

1 NIP for Request for Proposal

RFP No. 03/SETC/2020-21

Bhopal, Date : 10.11.2020

"RFP for selection of PSUs in Service Sector for the preparation of Unemployed youth of OBC & Minorities for various competitive examinations Under Sardar Patel Coaching and Training Yojna- 2020"

SETC invites Proposals from PSUs in Service Sector as Training Partners for **OBC & Minority under Sardar Patel Coaching and Training Yojna 2020**, is to improve the success ratio of OBC & Minority category students in the various competitive entrance examinations conducted by Central, State and Professional Bodies through PSUs in Service Sector through Online Education and Training and to Plan for Training Need Analysis, design of training programme, development of contents and online promotion of courses in different disciplines.

For detail of scope and other terms and condition, please refer the RFP document available at www.bcwelfare.mp.nic.in. Interested PSUs in Service Sector who qualify as per the criteria mentioned in the document may submit their proposals through Postal/Courier service at SETC office by 25/11/2020 till 05.00 PM

(Director)
State Level Employment and Training Centre
(Backward Classes and Minority Welfare)



Govt. of MP

State Level Employment and Training Centre (Backward Classes and Minority Welfare), Opposite Police Radio Wireless Office, Bhadbhada Road, Bhopal -462003 (M.P).

RFP for selection of PSUs in Service Sector for the preparation of Unemployed youth of OBC & Minority Classes for various competitive examinations under Sardar Patel Coaching and Training Yojna- 2020

*The Director,
State Level Employment and Training Centre
(Backward Classes and Minority Welfare),
Under Government of MP Backward Minority Welfare Department,
Opposite Police Radio Wireless Office, Bhadbhada Road,
BHOPAL-462003.MP
Phone No(0755)-2763284
Email ID: dirsetc@gmail.com
Website: www.bcwelfare.mp.nic.in*

DISCLAIMER

The information contained in this Request for Proposal document (the —RFP) or subsequently provided to Bidder(s), whether verbally or in documentary or any other form by or on behalf of the BCMWD or any of its employees or advisors, is provided to Bidder(s) 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 invitation by the State Level Employment and Training Centre (Backward Classes and Minority Welfare),(SETC) under Backward Classes and Minorities Welfare Department (BMWD) to the prospective Bidders or any other person. The purpose of this RFP is to provide interested parties with information that may be useful to them in making their offers (Bids) pursuant to this RFP. This RFP includes statements, which reflect various assumptions and assessments arrived at by the SETC in relation to the Scheme/Project. Such assumptions, assessments and statements do not purport to contain all the information that each Bidder may require. This RFP may not be appropriate for all persons, and it is not possible for the SETC, its employees or advisors to consider the objectives, financial situation and particular needs of each party who reads or uses this RFP. The assumptions, assessments, statements and information contained in the Bidding Documents may not be complete, accurate, adequate or correct. Each Bidder should, therefore, conduct its own investigations and analysis and should check the accuracy, adequacy, correctness, reliability and completeness of the assumptions, assessments, statements and information contained in this RFP and obtain independent advice from appropriate sources.

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 SETC accepts no responsibility for the accuracy or otherwise for any interpretation or opinion on law expressed herein.

The SETC, its employees and advisors make no representation or warranty and shall have no liability to any person, including any Applicant 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 therein or deemed to form part of this RFP or arising in any way for participation in this Bid Stage.

The SETC also accepts no liability of any nature whether resulting from negligence or otherwise howsoever caused arising from reliance of any Bidder upon the statements contained in this RFP.

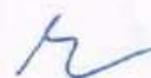
The SETC may in its absolute discretion, but without being under any obligation to do so, update, amend or supplement the information, assessment or assumptions contained in this RFP.

The issue of this RFP does not imply that the SETC is bound to select a Bidder or to appoint the Selected Bidder or Bidder, as the case may be, for the Project and the SETC reserves the right to reject all or any of the Bidders or Bids without assigning any reason whatsoever.

The Bidder shall bear all its costs associated with or relating to the preparation and submission of its Bid including but not limited to preparation, copying, postage, delivery fees, expenses associated with any demonstrations or presentations which may be required by the SETC or any other costs incurred in connection with or relating to its Bid. All such costs and expenses will remain with the Bidder and the SETC shall not be liable in any manner whatsoever for the same or for any other costs or other expenses incurred by a Bidder in preparation or submission of the Bid, regardless of the conduct or outcome of the Bidding Process.

Table of Contents

S.No.	Section	Particulars	Page Nos.
1	Section 1	Instructions to Bidders/Information to Bidders	1 - 8
2	Section 2	Conditions of Contract/Terms of Reference	9 - 17
3	Section 3	Schedule of Requirements /Scope of Work	18 - 25
4	Section 4	Bid opening Procedure and Technical Bid and Financial Bid Evaluation	26 - 40
5	Section 5	Standard Forms of Contract	41 - 58



Section 1 = Instructions to Bidders /Information to Bidders



1 NIP for Request for Proposal

RFP No. 03/SETC/2020-21

Bhopal, Date : 10.11.2020

"RFP for selection of PSUs in Service Sector for the preparation of Unemployed youth of OBC & Minorities for various competitive examinations Under Sardar Patel Coaching and Training Yojna- 2020"

SETC invites Proposals from PSUs in Service Sector as Training Partners for **OBC & Minority under Sardar Patel Coaching and Training Yojna 2020**, is to improve the success ratio of OBC & Minority category students in the various competitive entrance examinations conducted by Central, State and Professional Bodies through PSUs in Service Sector through Online Education and Training and to Plan for Training Need Analysis, design of training programme, development of contents and online promotion of courses in different disciplines.

For detail of scope and other terms and condition, please refer the RFP document available at www.bcwelfare.mp.nic.in .Interested PSUs in Service Sector who qualify as per the criteria mentioned in the document may submit their proposals through Postal/Courier service at SETC office by 25/11/2020 till 05.00 PM

(Director)
State Level Employment and Training Centre
(Backward Classes and Minority Welfare)

Abbreviations & Definitions

Terms	Meaning
BMWD	Backward Classless and Minorities Welfare Department
SETC	State Level Employment and Training Centre (Backward Classes and Minority Welfare)
PSU	Public Sector Undertaking
AIIMS	All India Institute for Medical Science
NEET	National Eligibility cum Entrance Test
CLAT	Common Law Admission Test
JEE	Joint Entrance Examination
OBC & M	Other Backward and Minority Class
DD	Demand Draft
ESC	Empowered Selection Committee
DA	Designated Authority
BG	Bank Guarantee
RFP	Request for Proposal
FB	Financial Bid
TQ	Technical Qualification
QCBS	Quality and Cost Based Selection
Group "A"	State Service Exams conducted by Madhya Pradesh Public Service Commission
Group "B"	Staff Selection Commission, Indian Railways, IBPS, PEB Exams etc.,
Group "C"	NEET, JEE, CAT, CLAT, CACPT, CS, GATE Exams etc.,
PMU	Project Management Unit
PwDs	Person with Disabilities
TNA	Training Need Assessment
MoA	Memorandum of Articles of PSU
AoA	Articles of the Association of PSU
PA	Per Annum



1.2 SCHEDULE OF RFP

S. No	Particulars	Details
1.	Name of RFP issuing authority and Address for Bid Submission	<i>The Director, State Level Employment and Training Centre (Backward Classes and Minority Welfare, Opposite Police Radio Wireless Office, Bhadbhada Road, BHOPAL-462003.MP</i>
2.	Document Reference Number	No: 03/SETC/2020-21 Bhopal, Date : 10.11.2020
3.	Availability of the document	RFP is available and downloadable on BMW Portal: www.http://www.bcwelfare.mp.nic.in/ All subsequent changes to the RFP shall be published on the above mentioned websites.
4.	Start date and time for Purchase of RFP	11/11/ 2020 at 11.00 a.m.
5.	Bid Query in Person date, time and Venue	<i>Officer-in-charge, State Level Employment and Training Centre (Backward Classes and Minority Welfare, Opposite Police Radio Wireless Office, Bhadbhada Road, BHOPAL-462003.MP. Ph.No:0755-2763284. Quires in person till 18/11/2020 upto 5.00 pm</i> Only during Office Hours and working days
6.	Last date of submission of Proposal	25/11/ 2020 at 05.00p.m Offline at above said address. Proposals will be received only through Postal/Courier services till 25/11/2020 upto 5.00 p.m.
7.	Date and Time of opening of Envelope "A" and Technical Proposal Kept in Envelope "B"	27/11/ 2020 at 03.00p.m as per RFP
8.	Date of opening of Financial Bid proposal Envelope "C"	To be decided later
9.	Cost of RFP Document To be Kept in Envelope "A"	INR 10, 000/- (Rupees Ten Thousand only) in the form of DD in favour of PICHDA VARG RAJYA STARIYA ROJGAR EVAM PRASHIKSHAN KENDRA, Payable at Bhopal.
10.	Earnest Money Deposit (EMD) To be Kept in Envelope "A"	EMD amount of Rs.2,00,000/- as mentioned in the RFP to be paid offline in the form of DD /FDR in favour of PICHDA VARG RAJYA STARIYA ROJGAR EVAM PRASHIKSHAN KENDRA, Payable at Bhopal. to be attached in Envelop "A" (Please note that no exemption for DD & EMD will be accepted).
11.	Presentation on Strategic/Action Plan to be given before ESC	To be communicated later to all Bidders who qualify at Stage -1 Envelope "A".
12.	Duration of the project	1 Year and follow up by PSUs for 1 more year
13.	Method of Selection	QCBS (80:20)

S. No	Particulars	Details
14.	Email Address	dirsetc@gmail.com
15.	Validity of the BID	180 days from the date of opening the Financial Bid

Note:

- 1) The BMWD reserves the complete right to cancel the process and reject any or all of the Proposals.
- 2) No contractual obligation whatsoever does arise from the RFP document/process unless and until a formal contract is signed and executed between the Director, SETC and the successful PSUs in Service Sector.
- 3) The Director, SETC disclaims any factual/ or other errors in the RFP document (the onus is purely on the individual PSUs in Service Sectors to verify such information) and the information provided therein are intended only to help the PSUs in Service Sectors to prepare a logical proposal.

