will be communicated to the institution for JEE Advance & mains separately.

4. **PAYMENT OF FEE:-**

- i) 100 % coaching fee will be paid to the selected institute/ organization by the Department of Education.
- ii) The coaching fee shall include Coaching Fee, cost of study materials and Test Papers. Any tax, if applicable, shall be borne by the Education Department.
- iii) The coaching Fee shall be payable on per student basis includes of all the cost as mentioned above.
- iv) Coaching fee will be released to the selected institute in two equal installments.
- a) **30% of the fee will be released to the institute at the time of commencement of classes for distributing the books, Reading material, Stationary and other coaching related material to the students.**
- b) **70 % remaining fee will be released after completion of 750 hours of classes and based on the attendance and performance of the of the students.**
- c) Institute may quote their Fee/charges considering that, in subsequent years, the selected Institute shall be entitled for 10% increase on the existing fee. For example; if tender is awarded at Rs. 100/-. Said rate of Rs. 100/- shall be applicable for 2021-22 and, for 2022-23, rate shall be 110/-. Similarly, for 2023-24, the rate will be Rs. 121/- and so on for following years.

Details of the coaching

Sl. No.	Name of coaching	Duration	No. of candidates proposed to be coached in the UT of Puducherry
1	Coaching for IIT-JEE Advance and Main Examination.	Minimum 750 Hours for every batches	Approximately 250 students every year in each course. However, number of students may be increased based on actual need from different segments of society.

5. **CRITERION FOR SELECTION:-**

This is a two stage tender process. The bidder shall, initially, be scrutinized for fulfillment of technical/ eligibility criterion as mentioned in clause 02 of this tender document. The Financial bid of only such bidder shall be opened who are found to be qualifying all the technical/eligibility parameters.

Bidder is required to quote its bids (inclusive of tuition fee, study material and test papers) on per student basis for the courses. There would be single bid for both the exams i.e. (1) IIT- JEE Mains & Advance. Bid should be quoted in BOQ form available in online portal. A proforma is attached herewith for reference in annexure A.

Bidder shall be selected on the basis of bid amount. The bidder quoting the lowest amount per student (inclusive of tuition fee, study material and test papers) would be declared as successful bidder (L1) and would be awarded the tender. However, the Department of Education reserves the right to give work order to L2 on L1 rate if the L1 is not able to do the work. In such situation EMD/security deposit of the L1 will be forfeited.

6. **TERMS AND CONDITIONS TO BE COMPLIED WITH BY THE SELECTED BIDDER:-**

- i) The selected bidder shall impart coaching to the selected Students communities at a Centre located in Puducherry through offline/physical classes. However, if due to some government order, physical classes are not permitted, with prior intimation to Department, bidder may impart coaching through online mode.
- ii) For enabling E-payment directly into the account of societies / NGOs / institutions/etc. through ECS, RTGS, NEFT, TTs system, an authorization letter from the payee, with full details of e- payment i.e., name of payee, bank IFSC code number, bank branch number, bank branch name, bank branch address etc. should be provided.
- iii) The selected bidder should establish coaching center/office at puducherry and be willing to mobilize its own resources for smooth conduct of the coaching program at Puducherry.
- iv) The selected bidder shall be required to execute an agreement and to remit 2% of the Total Cost of the project as security deposit within a period of 7 days from the date of receipt of work order (Amount will be adjusted with already deposited EMD).
- v) The department of Education can earmark and allow one/two school buildings where the institution can impart coaching by using available infrastructure in the school. If extra infrastructure is required by the institution then it would be meet out by the institution itself.

7. **GENERAL TERMS AND CONDITIONS:-**

- i) The selected bidder will not, without prior written consent from Department of Education, disclose the Contract, or any provisions thereof, to any person other than a person employed by the Institute in the performance of the Contract. Disclosure to any such employed person will be made in confidence and to the extent necessary.
- ii) The selected bidder will not outsource the training / coaching to any other associate / third party under any circumstances. If it so happens then Department of Education will impose sanctions which will include: forfeiture of the security deposit, revocation of bank guarantees (including the ones submitted for other work orders) and termination of the Contract for default.

8. **MONITORING:-**

Monitoring of the progress made by the institutes will be carried out as follows:

- i) The selected bidder shall submit to Department of Education monthly attendance, progress report by way of marks obtained in mock tests conducted during the coaching.
- ii) The selected bidder shall submit information on possible success rate of the coaching by producing monthly mock tests conducted.
- iii) The institute is open for inspection by the official of Department of Education.

