

**OFFICE OF THE DEPUTY DIRECTOR (EMPLOYMENT), GOLMURI, JAMSHEDPUR**

Request for Proposal (RFP) for selection of institutes to provide coaching program to the youth of District Purbi Singhbhum under "***Pahal***" initiative of District Administration .

August 2021

RFP No –RFP/001/2021

Date of Issue of RFP	14/08/2021
Last date for submission of Proposals, Processing fee and EMD	04/09/2021

OFFICE of the Deputy Director (Employment), Golmuri, Jamshedpur

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## ABBREVIATIONS

RFP	Request for Proposal
DD Office	Deputy Director (Employment), Golmuri, Jamshedpur
SREE	Sub Regional Employment, Exchange, Golmuri, Jamshedpur
EMD	Earnest Money Deposit

In the interpretation of these terms, unless the context otherwise requires :

(a) The words and expressions beginning with capital letters and defined in this document shall, unless the context otherwise requires, have the meaning ascribed thereto herein. The words and expressions beginning with capital letters and not defined herein, but defined in the other standard Bidding Documents, shall, unless the context otherwise requires, have the meaning ascribed thereto therein ;

(b) Words in the singular or plural term, as the case may be, shall also be deemed to include the plural or the singular term, respectively;

(c) Terms “include” or “including” shall be deemed to be followed by “without limitation” or “but not limited to” regardless of whether such terms are followed by phrases of like import;

(d) For the purpose of this RFP, the terms “Bid” and “Proposal” are interchangeable and imply the same, unless repugnant to the context

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## DISCLAIMER

The information contained in this Request for Proposal ("RFP") or subsequently provided to Bidder(s), whether verbally or in documentary or any other form by or on behalf of *Office of the Deputy Director (Employment), Golmuri, Jamshepur (herein after "DD Office")* is provided to interested parties on the terms and conditions set out in this RFP and such other terms and conditions subject to which such information is provided.

This RFP is not an agreement and is neither an offer nor an invitation by *DD Office* to interested parties who apply for RFP (henceforth "Bidders") in response to this RFP. The purpose of this RFP is to provide Bidders with information that may be useful to them in preparing and submitting their proposals ("Proposal") for RFP with *DD Office* for providing Bank P.O. Coaching to the eligible candidates of *Purbi singhbhum district ( through SREE Jamshedpur and Employment Exchange, Ghatsila )* as per notified norms.

*DD Office* makes no representation or warranty and shall have no liability to any person or Bidder under any law, statute, rules or regulations or tort, principles of restitution or unjust enrichment or otherwise for any loss, damages, cost or expense which may arise from or be incurred or suffered on account of anything contained in this RFP or otherwise, including the accuracy, adequacy, correctness, completeness or reliability of the RFP and any assessment, assumption, statement or information contained herein or deemed to form part of this RFP or arising in any way from this RFP process.

*DD Office* 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.

The issue of this RFP does not imply that *DD Office* is bound to empanel any Bidder(s) or select any Bidder(s) for any project. *DD Office* reserves the right to reject all or any of the Bidders without assigning any reason whatsoever.

The Bidder shall bear all costs associated with or relating to the preparation and submission of its Proposal including but not limited to preparation, copying, postage, delivery fees, expenses associated with any demonstrations or presentations which may be required by *DD Office* or any other costs incurred in connection with or relating to its Bid.

All such costs and expenses will remain with the Bidder and *DD Office* shall not be liable in any manner for the same or for any other costs or expenses incurred by a Bidder in preparation or submission of the Bid, regardless of the conduct or outcome of this RFP and related processes.

## 1. INTRODUCTION

1.1 This RFP comprises the Disclaimer set forth hereinabove, the contents as listed below, and will additionally include any Addenda issued in accordance with Clause 2.7.

Section 1	Introduction
Section 2	Instructions to Bidders
Section 3	Evaluation of Proposals
Section 4	Fraud and Corrupt Practices
Section 5	Pre-Bid Meeting
Section 6	Miscellaneous
Section 7	Appendices

### 1.2 Objective of the Request for Proposal (RFP)

1.2.1 The RFP will enable to select appropriate agency to conduct the *Coaching Classes for Bank PO eligible Candidates* within stipulated timeframe for *Purbi Singhbhum District*.

1.2.2 *To Identify the eligible 50-50 Registered candidates for Bank PO Coaching from sub-regional Employment exchange, Golmuri, Jamshedpur and from Employment Exchange, Ghatsila through merit test.*

### 1.3 General Terms of RFP

1.3.1 Bidders must be eligible to apply for RFP as per. Clause 2.1

1.3.2 *DD Office*, at its discretion, can add, modify or remove the clause/s, points and sub points mentioned in the RFP till 24 hours prior to closing bid submission date.

### 1.4 Description of RFP Process

1.4.1 Interested Bidders deemed eligible as per Clause 2.1 can participate in the RFP Process by submitting their proposal in the format given in the Appendix.

1.4.2 Bidders meeting the eligibility criteria as per Clause 2.1 shall be considered for processing of the bid by *DD Office* if they meet the requisite cut-off as per Clause 3.3.3.

1.4.3 Along with the Proposal, a Bidder is required to deposit a non-refundable processing fee (“the Processing Fee”) of Rs. 5,000/- (Rupees Five Thousand only) and refundable Earnest Money Deposit (EMD) of Rs. 50,000/- (fifty thousand only). The Processing Fee must be in the form of a crossed demand draft drawn on any scheduled bank in favor of joint account of Deputy Director (Employment) Jamshedpur and Employment officer, Ghatsila, Purbi Singhbhum.