1.3 PROJECT PROFILE & BACKGROUND INFORMATION

About the SETC:

The State Level Employment and Training Centre (Backward Classes and Minority Welfare)(SETC) is (Institute for Backward Classes and Minorities Welfare) which imparts Offline / Online Education and Training to the Other Backward and Minority Classes students of Madhya Pradesh. SETC on behalf of the department, the nodal agency for this training scheme will be Director, State Level Employment and Training Center, (Institute for Backward Classes and Minorities Welfare), Bhopal. Under the scheme, the financial flow / payment of the amount of training related fees to all the selected PSUs / undertakings will be done by the nodal agency of the department after getting due administrative approvals. The state level monitoring / coordination of pre-examination training centers, compilation of information will be done through the nodal agency.

The Director, State Level Employment and Training Centre (Backward Classes and Minority Welfare), Bhopal after getting due approvals from the BMWD the nodal agency will be empowered to issue necessary instructions for effective implementation of the scheme and to take necessary decisions for redressal of the difficulties faced in conducting the training program.

Background:

The revised Scheme "Sardar Patel Employment Oriented Coaching Scheme 2020" envisaged by the department, will impart a qualitative Online coaching/training to the Backward Class and Minority Class young men and women before the Pre-examination of various Competitive examinations. The Scheme provides an excellent opportunities for selection in these

Competitive examinations through the Coaching made available to eligible youth at their residence.

Under the scheme, 100% grant / financial assistance will be provided to selected PSUs from the State Government for conducting training programs for the Online coaching. Under the scheme, young men and women belonging to backward classes and minorities will get an opportunity to appear in various competitive examinations according to the following groups.

- A. **As per the subject modules prescribed for GROUP "A" Courses viz.,** State Service Exams conducted by Madhya Pradesh Public Service Commission. MPPSC.
- B. **As per the subject modules prescribed for GROUP "B" Courses viz.** Central Staff Selection Commission, SSC, Indian Railways, IBPS, PEB Exams etc.,
- C. **As per the subject modules prescribed for GROUP "C" Courses viz** NEET, JEE, CAT, CLAT, CACPT, CS, GATE Exams etc.,

SECTION – 2 =Conditions of Contract /Terms of Reference



2 TERMS OF REFERENCE:

(2) Training Action Plan: -

2.1 Work Place: - This training action plan will be applicable in the whole of Madhya Pradesh, The training will be conducted only in ONLINE method. The Selected PSU will establish a Studio Center with all Online teaching facilities having it's center situated in Bhopal.

2.2 Required qualifications for young men and women belonging to backward classes to participate in training scheme: -

2.2 (1) Necessary to be a Domicile of Madhya Pradesh.

2.2 (2) In Madhya Pradesh, it is necessary for the backward class to have preferential caste certificate issued by the Competent Authority and also joining the list of castes / sub-castes / class-groups included in the declared schedule.

2.2 (3) Income from all sources of the family must be within the income limit of the creamy layer set by the Government of India.

2.2 (4) Essential qualification required for the respective competitive examination.

2.2 (5) Age limit must be between 17 years to 40 years.

2.2 (6) The applicant will get the benefit of the scheme only once. Regardless of the number of opportunities, the PSUs will be required to take an affidavit from the applicant that they have not taken any benefit under any training scheme of the state / central government before it.

2.2 (7) Students selected under the scheme will be compulsory to attend the entire training period. In case of absence of more than 15 days without prior notice and valid reason, the registration of the trainee will be canceled. In place of this a student from the waiting list will be included in the program. The waitlisted student who is been included in the place of absent or cancelled student, the adequate course education and training will be provided during the course as per the RFP. On-line coaching will be conducted and attendance will be registered through the app or well established digital medium

2.2 (8) Out of the total sanctioned trainees, 30% percent seats will be reserved for Women participants.

2.2 (9) Of the total approved trainees, 03% percent places will be marked for PwDs. The selection of other trainees at the above places can be done only in the same condition, when the candidates with disability are not available according to eligibility.

2.2 (10) No criminal case against the applicant should be registered or pending in court.

2.3 Qualifications required for young men and women belonging to minority groups to join the training scheme: -

2.3 (1) Students must be the Domicile of Madhya Pradesh.

2.3 (2) Religion prescribed for minority class in Madhya Pradesh - Muslim, Sikh, Jain, Buddhist, Christian, Parsi must have any religion. (Self-declaration is valid)

2.3 (3) Income from all sources of the family must be within the income limit of the creamier set by the Government of India for the Backward Classes.

2.3 (4) Essential educational qualification required for the respective competitive examination.

2.3 (5) The age limit must be between 17 years to 40 years.

2.3 (6) The applicant will get the benefit of the scheme only once. Regardless of the number of opportunities, the PSUs will be required to take an affidavit from the applicant that they have not taken any benefit under any training scheme of the state / central government before it.

2.3 (7)) Students selected under the scheme will be compulsory to attend the entire training period. In case of absence of more than 15 days without prior notice and valid reason, the registration of the trainee will be canceled. In place of this a student from the waiting list will be included in the program. The waitlisted student who is been included in the place of absent or cancelled student, the adequate course education and training will be provided during the course as per the RFP. On-line coaching will be conducted and attendance will be registered through the app or well established digital medium

2.3 (8) Out of the total sanctioned trainees, 30% percent seats will be reserved for Women participants.

2.3 (9) Out of the total approved trainees, 03% percent places will be marked for PwDs. The selection of other trainees at the above places can be done only in that condition, where the candidate with disability is not available according to eligibility.

2.3 (10) No criminal case against the applicant should be registered or pending in court.

2.4 Eligibility criteria for selection of PSUs in Service Sector as Agency for online coaching:

2.4. (1) Norms set for Government PSUs -

- (i) Applicant should be an undertaking of Government of India or under MP state government.
- (ii) Applicant should be related to undertakings of education, information and broadcasting human resources, technical skills, communication, science and technology etc.
- (iii) Applicants must be a Government Public sector undertaking in service sector
- (iv) 03 years of training experience is mandatory for the PSU applicant undertaking.
- (v) Also, the said PSU undertaking must also have experience of online teaching, broadcasting.
- (vi) The last 3 years turnover of the applicant government PSU should be minimum of Rs.05 crores per year and the total turnover of 03 years should be minimum Rs.25 crores. The said turnover should only be related to teaching / training and broadcasting, whose certification should be obtained after getting the certification by the Chartered Accountant.
- (vii) The PSU should be prepared to arrange for full-time masters / professional qualified and experienced faculty in the relevant subject for conducting training.
- (viii) For training, PSUs is required to have the necessary certified software for adequate training such as adequate infrastructure equipment, projector, e-learning related training.
- (ix) It is necessary for the applicant to have a logical action plan to conduct the training.
- (x) Preference will be given to government PSUs which are financially sound and give employment-oriented exams. For this, a verified list of previously selected trainees will be mandatory.
- (xi) All the criteria of selection have to be completed by the PSU undertaking itself.
- (xii) PSUs applied should not have been placed on the blacklisted list by any competent authority or government.

2.5 Other essential conditions and criteria: -

2.5 (1). An advertisement will be published on the department's website and in national leading newspapers (Hindi and English) to get applications from the eligible PSU institutions in Service Sector for selection. According to the criteria of clause 2.4. for online coaching, eligible PSUs institutions will be selected by the Empowered Selection Committee constituted as per clause 2.6 of the scheme rules as hosted on the department Website.

2.5 (2) The Director, SETC as the nodal agency will be authorized to receive off-line applications from eligible PSUs as per RFP.

2.5 (3) Selection of selected PSUs will be done for 1 year generally, but with administrative approval at the government level, the period can be extended for additional 02 years. The increase of the said period will be recommended by the Empowered Selection Committee and it will be decided on the basis of financial source and the performance and results of the institution.

2.5 (4) The BMW will have the right to cancel the contract of the PSUs, if the quality and operation level of training is found not satisfactory. SETC can recover the paid amount to PSUs in the past will be recoverable from PSUs along with interest. The PSUs will be responsible for all expenses towards amount payable to human resources, including salary, honorarium, fees, allowances or any other dues SETC and BMWD will not be responsible for any such expenditure.

2.6 Empowered Selection Committee will make final selection of PSUs, determine the subjects for training, number of trainees per institute: -

There will be an Empowered Selection Committee (ESC) for final selection of PSUs / government PSUs, determine the subjects for training, number of trainees per institute, which will be as follows: -

- 1) Chairman for the Empowered Selection Committee will be Principal Secretary / Secretary, Government of Madhya Pradesh or a Nominated Officer who should not be below the rank of Deputy Secretary of Backward Classes and Minorities Welfare Department.
 - 2) The Commissioner, Backward Classes and Minorities Welfare, Madhya Pradesh, Bhopal or a representative nominated by him who will not be lower than Deputy Director - Member, Principal Secretary / Secretary nominates any other officer and if Commissioner is present himself in this Empowered Selection Committee, then the commissioner will Chair the ESC.
 - 3) Director, State Level Employment and Training Center, (Backward Classes and Minorities Welfare), Bhopal - will be Member Secretary
 - 4) Nominee representative of Commissioner, Higher or Technical Education Department - will also be a Member.
 - 5) Senior Accountant, Office of Backward Classes and Minorities Welfare, M.P. Or any other senior accountant posted in an institution under the department, Bhopal - will be a Member.
- The said ESC committee will submit its report to the Government of Madhya Pradesh through Commissioner, Backward Classes and Minorities Welfare, on which work order will be issued after due administrative approval from the government.
- 6) Evaluation Expert, The Department may keep a third party expert as a Member of the Committee. The Commissioner may outsource a bid evaluation expert as recommended by Director, SETC may be kept as a Member in ESC.

