



NIT-01/MA&ME/2021-2022

**NOTICE INVITING EXPRESSION OF INTEREST FROM COACHING PROVIDER FOR  
PRE-RECRUITMENT COACHING FOR POLICE CONSTABLE RECRUITMENT EXAMS**

Sealed applications are invited from the reputed agencies for engagement as coaching provider to provide Pre-Recruitment Coaching for Police Constable Recruitment Exams to the deserving minority candidates under -Division, Murshidabad district.

Sealed application shall be dropped in the drop box at the Chamber of the Sub-Divisional Officer, Jangipur, Murshidabad on any working days from 29/07/2021 to 06/08/2021 during the hour from 11:00 am to 03:00 pm.

The dropped Sealed Applications shall be opened on 06/08/2021 at 3.30 pm at the chamber of the Sub-Divisional Officer, Jangipur, Murshidabad in the presence of the Sub-Divisional selection committee.

**Other Key Information**

A	Name of the Office	SDO, Jangipur, Murshidabad
B	Document Intended for	All Coaching Providers fulfilling the eligibility Criteria for providing Pre-Recruitment Coaching for Police Constable.
C	Address where Application fee and Original Copy of the requisite documents have to be Submitted (viz. Folder A)	SDO Jangipur, Murshidabad P.O. & P.S.- Raghunathganj Dist. -Murshidabad, Pin- 742225
D	Application & Inspection fee	<b>Application fees Rs.500/-</b> Application Money in the form of Demand Draft/Bankers Cheque drawn in favour of SDO, Jangipur Murshidabad
E	Security Deposit	1. Basic Security Deposit @ Rs. 10,000/- , to be paid on Empanelment. The Amount may be deposited through draft in favour of SDO, Jangipur, Murshidabad

F	Ceiling of Coaching fees including the cost of study material, the cost of dietician, any cost involved in physical training & cost related to infrastructure of training venue, if any.	Not exceeding Rs. 3250/- per candidate
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**Important Notes:**

1. This office reserves the right to amend any or all conditions of this EOI before the last date of submission of proposals or to change the above schedule at any time, without assigning any reason whatsoever.
2. Government Institutes are exempted from submission of Application Fee, Security Deposit.
3. In case, any applicant fails to submit the original Demand Draft for Application Fee along with the application, the Proposal of the applicant shall not be entertained.

**Introduction**

**1. Scope of Work:**

- \* Mobilization, Counseling and Registration of Eligible candidates. Batch size for Theoretical classes will be **30 - 40 students per batch** and Physical Coaching will be done in Groups.
- \* Total Duration of coaching -- 60 hours (50 hours for Theoretical classes in Class Room) and 10 hours (5days outdoor physical Coaching).
- \* Overall monitoring and supervision of the programme, supervision of mock test attendance checking and arresting dropouts may be done at the end of the OC Minority( Jangipur Sub-Division)
- \* The coaching will be conducted at the indentified venue, which will be intimated in due course.
- \* Course module of the coaching will be provided to the Coaching Provider by this office at the time of issuance of Work Order. **Study materials of the appropriate standard will be provided by the Coaching providers to the candidates of coaching, which is included in the coaching fees.**
- \* Coaching Provider shall monitor the physical health of the candidates with the help of a standard Dietician or a Doctor as per the requirement of this examination.
- \* Coaching Provider shall collect copies of the prescribed documents from the eligible candidates at the time of enrolment and match them with the originals; Registration of eligible candidates as per the provisions of the Work Order.
- \* Coaching Provider shall conduct physical training with the help of Professional Trainer in co-ordination with the concerned District Sports Authority under the approval of SDO, Jangipur.
- \* **The Coaching Providers will be required to put in biometric attendance for the trainees as a necessity for claiming Coaching fees, in which case the necessary infrastructure will be setup by them at their own cost and liability. The attendance of the students will be biometrically captured twice a day-in the beginning of the class and at the end of the class, attendance log to be maintained by the Institute**

## 2. Coaching & Assessment Facilitation:

\* The Coaching Providers will predominantly be required to impart Coaching at the approved center (s) as mentioned herein above.

\* The Coaching Providers will be required to ensure adequate coverage of the topics, specific to the requirements of the Examination.

\* The Coaching Providers will be required to arrange for assessment of the candidates on a regular basis through Mock Test/Class assessment.