1.4.4 *DD Office* shall endeavor to adhere to the following schedule but reserves the right to alter the same:

<b>S. No.</b>	<b>Details</b>	<b>Date</b>
1.	Issuance of RFP	14 Aug. 2021
2.	Last date for receiving Pre-Bid queries	21 Aug. 2021, up to 2.00 pm
3.	Pre-Bid Meeting	24 Aug. 2021, 4.00 pm
4.	Publishing of responses to Pre-Bid Queries	26 Aug. 2021
5.	Last date for submission of Proposals, Tender Fee & EMD	04 Sep. 2021, up to 5.00 pm
6.	Bid Opening	06 Sep 2021, at 12.30 pm

1.4.5 The bidder upon selection will furnish a Performance Bank Guarantee of 10% of the total work value during the signing of the agreement.

1.4 .6 The total project cost or the work order value will not exceed Rs. 15/- lakhs (Rs. Fifteen Lakhs Only) which will include all taxes, service charges, , field area travel & *all aspects*.

1.4.7 No other payment is admissible in the project other than mentioned in 1.4.6.

1.4.8 No change in project is allowed until and unless the same is approved by the *District Committee meant for this For Coaching Classes* under special circumstances. All such changes will be only allowed at a case to case basis.

1.4.9 *Quality of the Coaching Programme has to be maintained by the Agency(Selected Bidder), if not then will lead to penalty of 10% of the total project value during the payment. Quality Check has to be checked by feedback from Candidates of the Coaching which will be done on monthly basis by concerned office in charge of Employment exchanges( in case of SREE it will be Assistant Director, (Employment) SREE jamshedpur and for Employment Exchange, Ghatsila it will be Employment Officer, Ghatsila).*

1.4.10 The bidder upon short listing for the interview will submit a *Detail* action plan for completion of the project, before the date of Interview as per decided and communicated by the committee.

1.4.11 The successful bidder will never quote any facts and figures known from *this Project* for its business benefits or any other purpose in any of the platform/s, document/s or in other sources/s.

1.4.12 The *Selected Bidder* will submit the list of all the team members along with their contact numbers and email Ids to *DD Office* for record.

1.4.13 The Coaching Agency (selected bidder) will maintain the Progress Record and the placement/selection record of the candidates who has been given Coaching under this scheme.

1.4.14 Selected Bidder (Coaching Agency) will get their Payments in two instalment. First after 45 days of Coaching initiation and last after 15 days of successful Coaching class Completion.

1.4.15 Selected Bidder (Coaching Agency) will take a feedback from the selected Candidates of this Coaching Scheme fortnightly in the presence of the office head of Sub Regional Employment Exchange Golmuri, Jamshedpur & Employment Exchange, Ghatsila in their respective offices and will enhance the quality of Coaching Programme Accordingly.

1.4.16 Selected Bidder (Coaching Agency) will conduct at least 6 days Coaching Classes in the premises of Sub Regional Employment Exchange, Golmuri, Jamshedpur and Employment Exchange, Ghatsila.

1.4.17 Only such Bidder will be considered in this scheme who -

(a) is a Coaching Class provider Agency (Coaching institution).

(b) should have operation in Jharkhand.

(c) The institute Should have experience of a minimum period of 3 years at the time of applying under this scheme and having a minimum

enrolment of **100** students in the Courses (Bank PO) each year for at least two years (within 3 years).

1.4.18 Selected Bidder (Coaching institution) will provide Coaching to the selected Candidates in the Infrastructure of the premises of Sub Regional Employment Exchange, Jamshedpur and Employment Exchange, Ghatsila.

## **1.5 Terms and Scope of Work**

“Pahal” initiative is meant for Empowerment of the Unemployed Students of the Purbi singhbhum district, Students having merits but not access to the resources of study material, Coaching will be benefited with this initiative. Under this initiative Coaching institution (Selected Bidder) will provide Bank PO Coaching (IBPS PO, SBI PO, SBI SO, IBPS RRB etc) to the Selected Candidates through their expertise which will be part of their RFP proposal.

In order to have an quality in this initiative DD office intends to select an independent agency (Coaching institution) through request for proposal (RFP), Quality cum Cost Based selection (QCBS) method).

- (i) The total weightage for the technical Proposal will be 50% and for financial proposal will be 50%.
- (ii) A Bidder will have to achieve minimum 70 marks out of 100 in the Technical Proposal to get shortlisted for opening of the financial proposal.
- (iii) The minimum score to be eligible for the “Interview” is 56 out of 80 in the Technical Proposal.
- (iv) The financial tender of Maximum three top scorer of the technical bid will be opened for further process.
- (v) in an event of a tie in the technical score between two or more agency district committee will apply appropriate method for Further process.