2.7 Selection of eligible candidates for training: -

2.7 (1) The PSUs will receive applications from eligible and deserving students as per the scheme norms through Online mechanism. The Applications from the eligible students from various districts will also be verified by the respective District Officer, of BMWD. The PSU will compile and consolidate all the Online applications duly verified and place it before ESC.

2.7 (2) which will include a subject matter expert and a representative of the government PSU. Eligible trainees will be selected under the scheme rules provision.

2.7 (3) Registration of selected students for training will be done by PSUs on the Departmental portal within 15 days, otherwise the said candidate will not be accepted.

2.7 (4) The responsibility of the qualification and eligibility of the selected candidate for training will be with the PSU.

2.8 Attendance of trainees: -

2.8(1) In online training, the presence of registered trainees through the app or through an established digital medium will be registered 02 times daily.

2.8(2) The PSUs will ensure a minimum of 75% attendance of students in each month till the end of the duration of course time set for each stream.

2.9 Quality of training work and selection of training: -

In order to maintain the quality of training work, Director, SETC, Bhopal will constitute at least 3 teams as per the subject matter experts, who will monitor the said work from time to time, and submit a report as per instructions to Director, SETC, Bhopal

2.10 Nodal agency of the scheme: -

On behalf of the department, the nodal agency for this training scheme will be State Level Employment and Training Center, (Institute for Backward Classes and Minorities Welfare), Bhopal. Under the scheme, the financial flow / payment of the amount of training related fees to all the selected PSUs / undertakings will be done by the nodal agency of the department and the state level monitoring / coordination of pre-examination training centers, compilation of information will be done through the nodal agency .

2.10(1) The Director, State Level Employment and Training Center, Bhopal will be empowered to issue necessary instructions for effective implementation of the scheme and to take necessary decisions for redressal of the difficulties faced in conducting the training program. The amount received as application fee can be used to pay salaries of the working outsource staff, necessary stationary purchase, maintenance of equipment, computer photocopying etc., rental vehicle for monitoring work etc.

2.11 The payment for online training to the PSUs will be made only through e-Payment as proposed/approved through the Nodal Agency as per the Department rules.

2.12 Financial parameters of the scheme: -

Under the scheme, 100% grant / financial assistance will be provided to selected PSUs from the State Government for conducting training programs for the Online coaching. Under the scheme, young men and women belonging to backward classes and minorities will get an opportunity to appear in various competitive examinations according to the following groups.

2.13 Training Group-wise Success Rate: -

2.13(1) 01% for Group 'A' (Including the Clearance of Pre/ Main exam by training candidate)

2.13(2) 05% for Group 'B' (including trainees receiving placement in government and private sector)

2.13(3) 10% for Group 'C' (trainees who get cutoff marks or more marks in Entrance Examination)

2.14 Payment of training fees to selected government undertakings for online coaching: -

The training fee sanctioned by the department as a grant to selected government undertakings for online coaching will be paid by the nodal agency based on the progress of training work in 03 installments, with the permission from the head of the department as follows :-.

2.14(1) On selection and registration of trainee(Mobilization work) as per the Agreement executed by the PSU with the Nodal Agency, 45% percent of the total approved training fee or the amount made available under the budget provision will be released /sanctioned as first installment to the selected PSUs.

2.14(2) After 02 months of the start of training work, if the progress of the training work is found satisfactory, the 45% percent of the total approved training fee or the amount made available under

the budget provision will be released/ sanctioned as second installment to the selected PSUs on the basis of budget availability.

2.14(3) On completion of training work, after providing necessary information related to a training to the nodal agency office, and after the training work is completed satisfactorily, the remaining 10% percent of the approved training fee will be made available to the selected PSUs undertaking.

2.15 Amount included in training fee: -

2.15(1) Training fees provided to selected PSUs / government undertakings will be spent by PSUs on account of Infrastructure suitable for Online Coaching, honorarium, building rent, Mobilization, e-library, Audio/Video/Visual manuals, LMS and necessary accessories etc.

2.15 (2) The amount of training fee will be paid by the PSUs, according to eligibility, all other taxes related to the government. Separate amount will not be sanctioned for this. TDS determined as per Income Tax rules will be deducted.

2.16 Execution of contract: -

An agreement will be executed between the Nodal Agency and the Selected PSU enumerating all the terms and conditions of the contract as per the RFP related to Online training and its implementation processes. The agreement will be binding on both sides after execution of the same.

2.17 Security Fund (deposit amount) in respect of training fee: -

The Selected PSU while execution of the agreement a BG (Bank Guarantee) for the value equivalent to the number of sanctioned students multiplied with a sum @ Rs.200/- per student has to be submitted to SETC in the prescribed bank format. The EMD amount will be refunded after submission of BG to the successful / selected PSU without any Interest on EMD amount. It will be mandatory to present the bank guarantee of the total amount along with the letter of contract to the nodal agency office. This will be kept as security for any recoveries as per rules for any irregularity committed by PSU during the period of the contract. **On successful completion of the training program, the BG will be returned after one year thereafter.**

2.18 Evaluation rate of training and its outcomes: -

The Evaluation on the outcomes of the training program on Group ""A", "B" and "C" will be assessed through the third party as appointed by the Department. The third party assessment is getting done by nodal agency is due to variations in the level of approved Group A, B and C courses under the scheme, delay in the conduct of related entrance examinations, declaration of results and the success rates of these entrance examinations are different. The Third Party agency will be decided separately by the department every year for assessment. In this assessment, it will be compulsory to have minimum 25% success rate of group 'A' and 50% minimum success rate in group 'B' and 'C'.

2.19 Follow-up of Placement: - The PSUs / government undertakings will follow-up the selection / placement of the trainees within 02 years from the date of issue of the work order and the information about the selection / placement will be made available to the nodal agency of the department.

2.20 Right to decision in relation to operating online or off-line of training scheme: -

Due to the Covid-19 transition, in the financial year 2020-21, the training scheme will be operated only on **Online** mode.

2.21 Inspection: -

The training selected for free training will be inspected on time to time or at any time by the headquarters officials and district officials of the department / officers of the selected nodal agency of the department.

2.22 Maintenance of records: -

Records of the training plan compiled by the nodal agency should be maintained for 05 years. (05 years also include the year of planning operation.)



2.A) ELIGIBILITY CRITERIA

A PSUs in Service Sector participating in this RFP process should possess the following minimum eligibility criteria. All the documents submitted on criteria should be supported with relevant valid documents with self-attestation.

S No	Basic Requirements	Specific Requirement	Document Required
1	Legal Entity	Applicant should be an undertaking of Government of India or under MP state government. PSUs should be in Education, Information and Broad Casting, Human Resources Development, Technical Skill, Communication, Science and Technology fields as per the scope of work of this RFP with legal entity, registered in India	Certificates of incorporation / Registration Certificates MoA and AoA to confirm its objectives in Service Sector
2	Profile of the PSU	The PSUs only in Service Sector providing an ONLINE Training and Capacity Building Service Provider agency.	PSU's Profile as per RFP
3.	Participation Status	Individual PSUs in Service Sector is only eligible to participate. Consortium or Joint ventures will not be allowed.	Self-Declaration as per RFP
4.	Experience in Online Teaching and developing Course Material, Designing Training modules and Conducting training	PSUs should have 3 years of teaching experience is mandatory also have Online Teaching Broadcasting experience. Training content development and conducting Trainings for any Government/ Semi-government/Bank/Public Limited Company.	CA Certified Related work orders, with Completion certificate for 3 years Self-Declaration as per RFP
5.	Financial Turnover	The applicant government PSU should have Turnover of minimum of Rs.05 crores per annum and the total turnover for 03 years should be minimum of Rs.25crores. The Turnover should be from Teaching/ Training and Broad casting for last 3 years., ie FY 2018-19;2017-18 & 2016-17	CA Certified Certificate confirming the turnover as per the format in the RFP
6.	Training Team	Should have a team of at least 10 expert trainers engaged with the PSUs.	CVs of the resources Along with proof of their engagement as per RFP
7.	Mandatory Undertaking	The PSUs in Service Sector should not have been blacklisted by any State Government, Central Government or any other Public Sector undertaking or a Corporation as on the date of RFP	A Self Certified letter As per RFP Self-Declaration
8.	Infrastructure	The PSUs in Service Sector should possess or establish a Studio with complete equipment's and supporting facilities to carry out ONLINE Education and Training Courses in different streams of Courses at Bhopal (State HQ) to conduct mass Online links for each and every selected students in different stream. Such as necessary certified software for adequate training such as adequate infrastructure equipment, e-learning /training platform etc.,	Supporting Document to ensure the Infrastructural availability or capability to establish the Infrastructure

9.	Digital Infra	PSUs should have sufficient Infrastructure to deliver the Online classes with SW supported or Web Browser/APP supported applications with Sufficient Bandwidth /Internet and HW support.	Supporting Document to ensure the Infrastructural availability or capability to establish the Infrastructure
10	Tutorial and Content Management	The PSUs should have sufficient experience and have Tutorials, Contents and other all allied materials to conduct the Online courses for all streams	Supporting Document to ensure the Content and Tutorial viz., e-library, e-content and other necessary facilities.
11	Logical Action Plan/Strategic Plan	The PSU to have a logical action plan/strategic plan to conduct the online teaching/ training broadcasting	Supporting document in the form of PPT (Hard Copy)

SECTION - 3 =Schedule of Requirements /Scope of Work



3 SCOPE OF WORK, SCHEDULE OF REQUIREMENTS

The PSUs in Service Sector is expected to conduct & delivers trainings to selected students of OBC & Minorities so they acquire knowledge and practical skills to conceptualize and Competitive Examination through Online Mechanism of the Yojna and their management. The details of the envisaged training are given in the following subsections. The overall scope of work is largely grouped under following activities:

3.1 Content development and training design

- I. Formulate the training strategy, and schedule the training program in accordance to the requirements of the concerned Competitive Examination across Education and Training in various disciplines as mentioned in streams viz., Group "A", "B" and "C" through online implementation method only.
- II. Design training; develop the course content for Online/face to face training and e-Learning System. The training content is to be developed in Hindi & English.
- III. Prepare the e-training material and e-library for the participants.
- IV. Pre, in course and post training assessment and evaluations. Develop evaluation design and prepare evaluation forms in consultation with SETC. Preparing reports bring out analysis and incorporate suitable augmentations in design, content and delivery.