## 3. Instructions to Applicants:

\* The Coaching Providers shall not charge any fees / Coaching costs from any selected candidate under any pretext in connection with the engagement made through this NIT.

\* The Coaching Providers shall not try to influence any third party assessment in any way whatsoever, and shall duly inform this office, in advance, in case an assigned assessor had a prior relationship with the Coaching Providers.

\* The Applicants and their respective officers, employees, agents and advisers shall observe the highest standard of ethics during the Empanelment Process. Notwithstanding anything to the contrary contained in this NIT, the Sub-Division Authority shall reject a Proposal without being liable in any manner whatsoever to the Applicant, 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 (collectively the "Prohibited Practices") in the Empanelment Process.

## 4. Eligibility of Applicants:

\* General Criteria

A company / partnership / proprietorship / society / trust registered under the Societies Registration Act, 1860 / Companies Act, 2014 or any other relevant/Act of the State/Union Territory. Certificate of Incorporation/registration or trade license (only for proprietorship) or other registration document containing date of incorporation shall be submitted. The registration of at least four years will be required in respect of the institute/organization/implementing agency desiring to apply for this empanelment as on the date of notification, **minimum three years of imparting coaching from the date of NIT.**

## 5. Financial capability:

a. The applicant should have a positive net worth as on 31.03.2021. The applicants should have average annual turnover / receipts of **more than Rs.5 lakhs during FY 2020-2021.**

b. **Audited P&L / Income Statements for the FY 2020-2021,** need to be submitted. A certificate from auditors / chartered accountants in as per Annex. 4 shall be submitted.

## 6. Technical Capability:

i) The Institute should have minimum three years experience of imparting coaching for recruitment of Police Constable or similar type of Govt. job. (Relevant copy of documents to be furnished with the application).

ii) The Institutes applying should have trained a total of at least 100 distinct applicants per year during the last two financial years (**FY 2019-20 and FY 2020-2021**) or **at least 150 students in last financial year 2020-2021.**

- iii) A list of applicants trained during the appropriate period in Annex. 5 shall be submitted with the proposal. Supporting documentation may be verified at the time of Inspection.
- iv) The Institute should have the required number of qualified faculty members either on its pay roll or on part-time basis.
- v) The Coaching Institute shall engage one standard Dietician or Doctor at least on 3 (three) days to advise/monitor the physical health of the candidates as per the requirement of this examination. Name, qualification etc. of such Dietician will have to be submitted beforehand.
- vi) The Coaching institutes should have minimum three years experience of imparting coaching for recruitment of Police Constable or similar type of Govt. job. (Relevant copy of documents to be furnished with the application).
- vii) Coaching institutes should have a good track record of success (applicant success ratio in Govt. exam). Institute having better success rate will be given priority.
- viii) The institution/organization should not have been declared bankrupt at any point of time from period of registration.
- ix) The institutions/organization should have not been blacklisted by any department or body of the government at any point of time from the date of registration.

**7. Number of Applications and costs thereof**

\* No Applicant shall submit more than one Application for this EOI.

**8. Right to accept or reject any or all Applications/ Bids**

\* Notwithstanding anything contained in this EOI, this office reserves the right to accept or reject any Application and to annul the Bidding Process and reject all Applications/ Bids, at any time without any liability or any obligation for such acceptance, rejection or annulment, and without assigning any reasons there for.

**9. Preparation and Submission of Application:**

\* The time schedule for obtaining the proposal documents, meeting, registration with the proposal inviting authorities, the submission of proposal and other related documents etc. will be as per the schedule provided in the list of schedule of activities.

\* Proposals will be opened in presence of members of selection/ evaluation committee and / or applicants or their authorized representatives who choose to be present at time of opening.