## **2 INSTRUCTIONS TO BIDDERS**



## A. GENERAL

### 2.1 Eligibility of the Bidders

Sr. No.	Criteria	Documents required
1	The Bidder for participation in the Selection Process, may be a single entity or a group of entities (the "Consortium"), coming together to execute the Assignment. However, no applicant applying individually or as a member of a Consortium, as the case may be, can be member of another consortia bidding for the Assignment.	Name of the entity / consortium in letter head. In case of consortium the lead bidder has to submit an agreement between the lead bidder and rest of the applicant in Rs. 100/- non judiciary stamp paper and copy of letter other Consortium member/s giving consent of participation in the consortium.
2	A Bidder or a member of Consortium may either be a sole proprietorship firm/ a partnership firm/ a limited liability partnership/ a company incorporated under the Companies Act 1956/2013/Societies Registration Act / Trust Act or a body corporate incorporated under the applicable laws of its origin.	Copy of relevant document and PAN card of the organization
3	The Bidder must have been in business for <i>Three</i> years before the date of publication of the tender document in Jharkhand.	Relevant documents and CA Certified Annual Turnover of 3 years.
4	The Bidder must not have been blacklisted by any Government body and law enforcement agencies.	Affidavit .
5	The Bidder must have its registered office <i>in Jharkhand</i> .	Relevant document issued by Government agency.
6	The Bidder must have at least 10 human resources in its payroll.	HR list of employees certified by the HR head of the organization in organizational letter head
7	The Bidder has a minimum turnover of 8 lakhs each year in three years out of last five financial years from the date of publication of this RFP (Due to Covid-19 pandemic).	CA Certificate in the prescribed format along with three years audited statements.

### 2.2 General Terms of Proposal Submission

2.2.1 Each Bidder must submit a single proposal.

2.2.2 *DD Office* shall receive the proposal in accordance with the terms set forth in this RFP and other documents that may be provided by *DD Office* pursuant to this RFP as amended/clarified from time to time by *DD Office*.

2.2.3 Along with the Bid, the Bidder is required to deposit a non-refundable Processing Fee of Rs. 5,000/- (Rupees Five Thousand only) along with a refundable Earnest Money Deposit of Rs. 50,000/- (Rupees Fifty Thousand only) in line with details provided in Clause 1.4.3. The RFP shall be summarily rejected if it is not accompanied by the Processing Fee and the Earnest money Deposit(EMD).

2.2.4 Bidders shall not have a conflict of interest ("Conflict of Interest") that affects the RFP Process or any sanction of work that may follow. Any Bidder found to have a Conflict of Interest is liable to be disqualified.

2.2.5 Any misrepresentation shall lead to disqualification of the Bidder.

2.2.6 *DD Office* will not return any proposal or any information provided along therewith.

2.2.7 In case it is found at any time during or subsequent to the RFP Process or anytime during the period of subsistence thereof, that one or more of the pre-qualification conditions have not been met by the Bidder or that the Bidder has made material misrepresentation or has given any materially incorrect or false information, the Bidder shall be disqualified forthwith and any Agreement / Contract, if signed, shall be liable to be terminated by a communication in writing by *DD Office* to the Bidder, without *DD Office* being liable in any manner whatsoever to the Bidder.

2.2.8 *DD Office* reserves the right to verify all statements, information and documents submitted by the Bidder in response to the RFP. Failure of *DD Office* to undertake such verification shall not relieve the Bidder of its obligations or liabilities hereunder nor will it affect any rights of *DD Office* there under.

2.2.9 The Bidders shall be responsible for all the costs associated with the preparation of their proposal and their participation in the RFP Process. *DD Office* will not be responsible or in any way liable for such costs, regardless of the conduct or outcome of the RFP Process.

2.2.10 *DD Office* may at its sole discretion and at any time during the evaluation of proposal, disqualify any respondent, if the agency:

- a) Made misleading or false representations in the forms, statements and attachments submitted in proof of the eligibility requirements;
- b) Exhibited a record of poor performance such as abandoning works, not properly completing the contractual obligations, inordinately delaying completion or financial failures, etc. in *the* project.
- c) Submitted a proposal that is not accompanied by required documentation or is non-responsive;
- d) Failed to provide clarifications related thereto, when sought;
- e) Submitted more than one proposal;
- f) Has been blacklisted by any Central / State Government (incl. its department/agency) or was declared ineligible by the Central / State Government / for corrupt and fraudulent practices.

### **2.3 Due Diligence, site visit and verification of information**

2.3.1 It shall be deemed that by submitting a Bid, the Bidder has:

- (a) made a complete and careful examination of the RFP;
- (b) received all relevant information requested from *DD Office*;
- (c) satisfied itself about all matters, things and information necessary for submitting an informed Proposal and for execution of work in accordance with the RFP and for performance of all of its obligations there under.

### **2.4 Right to accept and to reject any or all Proposals**

2.4.1 Notwithstanding anything contained in this RFP, *DD Office* reserves the right to accept or reject any proposal at any time without any liability or any obligation for such acceptance, rejection or annulment, and without assigning any reasons thereof.

2.4.2 Such misrepresentation/improper response as described herein shall lead to the disqualification of the Bidder.

2.4.3 In case it is found during the evaluation of proposals or at any time before signing of the Agreement or after its execution and during the period of subsistence thereof, that one or more of the pre-qualification conditions have not been met by the Bidder

or that the Bidder has made material misrepresentation or has given any materially incorrect OR false information, the Bidder shall be disqualified forthwith and the Agreement, if signed, shall be liable to be terminated by a communication in writing by *DD Office* to the Bidder, without *DD Office* being liable in any manner whatsoever to the Bidder.