3.2 Over all the Training Programme and its Execution Method:

- I. Over all Programme management. This includes aligning stakeholders, scheduling participants in batches, sending invites to participants, necessary follow-ups to ensure timely presence in training, device motivational tools to encourage involvement in training, drive the training and all kind of communication with the participants and other stakeholders.
- II. It is expected to depute a full time, dedicated, two members PMU; one to be positioned as senior coordinator at PSU end and one as training coordinator at SETC end.

3.3 Conduct of Training programs

- III. Conduct the Online training program, including logistic. The CVs of the proposed trainers would be required to share and a concurrence would be required to obtain from SETC. The language for delivery would be mix of Hindi and English.
- IV. All Logistic, travel, exposure visits related arrangements and coordination with local authorities, Visa formalities, the logistics, travel expenses, Training kit would be on PSU's Cost as per standards.
- V. The Training will be on one to many through Online education and training system.
- VI. After completion of training a third party assessment will be taken up by BMWD.
- VII. Intermediate and final report submission to the Officer in Charge upon training delivery.
- VIII. Any other activity that may be required for delivery of training and coordination with Officer in Charge for the project.

3.4 Number of Batches:

The training programs will be conducted in batches over the period of validity of the contract.

3.5 Batches as per Online sessions for each Courses:

The Online Coaching in different streams should be conducted in Batches, on the basis of Infrastructural arrangements and SW or Browser access of PSU's Central Relay Hub. The Sufficient Bandwidth /Internet Connectivity should be kept which can give support for each batch of the lecture sessions all along the entire course duration of each stream.

3.6 Methodology:

The Training Program shall be organized to Educate and Train the OBC & Minorities shortlisted candidates as per the Group "A" "B" and "C" course Syllabus for various competitive Exam conducting Authorities. The training will be basically through ONLINE class room teaching methodology by PSU in multiple modules combining theoretical information and practical demonstrations and exercise etc., Each Module shall be built over the area of expertise relevant to the needs.

3.7 Modules to be covered:

- D. **As per the subject modules prescribed for GROUP "A" Courses viz., State Service Exams conducted by Madhya Pradesh Public Service Commission.MPPSC.**
- E. **As per the subject modules prescribed for GROUP "B" Courses viz. Central Staff Selection Commission, SSC, Indian Railways, IBPS, PEB Exams etc.,**
- F. **As per the subject modules prescribed for GROUP "C" Courses viz NEET, JEE,CAT,CLAT,CACPT,CS, GATE Exams etc.,**

3.8 Working Language:

The training shall be delivered in Hindi & English mix language.

3.9 Location of the training:

The orientation training is envisaged to be organized in Bhopal, Madhya Pradesh however the other ONLINE face to face trainings and exposure visits can be conducted to any other suitable location in India. The suggested location of the training shall be part of proposal and training plan submitted by the PSUs in Service Sector.

3.10 Reporting:

The selected PSUs in Service Sector is expected to submit a training Progress report on monthly basis after completion of a particular training module, to the DIC in a soft / in the electronic form and hard copy.

The Progress Reports shall include the following:

1. Training Schedule along with training and learning objectives
2. Concise presentation of applied methods, including the most important, attractive ideas of participants on the discussed subjects;

3. Conclusions and recommendations based on lessons learnt for future interventions;
4. Trainee Attendance record
5. Participants Feedback Analysis report;
6. Recording of each class in soft copy (Audio Video) Representative Photographs
7. A soft copy of the content and performance or other relevant materials delivered to trainees
8. Any other relevant doc and / or report
9. Information relating to all Groups "A to C" courses have to be provided to SETC from time to time as per required formats sought by the BMWWD or GoMP.
10. Monthly Test report in Hard and Soft copies.

3.11 Period of Contract

Contract will be signed with the selected PSUs in Service Sector initially for a period of **ONE year**. Thereafter the PSUs will provide followup support for one more year. This may be extended if BMWWD decides on contract extension. Only BMWWD will have the authority to take necessary decision in this regard.

3.12 Right to use the content of training

Content of training being developed for Online/ face to face training and e-Learning will be used by BMWWD even after completion of the contract period. BMWWD will have right to use and modify the content of training. The PSU will make available the Contents and its rights to the BMWWD.

3.13 Deliverables and Timelines

The selected PSUs in Service Sector shall have to submit certain key deliverables in a time span of 6 months, which are mentioned hereunder. Following are the key deliverables:

1. The Agreement and BG towards Performance Security should be deposited within 7 days from the date of issue of Lol/Work Order
2. Action Plan Report should be deposited within 10 days from the Lol/Work order date.
3. The PSU should ensure they mobilize the interested eligible students in OBC and Minority category as per the norms of the scheme. The PSUs will then ensure that such selected students list will be submitted to the District Officer, BMWWD at each district and after due verification by the district officer the same will be uploaded / registered on the SETC Portal within 30 days from the date of issue of Lol/Work order.
4. The PSU should also ensure that they will establish the Central Studio with all Digital Infrastructure at Bhopal as per the requirement of the RFP and organize simultaneously after obtaining the approvals of Action plan submitted by PSUs, the Training Professionals, Training Schedules, Training Content etc., within 30 days from the date of issue of Lol/Work Order to commence the teaching, training broadcasting of all courses of each stream viz., Group "A", "B" and "C" as per RFP.
5. The Teaching/Training and broadcasting of Classes should commence within 7 days after completion of registration Process.
6. Group "A", "B" and "C" Classes will be completed as per the approved Schedules and as per the duration mentioned in the RFP.

7. The Monthly Progress and other required reports should be submitted as per the requirement of the Department /SETC from time to time as per the prescribed formats.
8. On Boarding of Programme Management Unit
9. Over all Training design for identified groups of target audiences to match the Training Needs and intended training outcomes.
10. Course content; that includes for Online/ face to face training and e-Learning System, (Hindi & English) Support material/hand-outs adapted to each module
11. Submission of Training Plan
12. Conduct of Training (All Digital form of training module with content and participation certificate etc., will be provided)
13. Training Reports as per of ToR and Scope of work.
14. Post Training the follow-up for Job Selection and Performance will be made in 18/20 months from the date of completion of the course.
15. Information relating to all Groups "A", "B" and "C" courses have to be provided to SETC from time to time as per required formats sought by the BMWD or GoMP.

The formats for all the reports shall be prepared by the selected PSUs in Service Sector and submitted to SETC for approval. The reports submitted by the selected PSUs in Service Sector should strictly be in the approved format only which, if required, may be revised by SETC.

3.14 ROLES & RESPONSIBILITIES

3.14.1 Responsibilities of the Nodal Agency (SETC):

Is the owner of the project; the role of SETC for successful implementation of the training program includes discharging the following responsibilities:

1. To provide necessary mandate and the intended pool of audiences.
2. To connect the selected PSUs in Service Sector with required stakeholders for TNA.
3. To issue necessary orders, letters and circulars.
4. To conduct review meeting, if needed, to monitor the overall progress of the training.
5. To provide necessary approvals on various delivers and components to be performed by the training partner as part of scope of work.
6. To release payment against the invoices raised by the selected PSUs in Service Sector as per the agreed framework.

3.14.2 Responsibilities of the selected PSUs in Service Sector

In addition to deliverables mentioned in the clause 3.13 (Deliverables & Timelines) following will be the high level responsibilities of the selected PSUs in Service Sector:

1. To Mobilize students identify the needy OBC and Minority students across all districts of MP and make them registered Online after approval from the department.
2. Preparation of Action /Inception Report.
3. Preparing Training Strategy.
4. To depute a Program Management Unit (PMU); one at Institute level and other at State Level (Bhopal) to coordinate with all related stakeholders.
5. To Perform Training Need Assessment (TNA) and submit report.
6. To design course content for Face to Face training & e-Learning system.

7. Overall training design & Implementation.
8. Submit deliverables to SETC for necessary approvals.
9. Providing training kit to all participants. Prepare the Support material/hand-outs adapted to each module and distribution to all participants.
10. Overall management of the trainings-
 - a. All kind of Communication with Virtual class room students; sending invites to participation, ensuring their presence during the trainings.
 - b. Coordinating, managing & driving training.
10. Coordination with SETC for ensuring trainees participation in trainings.
11. Overall arrangements for logistics of trainers.
12. Delivery of trainings.
13. Availability and logistics of trainers.
14. Issuance of certificates to participants.
15. Submission of reports-
 - a. Post training evaluation reports.
 - b. Participants Feedback Analysis.
 - c. Attendance of the participants. 7
16. On Job Performance assessment post 12 month of training.
17. All other works assigned by BMWd or GoMP or SETC as per Scope or departmental statutory requirements will be the responsibility of PSUs

3.15 Indicators for preparation of the Action Plan to be provided byPSUs

- 3.15.1 PSU shall conduct an online Education and Training for the preparation of different competitive exams to OBC & Minority students under Sardar Patel Coaching and Training Yojna 2020.
- 3.15.2 PSU will be responsible for the entire selection process for students who shall be deemed eligible for coaching enrollment.
- 3.15.3 PSU to assess the examinations and execute selection/enrollment of OBC & Minority students in each district of MP. This shall be done on merit basis with equal gender ratio.
- 3.15.4 The selected agency needs to make sure that all coaching sessions are conducted ONLINE from a single premise in Bhopal. In case of change of location, approval has to be sought by department and yet all sessions to take place at the single replaced location.
- 3.15.5 The PSU has to make sure that the Training curriculum adapted is in line with the latest exam pattern for that academic year and update the same as need be.
- 3.15.6 The frequency and duration of classes to increase a month before the student is to appear in the examination.
- 3.15.7 PSU shall establish proper measures for student performance monitoring and interpreting likelihood of their selection in the examinations by means of regular tests/mock tests. Result /reports in this concern have to be shared monthly by coaching agency with the Director, SETC (Headquarters).