9. **EARNEST MONEY DEPOSIT and How to Apply: -**

- (i) The willing institution can submit its application through online portal with EMD of Rs..... Applications submitted without EMD will be summarily rejected.
- (ii) The eligible institutions can apply through online portal. All the documents required in support of technical criterion as required in clause 02 and 05 of this tender document are to be scanned and uploaded in the online portal. Bids submitted in hard copy or in person shall be summarily rejected.

10. **SECURITY DEPOSIT:-**

- i) The selected bidder has to remit 2% on total coaching fee per year and per course as security deposit in the form of Demand Draft drawn in favor of the Director, Department of Education, payable at Puducherry.
- ii) The Central Government / State Government coaching center / Universities / Deemed Universities are exempted from payment of Security Deposit. However the execution of agreement is compulsory.
- iii) The remitted security deposit will be refunded after the completion of classes of minimum of 750 hours of classes.

11. **DURATION OF AGREEMENT/CONTRACT:-**

The initial duration of this agreement/contract shall be Three years from the date of award of Tender which may be extended for next two years subject to mutual agreement by the selected institute/ organization and Department of Education.

12. **ARBITRATION AND JURISDICTION:-**

Department of Education and the selected bidder will make every effort to resolve amicably, by direct negotiation, any disagreement or dispute arising between them under or in connection with the work order. If any dispute arises between parties on aspects not covered by this agreement, or the rights, duties or liabilities under these except as to any matters the decision of which is specially provided for by the general or the special conditions, such dispute will be referred to arbitrator, appointed by the Director, Department of Education and the award of the arbitration, as the case may be, will be final and binding on both the parties.

13. **APPLICABLE LAW:-**

The work order shall be governed by the laws and procedures established by Govt., of Puducherry, within the framework of applicable legislation and enactment made from time to time concerning such commercial dealings / processing. Any default in the terms and conditions of the document by the bidder will lead to rejection of bid/work order and forfeiture of EMD / Security Deposit/ Course fee.

14. **GENERAL:-**

Department of Education reserves the right to accept or reject any of Tender documents submitted by any bidder without assigning any reason whatsoever.

15. **MODE OF SUBMISSION:-**

- i) Tenderer is required to furnish EMD (Earnest Money Deposit) through Direct Debit/NEFT/RTGS mode only through online in favor of the Director, Department of Education, Puducherry. Payment in other form will not be accepted.
- ii) Also the tenderer is required to furnish another receipt through Direct Debit/NEFT/RTGS mode only through online in favor of the Director, Department of Education, Puducherry for **Rs. 1000/- + SALE TAX @ 5%** towards tender fee.
- iii) Tenders can be **submitted only online through <https://pudutenders.gov.in>**.


DIRECTOR OF SCHOOL EDUCATION

ANNEXURE-I

TENDER FORM FOR FREE COACHING FOR IIT-JEE EXAMINATION

01.	Name of the Organization/company (in block letters)	
02.	Full address along with telephone number of the contact person, e-mail address, Fax No.	
03.	Year of incorporation	
04.	Constitution (Enclose proof) (whether PSUs/Company/Firm/Proprietorship/Societies)	
05.	Name(s) of the Directors/Partners/Proprietor with their full address, telephone number, e-mail address and Fax number	
06.	Details of Registration No. allotted by the Registrar of Companies / Firms / Societies (enclose Xerox copies)	
07.	GST Registration Certificate (enclose copy)	
08.	Copies of Audited Financial Statement (Balance sheet and Profit and Loss Account) for the previous three Financial years i.e. 2018-19, 2019-20, 2020-21 and copy of certificate from the Statutory Auditors.	
09.	Copy of ITRs for the financial year 2018-19, 2019-20, 2020-21	
10.	Total annual turnover in last three years (year wise as at Sl. No. 09) (enclose copy of Auditor's Certificate)	
11.	List of pending disputes. Litigation (if any) and a declaration that the bidding firm has not been black listed/debarred in the last 5 years.	
12.	A certificate to the effect that none of the Directors/Partners/Proprietor has been convicted of any offence involving in moral turpitude	
13.	Declaration form (Annexure-II) duly signed by Authorized Signatory	

ANNEXURE-II

DECLARATION

A declaration as given below in token of acceptance of all the terms and conditions of tender shall be furnished by the participating bidders. Otherwise the bidding will be rejected.

“I / We..... “ the
(Name of the Organization/Proprietor)

Undersigned hereby solemnly declare that the terms and conditions of tender schedule for Free Coaching Scheme for students studying in government schools in the UT of Puducherry, the Agreement in the prescribed proforma will be executed.”

SIGNATURE OF THE BIDDER