## **B. DOCUMENTS**

### **2.5 Contents of the RFP**

2.5.1 The following are the appendices attached as a part of this RFP:

- I. Format for Covering Letter for the Proposal
- II. Format for Affidavit on not being blacklisted
- III. Format for Bidder Details
- IV. Format for Financial Capability Statement
- V(A). Format for Technical Capability(completed Batches Detail)
- V(A). Format for Technical Capability(Human Resource Detail)
- VI. Format for Authorization
- VII. Format for Financial Bid

### **2.6 Clarifications**

2.6.1 Bidders requiring any clarification on the RFP may notify *DD Office* in writing or by letter and/or e-mail to [ddejamshedpur@gmail.com/](mailto:ddejamshedpur@gmail.com) empghatsila@gmail.com

2.6.2 *DD Office* shall endeavor to respond to the queries within the period specified therein through letter/e-mail. However, *DD Office* reserves the right not to respond to any question(s) or provide any clarification(s), at its sole discretion, and nothing in these Clauses shall be taken or read as compelling or requiring *DD Office* to respond to any question or to provide any clarification.

2.6.3 *DD Office* may also on its own motion, if deemed necessary, issue interpretations and clarifications to all Bidders. All clarifications and interpretations issued by *DD Office* shall be deemed to be part of the RFP. Verbal clarifications and information given by *DD Office* or its employees or representatives shall not in any way or manner be binding on *DD Office*.

### **2.7 Amendment of RFP**

2.7.1 At any time prior to the deadline for submission of Proposals, *DD Office* may, for any reason, whether at its own initiative or in response to clarifications requested by a Bidder, modify the RFP by the issuance of Addenda.

2.7.2 Any addenda issued subsequent to this RFP, but before the Proposal Due Date, will be deemed to form part of this RFP.

2.7.3 Any Addendum thus issued will be uploaded on the website (<https://jamshedpur.nic.in>). *DD Office* will post the addendum/replies to the queries on the *Jamshedpur district* website without identifying the source of queries.

2.7.4 In order to afford the Bidders a reasonable time for taking an Addendum into account, or for any other reason, *DD Office* may, at its own discretion, extend the timelines mentioned in Clause 1.4.4, having due regard for the time required by the Bidders to address such amendment.

2.7.5 Any modification and amendment in the RFP or the timelines as stated in Clause 1.4.4 shall be uploaded on the website. Prospective Bidders are requested to remain updated with regard to any addendum/ notices/ amendments/ clarifications etc. on website at <https://jamshedpur.nic.in>. *DD Office* may not provide separate notifications for such addendum/ notices/ amendments / clarifications, etc. in the print media (press) or individually.

## **C. PREPARATION AND SUBMISSION OF PROPOSALS**

### **2.8 Format of Proposal Submission**

2.8.1 The Bidder shall provide all information sought under this RFP. *DD Office* will evaluate only those proposals that are received in the required formats and complete in all respects.

2.8.2 The proposal should be neatly typed in indelible ink and signed by the authorized signatory of the Bidder. All pages should be numbered. All alterations, omissions, additions or any other amendments made to the Proposal must be initialed by the person(s) signing the proposal.

### **2.9 Sealing and Submission of Proposals**

2.9.1 The Bidder Shall submit the proposal offline to the (*Through Registered post/Speed Post only*) Office to the Deputy Director (Employment) Golmuri, Jamshedpur with a valid Signature of any authorized person of the firm in the format specified in the Appendices with the cover Page clearly mentioning "Subject: Request for Proposal (RFP) for selection of agency to conduct Coaching classes for Bank PO Exams to be implemented in Purbi Singhbhum district".

2.9.2 The documents accompanying the Proposal shall be numbered serially and placed in the order mentioned below, along with this checklist:

SL.No.	Description	Reference	Documents Page No
1	Cover Letter with the Bid	Appendix-I	
2	Affidavit on not being blacklisted	Appendix-II	
3	Bidder Details	Appendix-III	
4	Financial Capability Statement	Appendix-IV	
5	Technical Capability Statement ( completed Batches Detail)	Appendix-V(A)	
6	Technical Capability Statement ( human resource Detail)	Appendix-V(B)	
7	Authorization	Appendix-VI	
8	Format of Financial Bid	Appendix - VII	

2.9.3 Address and contact details for all communication:

Deputy Director(Employment),  
Office of Deputy Director (Employment),  
Golmuri, Jamshedpur (East Singhbhum)

2.9.4 Place of Submission of RFP & opening of bids

Deputy Director(Employment),  
Office of Deputy Director (Employment),  
Golmuri, Jamshedpur (East Singhbhum)

2.9.5 Proposal should be submitted **offline through registered/Speed post only.**

2.9.6 Proposals submitted by hand copy, fax, telex, telegram or e-mail shall not be entertained.

## 2.10 Proposal Due Date

2.10.1 Any queries before RFP final proposals can be submitted in writing to *DD Office*, until *DD Office* bar to do so.

## 2.11 Modifications/ Substitution/ Withdrawal of Proposals

2.11.1 Bidders may not modify, substitute or withdraw their Proposals after submission, unless the same has been expressly sought for by the *DD Office*, shall be disregarded.

## 2.12 Rejection of Proposals

2.12.1 *DD Office* reserves the right to accept or reject all or any of the Proposals without assigning any reason whatsoever. It is not obligatory for *DD Office* to accept any Proposal or to give any reasons for their decision.

2.12.2 *DD Office* reserves the right not to proceed with the RFP Process at any time, without notice or liability, and to reject any Proposal without assigning any reason(s).