- 3.15.8 Based on the performance report of the students SETC can decide that all the students should continue or some of the students can be dropped off if their performance is not up to the mark for consecutively 3 months. This decision will be taken mutually by SETC after consultation with the PSU.
- 3.15.9 If some students drop the course midway, payment of remaining fee for those drop outs will not be made.
- 3.15.10** PSU is responsible for conducting feedback sessions from student and get the formal feedback through online feedback mechanism. Report of online feedback should be shared with SETC If the feedback is not satisfactory for consecutively 3 months and PSUs does not adhere to all the terms and conditions of this RFP, SETC will have all rights to inspect, consult with students and if required SETC can terminate the contract and onboard a new agency.
- 3.15.11 PSU has to provide teaching staff, training material and necessary literature, AV system, Online/Digital form, LMS training material required for conducting online regular exam and mock exams as it is being offered to their regular students.
- 3.15.12 General well-being and security of students while they are in the premises of PSU will be the responsibility of PSU.
- 3.15.13 No students can leave the course without prior permission of SETC
- 3.15.14 Leave to students will be granted by department (District authorities of SETC) only. Without approval of leave, students cannot be absent from the classes. Ensuring this will be the responsibility of PSU.
- 3.15.15 PSU has to use the MIS of MPTAAS and their own MIS system for monitoring the progress of students and informing BMW Department about performance of each center and student.
- 3.15.16 Medium of teaching/pedagogy should be in English and Hindi both. PSU has to make sure that the students coming from Hindi medium background should not face any challenges and language should not become the bottleneck in their success. If required extra classes of English can be taken which may help in competitive examinations.
- 3.15.17 PSU has to provide teaching material in English and Hindi, both the languages in hard copy and soft copy as they provide to their regular classroom students.
- 3.15.18 The PSU should maintain the records of:
- o Number of lectures taken
 - o Duration of lectures
 - o Attendance of lecturers
 - o Attendance of students
 - o Number of students studying in each Stream/Course
 - o Performance of students and their progress
 - o Audio Video recording of each lecture and keep soft copy
- 3.15.19 The reports with above parameters should be sent to SETC on monthly basis.



Periodic Audits:

- 3.15.20 PSU shall be assessed periodically as deemed fit by the BMW Department by means of Student Training Feedback Surveys, surprise visits, inspections etc.
- 3.15.21 In case of gaps identified in functioning or quality of coaching agency's performance or non-compliance, appropriate deductions shall be made from forthcoming payment.
- 3.15.22 The BMW Department envisage to setup all means of basic functionalities in a time-bound qualitative manner such that the students receive quality education from the agency. In consideration of this, the on boarded agency shall be responsible for the timely delivery of products and services as described in the bidding document.

3.16 Statutory Legal requirements:

All the Statutory and Legal requirements for conducting the ONLINE Education and Training under this scheme has to be complied by the selected PSUs. If any terms are not covered under this RFP and if it is to be complied by the selected PSU as per the GFR 2017 rules and regulation. The PSU will be bound to comply all the statutory requirements of the Central or State Government of MP. The Arbitration between the parties will be first heard before Commissioner, BMW and if not satisfied can go before PS, GoMP, BMWD. The decisions of the PS, BMWD will be final and binding. The Jurisdiction for any type of dispute with regard to RFP or Contract between the parties, Bhopal in MP will be the Legal Jurisdiction.

3.17 Termination

BMW Department may, terminate the Contract in whole or in part by giving the Agency a prior and written notice of 15 days indicating its intention to terminate the Contract under the following circumstances:

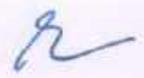
1) Termination for breach

Where the BMW DEPARTMENT is of the opinion that there has been such event of default on the part of the agency which has not been cured within 15 days' notice period.

2) Termination for Insolvency:

BMW DEPARTMENT may at any time terminate the Contract with immediate effect, without compensation to the Coaching Agency, if the Coaching Agency becomes bankrupt or otherwise insolvent, provided that such termination will not prejudice or affect any right of action or remedy which has accrued or will accrue thereafter to the BMW DEPARTMENT. Upon such termination, BMW DEPARTMENT shall reserve the rights which are binding.

SECTION - 4 = Bid opening Procedure and Technical Bid and Financial Bid Evaluation



4 BID OPENING PROCEDURE AND TECHNICAL BID AND FINANCIAL BID EVALUATION

4.1 RFP Documents

The RFP documents shall be available on Departmental website from the date of publication of Notice Inviting Proposal (NIP). The prospective PSUs in Service Sectors shall be able to download the RFP document from the website.

4.3 Changes in the RFP Document

a) At any time, prior to the deadline for submission of Proposals, the Director, SETC may for any reason, whether on its own initiative or as a result of a request for clarification by a PSUs in Service Sector, modify the RFP documents by issuing an addendum in accordance with the provisions below.

b) In case, any modification is made to the RFP document or any clarification is issued which materially affects the terms contained in the RFP document, the Director, SETC shall publish such modification or clarification in the same manner as the publication of the initial RFP document.

c) In case, a clarification or modification is issued to the RFP document, the Director, SETC may, prior to the last date for submission of Proposals, extend such time limit in order to allow the PSUs in Service Sectors sufficient time to take into account the clarification or modification, as the case may be, while submitting their Proposals.

d) Any PSUs in Service Sector, who has submitted his Proposals in response to the original invitation, shall have the opportunity to modify or re-submit it, as the case may be, within the period of time originally allotted or such extended time as may be allowed for submission of Proposals, when changes are made to the RFP document by the Director, SETC: Provided that the Proposals last submitted or the Proposals as modified by the PSUs in Service Sector shall be considered for evaluation.

4.4 Period of Validity of Proposals

a) Proposals submitted by the PSUs in Service Sectors shall remain valid during the period specified in the RFP document. A Proposals valid for a shorter period shall be rejected by the Director, SETC as non-responsive Proposals.

b) Prior to the expiry of the period of validity of Proposals, the Director, SETC, in exceptional circumstances, may request the PSUs in Service Sectors to extend the Proposals validity period for an additional specified period of time. A PSUs in Service Sector may refuse the request and such refusal shall be treated as withdrawal of Proposals and in such circumstances Proposals security shall not be forfeited.

c) PSUs in Service Sectors that agree to an extension of the period of validity of their Proposals shall extend or get extended the period of validity of Proposals securities submitted by them or submit new Proposals securities to cover the extended period of validity of their Proposals. A PSUs in Service Sector whose Proposals security is not extended, or that has not submitted a new Proposals security, is considered to have refused the request to extend the period of validity of its Proposals.

4.5 Format and Signing of Proposals

- a) The PSUs in Service Sector shall prepare one original set of the RFP documents called Proposals in the manner as specified in the RFP document. One copy of the original Proposals should also be submitted along with the original Proposals.
- b) The Proposals shall be typed or written in ink and it's all the pages shall be signed by the PSUs in Service Sector or a person duly authorised to sign on behalf of the PSUs in Service Sector, in token of acceptance of all the terms and conditions of the RFP documents.
- c) Any corrections in the Proposals such as interlineations, erasures, or overwriting shall be valid only if they are signed or initialled by the person signing the Proposals.

4.6 Sealing and Marking of Proposals

- a) PSUs in Service Sectors may submit their Proposals by post or courier in one large single envelope.
- b) The Single Big Cover will contain 3 envelopes inside consist of "A", "B" and "C" Envelopes properly containing documents as mentioned in RFP
- c) The Envelope "B" will contain two covers "B.1" and "B.2" inside with respective documents of Strategic/Action Plan in cover "B.1" and Technical Bid document in "B.2" as mentioned in RFP
- d) The Envelope "C" will contain only the Financial Bid document as mentioned in RFP
- e) The outer envelope shall: -
 1. bear the name and complete address along with telephone/ mobile number of PSUs in Service Sector;
 2. bear complete address of the Director, SETC with telephone number, if any;
 3. bear the specific identification of the RFP process pursuant to NIB and any additional identification marks as specified in the RFP document; and
 4. bear a warning not to be opened before the time and date for Proposals opening, in accordance with the RFP schedule.
- f) The inner envelopes shall: -
 1. bear the content of Envelope and mark it as Envelope "A", "B" & "C" respectively
 2. bear the Seal of the PSU with proper sealing on each cover.
 3. bear the contents of Two covers marked B.1 & B.2 should be kept in Envelope "B"
- g) If all envelopes are not sealed and marked as required, the Director, SETC shall assume no responsibility about its consequences.
- h) The technical Proposals, including all the eligibility documents, shall consist of the following documents: -

Sr. No.	Documents Type	Document Format
Fee Details		
Eligibility Documents		
1	All the documents mentioned in the Eligibility Criteria, Chapter 2 & 4 of RFP, in support of eligibility	As mentioned in the eligibility criteria
2	All the documents as per the Technical Evaluation Chapter 4 of RFP	As mentioned in the Technical Evaluation criteria

4.7 Cost & Language of RFP

- a) The PSUs in Service Sector shall bear all costs associated with the preparation and submission of its Proposals, and the Director, SETC shall not be responsible or liable for those costs, regardless of the conduct or outcome of the RFP process.
- b) The Proposals, as well as all correspondence and documents relating to the Proposals exchanged by the PSUs in Service Sector and the Director, SETC, shall be written only in English/Hindi Language. Supporting documents and printed literature that are part of the Proposals may be in another language provided they are accompanied by an accurate translation of the relevant passages in English/ Hindi language, in which case, for purposes of interpretation of the Proposals, such translation shall govern.