\* The offline submission of proposal by the agency in response to this EOI shall be in Single Cover System consisting of two Folders (Folder "A" & Folder "B"):

Folder "A" is for Pre-Qualification documents consisting of following document:

I	Application Money in the form of Demand Draft/Bankers Cheque drawn in favour of the Sub-Divisional Officer Jangipur Murshidabad..
II	Format for Undertaking submission (signed and rubber stamped) as per Annex. 1

Folder "B" The following documents need to be submitted by the respective participants-

Sl. No.	Category	Sub Category	Sub Category Description
A	CERTIFICATES	CERTIFICATES	Certificates of Incorporation / Registration or other similar document proving the existence of the applicant
B	COMPANY DETAILS	COMPANY DETAILS 1	Trade Licence/Enlistment/current registration as SSI/ Registration with the registrar of companies proving engagement of the applicant in Coaching activities with no. and date. PAN & GST No. as applicable is also required.
C	FINANCIAL INFO	AUDITED FINANCIAL STATEMENTS  AUDITED FINANCIAL  <b>P/L AND BAL SHEET-</b>  <b>for the last FY</b>	<b>Audited Financial Statements: for the last FY</b> or CA certificate in Annex. 4 Formats.
D	TECHNICAL INFO	COMPANY DETAILS	Detail as Annex. 2
		Declaration 1 Eligibility related information	Detail as Annex. 3
		DECLARATION 2 Coaching Details	Detail as Annex. 5
		DECLARATION 3 Placement Details	Detail as Annex. 6
		DECLARATION 4 Trainer Details	Detail as Annex. 7

#### 10. Proposal Evaluation & Award of Work:

\* Proposal Evaluation:

\* Once the evaluation process starts, the Evaluation committee will

a. First verify the content of Folder A.

b. Finding the same in order, it will proceed to open Folder B. The information contained in Folder B will be evaluated as per the given parameter.

- \* On being satisfied, Coaching Provider will be asked to deposit requisite amount of as security money before issuing the work order. Coaching Provider shall deposit the same within 3 days from being informed.
- \* On receipt of the security deposit, the agency will be given work order.
- \* All eligible applicants shall be evaluated on the various other parameters and marks shall be awarded

EVALUATION CRITERIA	MAX MARKS
<b>a) FACULTY AND TRAINERS</b> (Minimum 6 Marks)	
Number of qualified permanent faculty on the payroll of agency	10
Between 6 to 10 appropriately qualified faculty- 6 marks	
Subsequent every 3 qualified faculty - 4 marks	
<b>b) COACHING TRACK RECORD</b> (Minimum 10 Marks )	
Number of trainees trained	20
10 marks for first 100 trainees and thereafter 5 marks for every subsequent 50 trainees, subject to an overall limit of 20 marks.	
<b>c) PLACEMENT TRACK RECORD IN GOVT. JOB</b> (Minimum 10 marks)	
Placement track record	20
10 marks for first 10 placement and thereafter 5 marks for every Subsequent 05 placement, subject to an overall limit of 20 marks.	
<b>d) STRATEGY &amp; METHODOLOGY ON IMPLEMENTATION OF COACHING PROGRAMME</b> (Marks will be awarded based on the assessment of proposal strategy documents. Proposal document to be limited to 2000 words to be submitted in Folder "B".) (Minimum 1 Marks)	10
<b>TOTAL</b>	60

Notes:

\*The applicant must score minimum in each criteria.

\*The applicant who scores maximum as per the above calculation table will eligible for selection as coaching provider.

**Coaching Schedule** – If the Coaching programme is not completed by the Coaching Provider within the time frame given in the Work Order, then the Security Deposit shall be forfeited.


11. Payment of Coaching Cost will be made on successful completion of the coaching.

12. Refund of Security Deposit

\* The Security deposit will be refundable after 02 months of successful completion of coaching.

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O/C Minority  
DM&DC

  
Sub-Divisional Officer, Jangipur  
Murshidabad  
Sub-Divisional Officer  
Jangipur

Memo No

Date:

Copy forwarded for information to:

- 1) The Deputy Magistrate & Deputy Collector (In the charge of Skill Development), Murshidabad with a request to remain present at the time of opening the sealed application at the Chamber of the SDO, Jangipur, Murshidabad
- 2) The Treasury Officer, Jangipur Treasury, Murshidabad with a request to remain present at the time of opening the sealed application at the Chamber of the SDO, Jangipur, Murshidabad
- 3) PA to DM, Murshidabad for kind appraisal of the District Magistrate, Murshidabad
- 4) PA to ADM (LR) , ADM (G), ADM (ZP) & ADM (D), Murshidabad for kind appraisal of the ADM (LR) , ADM (G), ADM (ZP) & ADM (D), Murshidabad
- 5) Office Notice Board.