### **2.13 Validity of Proposals**

2.13.1 The Proposals shall be valid for a period of not less than 180 (one hundred and eighty) days from the Proposal Due Date. The validity of Proposals may be extended by mutual consent of *DD Office* and the Bidders.

### **2.14 Confidentiality**

2.14.1 Information relating to the examination, clarification, evaluation and recommendation for the Bidders shall not be disclosed to any person who is not officially concerned with the process or is not a retained professional advisor advising *DD Office* in relation to, or matters arising out of, or concerning the RFP Process.

2.14.2 *DD Office* will treat all information, submitted as part of the Bid, in confidence and will require all those who have access to such material to treat the same in confidence. *DD Office* may not divulge any such information unless it is directed to do so by any statutory entity that has the power under law to require its disclosure or is to enforce or assert any right or privilege of the statutory entity and/or *DD Office*.

### **2.15 Correspondence with the Bidder**

2.15.1 *DD Office* reserves the right to not entertain any correspondence with any Bidder in relation to acceptance or rejection of any Bid.

## **3 EVALUATION OF BIDS**

### **3.1 Opening and Evaluation of Proposals**

3.1.1 *DD Office* shall open the Proposals on the day as per clause 1.4.4 at the address specified in Clause 2.9.4 and in the presence of the Bidders who choose to attend.

3.1.2 *DD Office* will subsequently examine and evaluate the Proposals in accordance with the provisions set out in Clause 3.2 and Clause 3.3 below.

3.1.3 If at any time during the evaluation process *DD Office* requires any clarification, it reserves the right to seek such information from any or all of the Bidders and the

Bidders will be obliged to provide the same with supporting documents in the specified time frame.

**3.2 Tests of responsiveness**

3.2.1 Prior to evaluation of Proposals, *DD Office* shall determine whether each Proposal is responsive to the requirements of the RFP. A Proposal shall be considered responsive only if:

- (a) it is received as per Clause 2.8 and Clause 2.9;
- (b) it is received by the Proposal Due Date including any extension thereof;
- (c) it is accompanied by the Processing Fee and Earnest Money Deposit;
- (d) it does not contain any condition ; and
- (e) it is not non-responsive in terms hereof

3.2.2 *DD Office* reserves the right to reject any Proposal which is non-responsive and no request for alteration, modification, substitution or withdrawal shall be entertained by *DD Office* in respect of such Bid.

**3.3 Evaluation and Selection of Bidders for RFP**

3.3.1 The Bidder has to be adjudged as responsive in terms of Clause 3.2.1 for participating in the Proposal process.

3.3.2 Bidders deemed eligible as per Clause 2.1 and responsive as per Clause 3.2.1 will be evaluated on their Technical, Financial and Additional Qualifications as well as suitability for the *Purbi Singhbhum District*. The selection process would involve an evaluation of the Technical Proposal (“Part A”) and Technical Presentation (“Part B”).

3.3.3 Bidders who score at least 56 out of 80 possible marks in Part A (referred to as “Shortlisted Bidders”) shall qualify for making a Technical Presentation and Interview of the mentioned team before the Selection Committee.

3.3.4 The selection process shall be based on the evaluation criteria provided in the table below:

**Evaluation Criteria for Bidder**

**a. Technical Bid Evaluation Criteria:**

Sr. No	Criteria	Documents to be submitted for verification

<b>Part A</b>
---------------



1.	The Bidder has <i>Successfully Completed</i> Coaching Classes for 3yrs, out of last five financial years from the date of publication of this RFP i. Minimum three <i>Batches</i> – 20 marks ii. five additional mark for next two batches each and additional six marks above each batch up to ten batch. Total marks - 60	Copy of <i>Student Enrollment</i> and completion certificate of each project is mandatory for getting marks for each project. Note: No ongoing <i>Batches</i> will be considered. Only those will be considered which is accompanied by valid <i>Student Enrollment</i> and completion certificate.
2.	The average annual turnover of the Bidder in past three financial year of the last five year from the date of Publication of the RFP. i. Less than 08 Lakh – 0 mark ii. More than 08 Lakh but less than 10 Lakh – 5 marks iii. More than 10 Lakh but less than 12 Lakh – 10 marks iv. More than 12 Lakh – 15 marks	Certified copy by the CA of the format provided by <i>DD Office</i>
3.	<i>No. of human resource</i> <i>less than 10 - 0 marks</i> <i>more than 10 &amp; less than 15-2 marks</i> <i>more than 15-5 marks</i>	certified <i>salary slip copy of the human resource.</i>
<b>Part A Total Marks – 80</b>		
<b>Part B – “Interview”</b>		
4.	Modus Oprendi discussion – How coaching Classes will be run by the Agency? Detail of Programme/process Documents for this has to produces before the committee. The agency must ensure that their coaching has to be concluded within 6 months of the start date of the coaching classes and Follow-up mechanism of the candidates after completion of the course till selection. Apart from this,PPT presentation may also be given.	Relevant documents for operation of Coaching classes, discussion in front of the selection committee.
<b>Part B Total Marks - 20</b>		
<b>Grand Total (A+B) marks - 100</b>		

3.3.5 Bidders, whose bids are responsive, based on minimum qualification criteria / documents as in Pre-Qualification Criteria and score at least 70% in the above defined scoring mechanism would be considered technically qualified.