4.8 Alternative/ Multiple Proposals

Alternative/ Multiple Proposals shall not be considered at all.

4.9 Deadline for the submission of Proposals

- a) Proposals shall be received, through Post/courier only, by the person designated for the purpose, by the Director, SETC or directly dropped in the Proposals box, at the place and up to the time and date specified in the RFP schedule.
- b) The delay in receipt of the proposal from postal/courier service will be the responsibility of delivery of service department/courier firm. SETC or BMWD will not be responsible for such delays and if the proposals are not received properly on or before the published time, date and venue as mentioned in RFP will be rejected. The proposals received after the deadline will be rejected or will not be received. It is the PSU's responsibility to ensure timely submission of proposals as per the deadlines set in the RFP.

4.10 Late Proposals

- a) The person authorised to receive the Proposals shall not receive any Proposals that is submitted personally, after the time and date fixed for submission of Proposals.
- b) Any Proposals, which arrives by post after the deadline for submission of Proposals, shall be declared and marked as "Late" and returned unopened to the PSUs in Service Sector by registered post.

4.11 Receipt and Custody of Proposals

- a) The Proposals shall be received by courier or by post in the specified format up to the specified time and date and at the specified place, by the person authorised by the Director, SETC.
- c) The person authorised to receive the Proposals shall provide a receipt signed by him with date and time of receipt of Proposals to the person, who delivers the Proposals.
- d) All Proposals received unsealed, in torn or damaged condition through post or by personal delivery shall be so marked and signed on the cover by the person receiving the same and get signed on it by the person delivering it and put in a fresh cover and reseal, if so warranted. All such entries shall be attested by the receiving person.
- e) Proposals received by the authorised person on or before the time and date fixed for receipt of Proposals shall be entered in Proposals receipt register and the same shall be closed at the scheduled time and date giving in words and figures the number of Proposals received up to the last time and date for submission of Proposals.

- f) The record of Proposals received late through post shall be entered in Proposals receipt register after closing the register as per (f) above.
- g) Proposals received or given on form other than the prescribed form shall not be considered.

4.12 Withdrawal, Substitution, and Modification of Proposals

- a) A PSUs in Service Sector may withdraw, substitute, or modify its Proposals after it has been submitted by sending a written Notice, duly signed by an authorized signatory, and shall include a copy of the authorization. The corresponding substitution or modification of the Proposals must accompany the respective written Notice. All Notices must be: -
- I. submitted in accordance with the RFP document, and in addition, the respective envelopes shall be clearly marked "Withdrawal," "Substitution," "Modification"; and
 - II. received by the Director, SETC prior to the deadline prescribed for submission of Proposals.
- b) Proposals requested to be withdrawn shall be returned unopened to the PSUs in Service Sectors.
- c) No Proposals shall be withdrawn, substituted, or modified in the interval between the deadline for submission of Proposals and the expiration of the period of the specified Proposals validity or any extension thereof.
- d) **Bid Query in Person date, time and Venue:** The bids queries in person or by telephone can be made to the Officer-in-charge, State Level Employment and Training Centre (Backward Classes and Minority Welfare, Opposite Police Radio Wireless Office, Bhadbhada Road, BHOPAL-462003.MP. Ph.No:0755-2763284. Only during Office Hours and working days Quires in person till 18/11/2020 upto 5.00 pm. The answer to the queries are only for clarification of the Bid Process. Any other query will not be entertained and the decision of the EPC is final.

4.13 Opening of Proposals

Opening of Bids

- I. The Bids shall be opened by ESC - Empowered Selection Committee in presence of those Bidders or their representatives who may be present at the time of opening.
- II. The representatives of the bidders should be advised to carry the identity card or a letter of SETC from the bidder firms to identify that they are bona fide representatives of the bidder firm, for attending the opening of bid.
- III. **There will be three envelope in one bid-opening event**
- IV. **Envelope "A" - (Stage-1)- Document Fee and EMD- DD/FDR**
- V. **Envelope "B" - (Stage-2)-(Strategic Planner/Technical Bid) - Should consist of (B.1)Strategic Plan and (B.2) Technical Bid in separate envelopesto be kept in an Envelope "B".**
- VI. **Envelope "C" - (Stage-3)- (Financial Bid) - Only Financial Bid**
- VII. These three envelopes "A, B & C" should be sealed and kept in a bigger envelope marked as "Proposal for Selection of PSUs for providing Coaching to Train the Unemployed OBC and Minority Educated Youth for Employment under "SardarPatil Coaching Training Scheme 2020" " and addressed to *The Director, GoMPState Level Employment and Training Centre (Backward Classes and Minority Welfare) Opposite Police Radio Wireless Office, Bhadbhada Road, BHOPAL-462003.MP*
- VIII. Bid proposal Cover which comprises envelop "A""B" and "C" envelops should be submitted either through **Speed Post or Courier** till/byDt.**25-11-2020 upto 05.00 PM**

- IX. Bids should be sent through Courier or Speed Post to the SETC office as per the address mentioned in the Data Sheet and no bid will be accepted after the expiry of fixed time and date (as mentioned in Data Sheet) for whatsoever the reason be for delay.
- X. The Postal or Courier submitted Bids will be given due receipt/ acknowledgment of the proposal with Seal, signature date and time from the receiving office ieSETC to the delivery person on their voucher by the designated person.
- XI. The Parties should ensure that the Acknowledgement be collected from the Courier or Postal Dept and produce at the time of opening of tender.
- XII. The venue, date and time for opening the Stage 1 – Envelope "A" are mentioned in the bidding data sheet.
- XIII. The date and time for opening of stage 2- Envelope "B" on Technical & Strategic Planner bid are mentioned in the bidding data sheet.
- XIV. The Technical & Strategic Planner Bids of only those bidders will be opened who clears the stage 1 Envelope "A".
- XV. The Technical Bid (B.2) will be opened by ESC before the presence of Bidders or their representatives. If the required documents as per Chapter 4 in Section 4.14.6 are not found in (B.2) then it will be rejected and Strategic/Action Planner Bid (B.1) and will not be opened.
- XVI. In Case ESC finds all necessary documents as per RFP in B.1 envelop the B.2 envelop will also be opened.
- XVII. The Bidders who qualifies "A" and "B" stage 1&2 those bidders will be called for making a Presentation to Demonstrate on Strategic/Action Plan. The Dates for Presentation for qualified at 1 & 2 stage will be communicated to the concerned Bidders through e-mail.
- XVIII. The sealed Proposals shall be opened by the Empowered Selection Committee constituted by the BMWD at the time, date and place specified in the RFP document in the presence of the PSUs in Service Sectors or their authorized representatives, who choose to be present.
- XIX. No Proposals shall be rejected at the time of Proposals opening except the late Proposals and alternative Proposals (if not permitted).
- XX. Financial bid opening would be communicated to the only qualified bidders of Technical & Strategic Planner Bids.
- XXI. The original proposal, consisting of envelop "A,B and C" as mentioned above will be opened before the representatives who may be present at the time of opening. Proposals, shall contain no interlineations or overwriting, except as necessary to correct errors made by the Bidders themselves. The person who signs the proposal must initial such corrections. Submission letters for both Technical and Financial Proposals should respectively be in the prescribed format only.
- XXII. An authorized representative of the Bidder shall initial all pages of the original Technical and Financial Proposals.
- XXIII. **The Stage – 1 & 2 bids will be opened on 27/11/2020 at 15.00 hrs.** From the time the Proposals are opened to the time the Contract is awarded, the Bidders should not contact the Department on any matter related to its Technical and/or Financial Proposal. Any effort by Bidders to influence the SETC in the examination, evaluation, ranking of Proposals, and recommendation for award of Contract may result in the rejection of the Bidder's Proposal.



XXIV. The Technical bids and Financial Bids of only those bidders will be opened who clears the Stage-1.

4.13.1 Clarification on Bids

During the bid evaluation, SETC may, at its discretion, ask the Bidder for any clarification(s) of its bid. The request for clarification and the response shall be in writing, and no change in the price or substance of the bid shall be sought, offered, or permitted.

4.14 Evaluation Method:

Evaluation Process

The Empowered Selection Committee shall evaluate the responses to the RFP and all supporting documents/documentary evidence. Inability to submit requisite supporting documents/documentary evidence by bidders may lead to rejection of their bids.

Evaluation will be done on **Quality and Cost Based Selection (QCBS) method** with the following weight-age:

Technical: 80%

Financial: 20%

The decision of the Empowered Selection Committee in the evaluation of bids shall be final. No correspondence will be entertained outside the process of evaluation with the Committee. The Empowered Selection Committee may ask for meetings or presentation with the Bidders to seek clarifications or conformations on their bids. The Empowered Selection Committee reserves the right to reject any or all bids. Each of the responses shall be evaluated as per the criteria and requirements specified in this RFP.

The steps for evaluation are as follows:

4.14.1 Stage 1: Envelope "A" opening

- a. Empowered Selection Committee shall validate the Set 1 "RFP Document fee & Bid Security/Earnest Money Deposit (EMD)".
- b. Empowered Selection Committee shall **open first the Envelope "A"** to validate the "RFP Document fee & Bid Security/Earnest Money Deposit (EMD)". If the DF & BS is not found then the other Envelopes "B" and "C" will not be opened
- c. In case, the Bidder does not meet any one of the conditions, the bidder shall be disqualified. Bidders would be informed of their qualification/disqualification based on the RFP criteria through Email and subsequently, the Bid Security/EMD amount shall be returned to the respective disqualified Bidders after the submission of Performance Bank Guarantee by the successful Bidder.
- d. Financial bids for those bidders who don't qualify in Stage 2 will not be opened.

4.14.2 Stage 2: Technical Evaluation

- a. Empowered Selection Committee (ESC) will review the technical proposals of the short-listed bidders to determine whether the technical proposals are substantially responsive. Bids that are not substantially responsive are liable to be disqualified at SETC's discretion.