*Shujon*  
29/10/2021  
Sub-Divisional Officer, Jangipur  
Murshidabad  
Sub-Divisional Officer  
Jangipur

**ANNEX. I**

**FORMATS FOR UNDERTAKING**

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(On the letterhead)

{Location, Date}

To  
The Sub-Divisional Officer,  
Jangipur, Murshidabad

Dear Sir,

We, the undersigned, wish to be empanelled as a Coaching Provider with you in accordance with your EOI dated ..... We are hereby submitting our Proposal, as per the specified format.

We hereby declare that:

- a) All the information and statements made in this Proposal are true and we accept that any misrepresentation contained in this Proposal may lead to our disqualification from your end.
- b) We have no conflict of interest as stated in the EOI.
- c) We meet the eligibility requirements as stated in EOI.
- d) In competing for (and, if we are empanelled) the Empanelment, undertake to observe the law against Fraud and corruption, including bribery as per EOI.
- e) Our Proposal is binding upon us and subject to any modifications resulting from the negotiations.
- f) We give an undertaking and agree to abide by all the provisions of best practices i.e., adhering to guidelines for preventing prohibited activities. In case of breach, you will be free to forfeit our Security Deposit amount.



g) We give an undertaking that we will not remove any Coaching infrastructure from any of our registered center without obtaining prior permission from your end and in case we do so, we understand and agree that our security money for the center will be forfeited.

h) We undertake to submit the requisite security deposit as per EOI .

We undertake, if our Proposal is accepted and the Agreement is signed, to initiate the Coaching no later than the date as specified in the Work Order.

We understand that your office can reject our proposal without giving any reason, whatsoever.

We remain,

Yours sincerely,

Authorized Signature {In full and initials}

Name and Title of Signatory:

Name of Applicant:

In the capacity of:

Address:

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ANNEX. 2

Company/Firm details & Application Parameters	
<b>Name and Details of the Applicant:</b>	
Name of Organization / Institution	
Type (Whether Industry/Industry Association, or Coaching, Education, Learning and skill development service provider)	
Registered Address	
Corporate Head-Office Address	
Phone	
Fax	
Mobile	
Email	
Website	
Whether NSDC partner / registered VTP under Skill Development Initiative Scheme. If yes give details of registration (enclosed copy)	
Whether blacklisted/ suspended by any Govt./semi-Govt. organization (If yes, by whom))	
Name of Authorized Representative	
Designation	
Mobile	
Email	

(Signature with Seal)

**ANNEX. 3****Eligibility Related Information**

<b>Eligibility Parameter</b>	<b>Value</b>	<b>Supporting Document</b>	<b>Page No.</b>
Registration Date		Certificate of Incorporation/Registration	
Turnover (in INR Lakhs) FY 20-21		Audited Financial Statements & CA for 20-21 in ANNEX. 4	
Net Worth (in INR Lakhs) as at 31.03.2021		Audited Financial 2020-21 Statements; CA certificate in ANNEX. 4	
Coaching Capability (No. of trainees) (please specify in last two year i.e. FY 2019-20 & 2020-21)		Self-certified, Copy with list in format ANNEX. 5 to be enclosed /uploaded	
Placement Capability (No. of (please specify in two year period, FY 2019-20 & FY 2020-21)		Self-certified copy with list in Format ANNEX. 6 to be enclosed	
operational Capability No. of states No. of districts			

(Signature with Seal)

**ANNEX. 4**

**Name of Applicant and its registered office**

**CA Certificate on Letter Head**

<b>Turnover (Only related Coaching Activities)</b>	
<b>FY 2020-21</b>	
<b>Net Worth</b> As on 31.03.2021	

(Signature & Seal)  
Certified by CA  
with Registration  
Number.

Date :

**Coaching Details**

<b>FY</b>	<b>No.</b>	<b>Trainee Name</b>	<b>Contact Details</b>	<b>Course of Coaching</b>	<b>Coaching Completion Date</b>
2019-20					
2020-21					

(Signature with Seal)

ANNEX. 6

PLACEMENT DETAILS

Sl. No.	Trainee's Name	Contact Details	Recruiter Name and Contact Details	Monthly Wage in INR.	Recruitment date (should be between 01/04/2019 to 31/03/2021)

(Signature with Seal)

ANNEX. 7

**TRAINERS' DETAILS**

Centre Name	Name of the Trainers	Qualification of Trainer	Date of Appointment

(Signature with Seal)