3.3.6 After the evaluation of Proposals under Part A, **DD Office** would announce a list of Shortlisted Bidders, in line with Clause 3.3.3, who will be invited to make a Technical Presentation before the Selection Committee constituted for selecting Bidders for RFP **as Coaching Classes Provider (CSP)**. **DD Office** will not entertain any query or clarification from Bidders who fail to qualify for the Technical Presentation.

#### **b. Financial Bid Evaluation**

The bidders who will qualify the General cum Technical Bid criteria will be eligible for Financial Bid opening. Financial bid will be submitted by the bidder in prescribed format as mentioned below:

(Example)

SI No	Item Description	Unit Cost (Per Candidate cost)	Quantity	Total Cost
01	Cost	XXXXX	50+50=100	XXXXX
02	GST			
	Total Cost including GST			

The financial bid has to be provided based on the format provided in the RFP.

Errors & Rectification: Arithmetical errors will be rectified on the following basis: If there is a discrepancy between the unit Cost and the total cost that is obtained by multiplying the unit cost and quantity, the unit cost shall prevail and the total cost shall be corrected. If there is a discrepancy between words and figures, the amount in words will prevail.

Bidders, whose bids are responsive, based on minimum qualification criteria / documents as in Pre Qualification Criteria and score at least 70% in the above defined scoring mechanism would be considered technically qualified.

The financial proposal of maximum three top scorer of the technical proposal will be opened for further process. The final selection shall be based on Quality cum Cost Based Selection (QCBS) method.

The final selection of Bidder entity shall be Quality & Cost Best Selection (QCBS) where, the total score shall be calculated by weighting the technical and financial scores in the ratio 50 : 50. The Applicant entity achieving the highest combined technical and financial score will be invited for negotiations.

Please note that failure or refusal on part of the selected vendor to accept the offer, shall result in forfeiture of the EMD. *DD Office* reserves the right to reject any or all proposals.

### 3.4 Contacts during Proposal Evaluation

3.4.1 Proposals shall be deemed to be under consideration immediately after they are opened and until such time DD Office makes official intimation of award/rejection to the Bidders.

While the Proposals are under consideration, Bidders and/or their representatives or other interested parties are advised to refrain from contacting, by any means, DD Office and/or their employees/representatives on matters related to the Proposals under consideration.

## 4 FRAUD AND CORRUPT PRACTICES

4.1.1 The Bidders and their respective officers, employees, agents and advisers shall observe the highest standard of ethics during and subsequent to the RFP Process and during the subsistence of the Agreement.

4.1.2 Notwithstanding anything to the contrary contained herein, or in the Agreement, DD Office shall reject a Bid, withdraw any award of work, or terminate the Agreement, as the case may be, without being liable in any manner whatsoever to the Bidder, if it determines that the Bidder has, directly or indirectly or through an agent, engaged in corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice in the RFP Process.

4.1.3 In such an event, DD Office shall appropriate the Performance Security Deposit, as the case may be, without prejudice to any other right or remedy that may be available to DD Office hereunder or otherwise.

4.1.4 For the purposes of Clause 4, the following terms shall have the meaning hereinafter respectively assigned to them:

a) "**corrupt practice**" means (i) the offering, giving, receiving, or soliciting, directly or indirectly, of anything of value to influence the actions of any person connected with the RFP Process (for avoidance of doubt, offering of employment to or employing or engaging in any manner whatsoever, directly or indirectly, any official of DD Office who is or has been associated in any manner, directly or indirectly with the RFP Process or award of work or has dealt with matters concerning the Agreement or arising there from, before or after the execution thereof, at any time prior to the expiry of one year from the date such official resigns or retires from or otherwise ceases to be in the service of DD Office, shall be deemed to constitute influencing the actions of a person connected with the RFP Process); or (ii) engaging in any manner whatsoever, whether during or after the RFP Process or after the execution of the Agreement, as the case may be, any person in respect of any matter relating to the Project or the Agreement, who at any time has been or is a legal, financial or technical adviser of DD Office in relation to any matter concerning the project;

b) "fraudulent practice" means a misrepresentation or omission of facts or suppression of facts or disclosure of incomplete facts, in order to influence the RFP Process;

c) "coercive practice" means impairing or harming, or threatening to impair or harm, directly or indirectly, any person or property to influence any person's participation or action in the RFP Process;

d) "undesirable practice" means (i) establishing contact with any person connected with or employed or engaged by DD Office with the objective of canvassing, lobbying or in any manner influencing or attempting to influence the RFP Process; or (ii) having a Conflict of Interest; and

e) "restrictive practice" means forming a cartel or arriving at any understanding or arrangement among Bidders with the objective of restricting or manipulating a full and fair competition in the RFP Process.

## **5 PRE-BID MEETING**

5.1.1 Pre-Bid Meeting of the Bidders shall be held at the DD office Golmuri in Jamshedpur at 4:00 PM IST on the date as mentioned in the Clause 1.4.4. A maximum of two representatives of each Bidder shall be allowed to participate on production of Authority letter from the Bidder.

5.1.2 During the course of Pre-Bid Meeting, the Bidders will be free to seek clarifications and make suggestions for consideration of DD Office. DD Office shall endeavor to provide clarifications and such further information as it may, in its sole discretion, consider appropriate for facilitating a fair, transparent and competitive RFP Process.