- b. Empowered Selection Committee will Open the **Envelope "B" and if B.1 and B.2 Envelopes** are found then only ESC will consider of Technical Evaluation of Bids. ESC will open the B.2 first they will review the technical proposals of the Stage-1 qualified bidders to determine whether the technical proposals are substantially responsive. Bids that are not substantially responsive are liable to be disqualified at ESC discretion.
 - c. Each Technical proposal will be assigned a technical score out of 100 which will also comprise the score for (B.1) of Presentation and Demonstration on Action/ Strategic Plan. Technical Bid will carry 70 Marks for B.2 and 30 Marks for B.1.
 - d. Technical proposal of the bidders qualifying in the Stage 1 (Envelope A) criteria will be opened and bidders may also be invited for any clarifications, if required.
 - e. The Bidders will be communicated through email whether their Technical and Strategic Plan Bids are accepted after evaluation by ESC and declare their qualifier for opening the Financial Bid.
 - f. ESC while evaluating the Technical Proposals shall have no access to the Financial Proposals until the technical evaluation is concluded and the competent authority accepts the recommendation.
 - g. The ESC shall evaluate the Technical Proposals on the basis of their responsiveness to the Terms of Reference and by applying the evaluation criteria, sub-criteria specified in the RFP. In the first stage of evaluation, a Proposal shall be rejected if it is found deficient as per the requirements indicated in Section 2 Clause 2.A). Only responsive proposals shall be further taken up for evaluation. Evaluation of the technical proposal will start first and at this stage the financial bid (proposal) will remain unopened. The qualification of the bidder and the evaluation criteria for the technical proposal are defined in Section 2 clause **4.14.6** of this RFP.
 - h. Each Technical proposal (B.1+B.2) will be assigned a technical score out of 100.
 - i. Technical proposal of the bidders, qualifying in the Stage-1 criteria, will be opened and bidders may also be invited for any clarifications, if required.
 - j. All the Bidders who qualify at Stage-1 and those who qualify the documentation / responsiveness as per RFP in B.2 those Bidders will be qualified to make presentation on B.1 before the ESC. The date of Presentation will be communicated separately through e-mail and letter.
 - k. The Technical Bid Marks will be granted on B.1 as per the Technical Evaluation criteria by the ESC. The Marks in B.2 and B.1 will be added for final calculation of total Score obtained by the Bidder at Stage-2 level. Ie Technical Score.
 - l. As per the QCBC method the Technical Score will be considered as per the 80% Weightage.
- 1) The **B.1+B.2** Marks obtained in the Technical Evaluation Criteria should not be less than 64 marks out of 100. In case, the Technical score is less than 64 will be treated as Technically disqualified and their Financial Bid will not be opened.



4.14.3 Stage 3: Financial Evaluation

- a. Empowered Selection Committee will Open the **Envelope "C" only after the bidder qualified at Stage 1 & 2 Levels.** All the qualified bidders will be notified to participate in Financial Bid opening process.
- b. The Financial bids for the qualified bidders shall then be opened on the notified date and time and reviewed to determine whether the financial bids are substantially responsive. Bids that are not substantially responsive are liable to be disqualified at ESC discretion.
- c. Financial Bids that are not as per the format attached in the RFP shall be liable for rejection.
- d. The Normalized Financial score of the technically qualified bidders will be calculated, while considering the Total Cost of bid given by each of the Bidders in the Financial Bid as follows:

Normalized Financial Score of a Bidder = $\{100 * \text{Lowest Financial Price} / \text{Bidders Price}\}$ (Adjusted to 2 decimals); 20% weightage will be given to Normalized Financial Score of a Bid. i.e., $\text{NFS} \times 0.20$.

- i. The bid price will be exclusive of all taxes and levies and shall be in Indian Rupees and mentioned separately.
- ii. Any conditional bid would be rejected.
- iii. Errors & Rectification: Arithmetical errors will be rectified on the following basis:
 - a. "If there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail and the total price shall be corrected.
 - b. If there is a discrepancy between words and figures, the amount in words will prevail."
 - c. If the Bidder does not accept the error correction, its Bid will be rejected
 - d. and its EMD may be forfeited.

4.14.4 Stage 4: Final score calculation through QCBS

The final score will be calculated through Quality and Cost selection method based with the following weight-age:

Technical: 80%

Financial: 20%

- 2) The **B.1+B.2** Marks obtained in the Technical Evaluation Criteria should not be less than 64 marks out of 100. The Technical score is less than 64 will be treated as Technically disqualified and their Financial Bid will not be opened.

Final Score = $(0.80 * \text{Technical Score}) + (0.20 * \text{Normalized Financial Score})$

- a) All the submitted response shall be scrutinized on the basis of information and supporting documents submitted by the PSUs in Service Sector under this RFE.
- b) The PSUs in Service Sectors meeting all the eligibility criteria and other conditions as stated in the RFP shall be considered for Technical Evaluation.

4.14.5. Evaluation & Tabulation of Technical Proposals

The Empowered Selection Committee constituted by the BMWD shall conduct a preliminary scrutiny of the opened Proposals to assess the prima-facie responsiveness on the following sub-conditions and a presentation will be sought on later date after preliminary scrutiny. :-

- a. Proposals is signed, as per the requirements listed in the RFP document;
- b. Proposals has been sealed as per instructions provided in the RFP document;
- c. Proposals is valid for the period, specified in the RFP document;
- d. Proposals is unconditional and the PSUs in Service Sector has agreed to give the required performance security; and
- e. other conditions, as specified in the RFP document are fulfilled.



4.14.6 Technical Evaluation Criteria:

S,No	Parameters	Max Marks	Document Required
1	Financial and Teaching/Training Experience Strength		
1 a)	<p>PSUs Total annual turnover for last three years for FY 2018-19; 2017-18 and 2016-17 should be in the field of Teaching/Training and Broad casting</p> <ul style="list-style-type: none"> • Between 25- 50 crores - 5 Marks • Between 51 - 75 crores - 8 Marks • More than 76 crores - 10 Marks 	10	Original Certificate from the Chartered Accountant along with UDIN Number. (Envelope B.2)
1 b)	<p>No. of years' Experience in Teaching/Training and Broadcasting</p> <ul style="list-style-type: none"> • Between 3- 5 Yrs - 5 Marks • Between 5 - 7 Yrs - 8 Marks • More than 7 Yrs - 10 Marks 	10	Self-Declaration and Related Document signed by the Authorised Signatory (Envelope B.2)
2	Mobilization and Selection/Placement Strength		
2 a)	<p>PSU's Mobilisation of total No. of Students Educated and Trained in the last 3 years</p> <ul style="list-style-type: none"> • Minimum of 1000 -10Marks • Between 1001-3000 - 12Marks • Between 3001-5000 -15Marks • Above 5001 -20Marks 	20	Related workorders/ MOUs / Agreements / LOIs / Sanction orders /Completion certificate etc., as evidence of such engagements (Envelope B.2)
2 b)	<p>Total No. of Students Selected/ Placed by PSU in the last 3 years</p> <ul style="list-style-type: none"> • Minimum 100 - 05Marks • Between 101-300 -06Marks • Between 301 -500 -08Marks • Above 501 -10Marks 	10	Self-Declaration and Related Document (Envelope B.2)

3	Teaching Resource Strength		
3 a)	Professional teaching resources engaged for Education and training field in the last 3 years by PSUs No of Doctorate (Phd) <ul style="list-style-type: none"> • No of Dr (Phd) 1 to 2 - 3 Marks • No of Dr (Phd) 3 and above -5 Marks 	5	Self-certificate Abstract List of resources along with CVs of Professionals to be submitted as per the format in the RFP. (Envelope B.2)
3 b)	Professional teaching resources engaged for Education and training field in the last 3 years by PSUs No of UG+PG Staff <ul style="list-style-type: none"> • Between 10-15 - 3 Marks • Between 16-20 staff - 4 Marks • More than 21- 5 Marks 	5	Self-certificate Abstract List of resources along with CVs of Professionals to be submitted as per the format in the RFP (Envelope B.2)
4	Presentation and Demonstration on Action / Strategic Plan by PSUs		
	<ul style="list-style-type: none"> • Understanding of the scope of work • Approach & Methodology • Proposed Action Plan – • Design and Content of similar nature of training • Online MCQ question bank • E-Library facilities • Presentation to be made to demonstrate on action/strategic Plan. 	30	Detailed Action Plan prepared for this Yojna to be enclosed in the Envelope "B" as B.1 in the Technical Bid envelope. (Envelope B.1)
5	Digital Infrastructure and Learning Management System <ul style="list-style-type: none"> • The PSUs in Service Sector should have a state of art Studio with latest facilities like web based Online Learning Management System and Monitoring System • Browser based or APP based training system Studio Infra - 05 Marks Online Platform - 05 Marks	10	Details of Infrastructure availability and its management / Digital Platforms to be established in a state of art Studio with latest facilities. (Envelope B.2)

Note: All the Supporting Documents will be signed by the Authorized Signatory and self attested in each and every page.

4.15 Clarification of Proposals

- a) To assist in the examination, evaluation, comparison and qualification of the Proposals, the Empowered Selection Committee may, at its discretion, ask any PSUs in Service Sector for a clarification regarding its Proposals. The committee's request for clarification and the response of the PSUs in Service Sector shall be in writing.
- b) Any clarification submitted by a PSUs in Service Sector with regard to its Proposals that is not in response to a request by the committee shall not be considered.

4.16 Selection of PSUs in Service Sectors for Financial Bidding

Technical evaluation shall include the evaluation of all the documents mentioned in the Technical Proposals. A PSUs in Service Sector should obtain minimum 64 marks to technically qualify, otherwise the bids will be rejected. The financial Proposals of only technically qualified PSUs in Service Sectors would be called separately.

4.17 Information and publication of award

Information of award of contract shall be communicated to all participating PSUs in Service Sectors and published on the respective website(s) as specified in advt.