## **6. MISCELLANEOUS**

6.1 The RFP Process shall be governed by, and construed in accordance with, the laws of India and the Courts at Jamshedpur shall have exclusive jurisdiction over all disputes arising under, pursuant to and/or in connection with the RFP Process.

6.2 In case of a legal dispute the jurisdiction for its settlement will be that of a Court of Law having Jurisdiction at Jamshedpur.

6.3 The dispute can also be resolved through the Alternate Dispute Redressal (ADR) by means of Arbitration, Mediation and Conciliation.

6.4 DD Office, at its sole discretion and without incurring any obligation or liability, reserves the right, at any time, to;

6.4.1 suspend and/or cancel the RFP Process and/or amend and/or supplement the RFP Process or modify the dates or other terms and conditions relating thereto;

6.4.2 consult with any Bidder in order to receive clarification or further information;

6.4.3 retain any information and/or evidence submitted to DD Office by, on behalf of, and/or in relation to any Bidder; and/or

6.4.4 Independently verify, disqualify, reject and/or accept any and all submissions or other information and/or evidence submitted by or on behalf of any Bidder.

It shall be deemed that by submitting the Proposal, the Bidder agrees and releases DD Office, its employees, agents and advisers, irrevocably, unconditionally, fully and finally from any and all liability for claims, losses, damages, costs, expenses or liabilities in any way related to or arising from the exercise of any rights and/or performance of any obligations hereunder, pursuant hereto and/or in connection herewith and waives any and all rights and/or claims it may have in this respect, whether actual or contingent, whether present or future.

Sd/-  
Employment Officer  
Ghatsila

Sd/-  
Employment Officer  
Jamshedpur

Sd/-  
Deputy Director(Employment)  
Jamshedpur

Sd/-  
District Planning Officer  
Singhbhum, Jamshedpur

Sd/-  
Dy. Development Commissioner  
East Singhbhum, Jamshedpur

Sd/-  
Deputy Commissioner East  
East Singhbhum, Jamshedpur

## 7. APPENDICES

### APPENDIX – I

#### Format – Covering Letter

To,  
Deputy Director (Employment)

Office of Deputy Director,  
Golmuri, Jamshedpur.

Dear Sir,

Subject: Request for Proposal (RFP) for selection of agency to conduct Coaching classes for Bank PO Exams to be implemented in Purbi Singhbhum district.

This is in response to the RFP issued by the Deputy Director (Employment) (Ref No. ....) dated .....We  
..... (Name of the Bidder) are keen to get selected for the project and hereby express our interest

Please find enclosed one Original and one True Copy of our Proposal. We have also attached the requisite Processing Fee of Rs. 5,000/- in the form of Demand Draft No. .... dated ..... drawn on ..... and Earnest Money Deposit of Rs. 50,000/- in the form of Demand Draft No. .... dated ..... drawn on .....

We hereby confirm that:

1. We have examined in detail and have understood the terms and conditions stipulated in the RFP issued by DD Office and in any subsequent communication sent by DD Office . We agree and undertake to abide by all these terms and conditions. Our proposal is consistent with all the requirements of submission as stated in the RFP or in any of the subsequent communications from DD Office .
2. The information submitted in our RFP is complete and correct to the best of our knowledge and understanding. We would be solely responsible for any errors or omissions in our RFP. We acknowledge that DD Office will be relying on the information provided in the RFP and the documents accompanying and we certify that all information provided in the application is true and correct; nothing has been omitted which renders such information misleading; and all documents accompanying such RFP are true copies of their respective originals.

3. We acknowledge the right of DD Office to reject our RFP without assigning any reason or otherwise.
4. We declare that we satisfy all legal requirements and meet all the eligibility criteria laid down in the RFP.
5. We hereby undertake to abide by the terms and conditions of the RFP.
6. We understand that any work sanctioned in pursuance to the bidding process detailed in this RFP shall be on the terms and conditions specified in the Letter of Award / Work Order / Agreement pertaining to such work, which shall be thoroughly reviewed and accepted by us before undertaking such work.
7. We have not directly or indirectly or through an agent engaged or indulged in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice.

For and on behalf of:

Signature:

Name:

Designation:

(Company Seal)

(Authorized Representative and Signatory)

Note:

The Covering Letter is to be submitted by Authorized Signatory on the organisation's letterhead with his/her signature and seal.

**APPENDIX - II**  
**Affidavit for not being blacklisted**

(Affidavit on non-judicial stamp paper of minimum Rs. 10/-by Company Secretary/Authorized Representative and Signatory of the Bidder with his/her dated signature and company seal)

**AFFIDAVIT**

I/We, on behalf ..... *(Name of Bidder)*, with  
Its registered office at ..... do  
hereby declare that the above-mentioned Bidder has not been blacklisted/ debarred  
by any State/Central Government authority / Donor Agency/Bilateral agency for  
breach on our part.

For and on behalf of:

Signature:

Name:

Designation:

Date:

(Company Seal)

(Authorized Representative and Signatory)



**APPENDIX - III**  
**Format - Bidder's Details**

(To be provided by Company Secretary or Authorized Signatory on Letterhead with his/her dated signature and company seal)

For Single Entity

<b>S. No.</b>	<b>Description</b>	<b>Details</b>	<b>Document at page no</b>
1.	Name of Legal Entity		
2.	Status / Constitution of the Bidder		
3.	. Name of Registering Authority		
4.	Registration Number		
5.	Date of Registration		
6.	Place of Registration		
7.	PAN Card Number		
8.	Name of the Contact Person for Bid information		
9.	Address of the contact person		
10.	Email id of Contact Person		
11.	Mobile number of contact person		
12.	Official Email Id of the Organization		

For consortium

<b>S. No.</b>	<b>Description</b>	<b>Details</b>	<b>Document at page no</b>
1.	Name of Legal Entity (Lead bidder) (include consortium member also)		
2.	Status / Constitution of the Bidder (include consortium member also)		
3.	Name of Registering Authority (include consortium member also)		
4.	Registration Number (include consortium member also)		
5.	Date of Registration(include consortium member also)		
6.	Place of Registration(include consortium member also)		
7.	PAN Card Number(include consortium member also)		
8.	Name of the Contact Person for Bid information from lead bidder (include consortium member/s as second contact)		
9.	Address of the contact person (include consortium member/s as second contact)		
10.	Email id of Contact Person (include consortium member/s as second contact)		
11.	Mobile number of contact person (include consortium member/s as second contact)		
12.	Official Email Id of the Organization (include consortium member/s)		

For and on behalf of:

Signature:

Name:

Designation:

Date:

(Company Seal)

(Authorized Representative and Signatory)

Note: Copy of appropriate registration / incorporation certificate along with a copy of PAN card should be appended as a part of this form. Copies of all documents should be appended in the same order as mentioned in the table. All financial documents should be duly certified by a Chartered Accountant.

**APPENDIX - IV**  
**Format - Financial Capability Statement**

(Duly signed by the Authorized Representative and certified by a Chartered Accountant)  
 On the basis of audited financial statements, I/We hereby submit that.....  
 (Name of Bidder), having registered office at ....., has  
 annual turnover, and annual turnover in past three financial years of the last five  
 financial year from the date of publication of the RFP as follows:

S. No.	Financial Year	Total Turnover (INR in Lakh)
1.		
2.		
3.		
TOTAL		
AVERAGE		

Signature and Seal of Chartered Accountant

**Note:**

1. Bidder is required to submit the audited financial statements for the past three financial years
2. All supporting documents should be duly certified by a Chartered Accountant.

**APPENDIX - V (A)****Format – Technical Capability Statement****Completed Batches Details**

Criteria	Batch No.	Batch Name Details	Start date DD/MM/YY	Completion Date/DD/MM/YY	No. of student enrolled	Student enrolled Certificate (Page No.)		Completion Certificate (Page No.)	
						From	To	From	To
The applicant has completed Coaching classes Batches. i. Minimum three Batches – 20 marks ii. five additional mark for next two batches each and additional six marks above each batch up to ten batch. Total marks - 60	1								
	2								
	3								
	4								
	5								
	6								
	7								
	8								
	9								
	10								

Signature and seal of the Authority

Note :- Without Student Enrollment and Completion certificate the number claimed will not be accepted.

**APPENDIX - V (B)****Format – Technical Capability Statement****Human Resource Detail**

<b>Criteria</b>	<b>No.</b>	<b>Name of the Employee</b>	<b>Post</b>	<b>Joining Date</b>	<b>Expert in</b>	<b>Salary</b>
No. of human resource less than 10 - 0 marks more than 10 & less than 15- 2 marks more than 15-5 marks	1					
	2					
	3					
	4					
	5					
	6					
	7					
	8					
	9					
	10					
	11					
	12					
	13					
	14					
	15					
	16					
	17					
	18					
	19					
	20					

Signature and seal of the Authority

**APPENDIX - VI**

**Format - Authorization**

This is to authorize Mr./Ms. \_\_\_\_\_ son/daughter/wife of \_\_\_\_\_ and \_\_\_\_\_ presently residing at \_\_\_\_\_, who is presently employed with us and/or holding the position of \_\_\_\_\_, for doing in our name and signing on our behalf all such acts, deeds and things as are required in connection with submission of our bid for "Request for Proposal (RFP) for selection of agency to conduct Coaching classes for Bank PO Exams being implemented in Purbi Singhbhum district" including but not limited to signing and submission of all applications, bids and other documents, participating in Bidders' conferences and providing information / responses to *DD Office* representing us in all matters before *DD Office* or concerned Authority, signing and execution of all contracts including the Agreement and undertakings consequent to acceptance of our bid, and generally dealing with the Authority in all matters in connection with or relating to or arising out of our bid for the said Project and/or upon award thereof to us and/or till the entering into of the Agreement with *DD Office*.

\_\_\_\_\_

Signature of the person who have been Authorized.

\_\_\_\_\_

(Signature)

(Name, Title and Address,

Proprietor/Partner/Director or as the case may be)

## Appendix – VII

### **BoQ Format (For Bank P.O Coaching Classes at SREE,Jamshedpur and Employment exchange,Ghatsila campus (combined))**

Given below is the indicative format for the price quote, this needs to be filled up only in the BoQ Excel Format. Please don't fill the format as in the space given below. This is an indicative BoQ. Bidders are advised to submit their proposal accordingly in Excel format. Rates quoted here should be valid for the next six months from the date of opening of bids.

SI No	Item Description	Unit Cost (Per candidate Cost)	Quantity	Total Cost
01	Cost	XXXX	50+50=100	XXXXX
02	GST			
	<b>Total Cost including GST</b>			

Signature and Seal of Competent authority