4.18 ESC has the right to accept or reject any or all Proposals

The ESC reserves the right to accept or reject any Proposals, and to annul (cancel) the RFP process and reject all Proposals at any time prior to award of contract, without thereby incurring any liability to the PSUs in Service Sectors.

4.19 Work Order Issued to PSUs in Service Sectors under Rate Contract

As per the project requirements, the Purchaser shall issue a work order to the selected PSUs in Service Sector(s) for the services. After receiving the work order, the PSUs in Service Sector shall be responsible to deposit the requisite Performance Security Deposit (PSD) within the prescribed time period as specified in each work order.

4.20 Award Criteria

- i. The bidder with the highest final score shall be treated as the successful bidder.
- ii. In the event the Final scores are 'tied', the bidders whose score is tied securing the lowest (among all the tied bidders) financial score will be adjudicated as the Best Value Bidder for award of the Project.

4.20.1 Contract Signing

- i. After opening financial bid, Letter of Intent (LOI) will be issued to the selected agency at the earliest.
- ii. In case the bidder does not acknowledge the receipt of LOI within 3 days, SETC will have all rights to select another bidder who has scored second highest overall score and issue them LOI.

- i. After receipt of LOI, the selected bidder has to provide performance security/ Bank Guarantee equal to 5% of the Contract value or equal to the value @ Rs,200/- Two Hundred per sanctioned student whichever is Higher, within 10 days.
- ii. Within a week from receiving of Performance bank guarantee, contract agreement will be signed between Director, SETC and selected bidder (Center Head of respective city).

4.20.2 Execution of agreement

- a) A rate contract agreement shall come into force from the date on which the letter of acceptance or letter of intent is dispatched to the PSUs in Service Sector.
- b) The successful PSUs in Service Sector shall sign the rate contract agreement within 15 days from the date on which the letter of acceptance or letter of intent is dispatched to the successful PSUs in Service Sector.
- c) If the PSUs in Service Sector, whose Proposals has been accepted, fails to sign a written rate contract agreement or fails to furnish the required performance security within specified period, the Director, SETC shall take action against the successful PSUs in Service Sector as per the provisions of the RFP document and Act. The Director, SETC may, in such case, cancel the procurement process or if it deems fit, offer for acceptance the rates of lowest or most advantageous PSUs in Service Sector to the next lowest or most advantageous PSUs in Service Sector, in accordance with the criteria and procedures set out in the RFP document.
- d) The PSUs in Service Sector will be required to execute the agreement on a non-judicial stamp of specified value at its cost and to be purchase from anywhere in Madhya Pradesh only.

4.20.3 Confidentiality

- a) Notwithstanding anything contained in this RFP document but subject to the provisions of any other law for the time being in force providing for disclosure of information, a Director, SETC shall not disclose any information if such disclosure, in its opinion, is likely to: -
 - i. impede enforcement of any law;
 - ii. affect the security or strategic interests of India;
 - iii. affect the intellectual property rights or legitimate commercial interests of PSUs in Service Sectors;
 - iv. affect the legitimate commercial interests of the Director, SETC in situations that may include when the procurement relates to a project in which the Director, SETC is to make a competitive Proposals, or the intellectual property rights of the Director, SETC.
- b) The Director, SETC shall treat all communications with PSUs in Service Sectors related to the procurement process in such manner as to avoid their disclosure to competing PSUs in Service Sectors or to any other person not authorised to have access to such information.
- c) The Director, SETC may impose on PSUs in Service Sectors and sub-contractors, if there are any for fulfilling the terms of the procurement contract, conditions aimed at protecting information, the disclosure of which violates (a) above.
- d) In addition to the restrictions specified above, the Director, SETC, while procuring a subject matter of such nature which requires the Director, SETC to maintain confidentiality, may impose condition for protecting confidentiality of such information.

4.20.4 Cancellation of procurement process

- a) If any procurement process has been cancelled, it shall not be reopened but it shall not prevent the BMWD from initiating a new procurement process for the same subject matter of procurement, if required.
- b) A BMWD may, for reasons to be recorded in writing, cancel the process of procurement initiated by it at any time prior to the acceptance of the successful Proposals; or after the successful Proposals is accepted in accordance with (d) and (e) below.
- c) The BMWD shall not open any Proposals or proposals after taking a decision to cancel the procurement and shall return such unopened Proposals or proposals.
- d) The decision of the BMWD to cancel the procurement and reasons for such decision shall be immediately communicated to all PSUs in Service Sectors that participated in the procurement process.

SECTION - 3 - FINANCIAL TERMS OF CONTRACT



5 STANDARD FORMS AND ATTACHMENTS

Table with 2 columns: Item No., Description. The table contains several rows of text that are mostly illegible due to blurring.

SECTION - 5 = STANDARD FORMS OF CONTRACT



5 STANDARD FORMATS AND ATTACHMENTS

5. Format for Proposal

Checklist for the RFP Proposal

Sl. No.	Form	Form Description	Page No. (Proposal)
1.	5.1	Format for SELF-DECLARATION	43
2.	5.2	Format for Particulars of the Bidder	44
3.	5.2 A)	Format for Particulars of the DD towards Document Fee and EMD towards Security Deposit	45
4.	5.3	Format for Power of Attorney	46
5.	5.4	Format for details of qualified teachers providing coaching in Competitive exams	47
6.	5.5	Format for the PSU's Turnover/ Experience for the last 3 years in providing teaching/training and Broadcasting Business	48
7.	5.6	Format for Self-declaration by bidder for not being blacklisted	49
8.	5.7	Format for Self-declaration about Infrastructure available	50
9.	5.8	Total No. of Students Selected/ Placed by PSU in the last 3 years	51

Note: Other Documents enclosed by PSU for additional details are to be attached at appropriate Cover and with supporting documents.

5.1 Format for SELF-DECLARATION {to be filled by the PSUs in Service Sector}

To,

The Director,
State Level Employment and Training Centre,
Opposite Police Radio Wireless Office,
Bhadbhada Road,
BHOPAL-462003.MP

In response to the NIT Ref. No. _____ dated _____ for
{Project Title}, as an Owner/ Partner/ Director/ Auth. Sign. of PSU
_____, I/ We hereby declare that presently our
PSU is _____, at the time of RFP, :-

- a) possess the necessary professional, technical, financial and managerial resources and competence required by the RFP Document issued by the Director, SETC;
- b) have fulfilled my/ our obligation to pay such of the taxes payable to the Union and the State Government or any local authority as specified in the RFP Document;
- c) is having unblemished record and is not declared ineligible for corrupt & fraudulent practices either indefinitely or for a particular period of time by any State/ Central government/ PSU/ UT.
- d) does not have any previous transgressions with any entity in India or any other country during the last three years
- e) does not have any debarment by any other Department.
- f) is not insolvent in receivership, bankrupt or being wound up, not have its affairs administered by a court or a judicial officer, not have its business activities suspended and is not the subject of legal proceedings for any of the foregoing reasons;
- g) does not have, and our directors and officers not have been convicted of any criminal offence related to their professional conduct or the making of false statements or misrepresentations as to their qualifications to enter into a procurement contract within a period of three years preceding the commencement of the procurement process, or not have been otherwise disqualified pursuant to debarment proceedings;
- h) does not have a conflict of interest as mentioned in the RFP document which materially affects the fair competition.
- i) will comply with the code of integrity as specified in the RFP document.

If this declaration is found to be incorrect then without prejudice to any other action that may be taken as per the provisions of the applicable Act and Rules thereto prescribed by GoMP, my/ our security may be forfeited in full and our Proposals, to the extent accepted, may be cancelled.

Thanking you,

Name of the PSUs in Service Sector: -

Authorised Signatory: -

Seal of the Organization

Date: _____

Place: _____



5.2 Format for Particulars of the Bidder

Details of the Bidder (Company)		
A.	Name of the Bidder	
B.	Address of the Bidder	
C.	Year of Incorporation	
D.	Registration Number & Registration Authority	
E.	Legal Status (an undertaking of Government of India or under MP state government. PSUs should be in Education, Information and Broad Casting, Human Resources Development, Technical Skill, Communication, Science and Technology fields)	
F.	Name & Designation of the Authorized person to whom all references shall be made regarding this Bidding Document	
G.	Telephone No. (with STD Code)	
H.	E-Mail of the Contact person:	
I.	Fax No. (with STD Code)	
J.	Website	
K.	Financial Detail (Organization's turnover of last three financial years in Teaching/Training and Broad casting)	FY 18-19:
		FY 17-18:
		FY 16-17:
L.	GSTIN Number	
M.	PAN	
N.	EMD Details	Instrument: Bank Guarantee / Demand Draft
		BG No. / DD No.:
		Date:
		Amount
		Bank Name:

Date:

Signature of Authorized Representative

Name of the Agency/ Firm:

Full Address:

Telephone No.:



5.2 A) Format for Particulars of the DD towards Document Fee and EMD towards Security Deposit. To be enclosed in Envelope-"A" at Stage-1.

Details of the Document Cost and EMD (PSU)		
A.	Name of the Bidder	
B.	Address of the Bidder	
C.	DD Details towards Document Cost	Instrument: Bank Demand Draft
		DD No.:
		Date:
		Amount
		Bank Name:
D.	EMD Details towards Security Deposit	Instrument: Bank FDR / Demand Draft
		FDR No. / DD No.:
		Date:
		Amount
		Bank Name:

- Note: 1. The Document Cost of Rs.10,000/- is non-refundable as mentioned in RFP
 2. The EMD towards Security Deposit of Rs.2,00,000/- is refundable after submission of BG towards Performance Security without interest as mentioned in the RFP

Date:

Signature of Authorized Representative
 Name of the Agency/ Firm:
 Full Address:
 Telephone No.:

5.3 Format for Power of Attorney

[To be executed on non-judicial stamp paper of the appropriate value in accordance with relevant Stamp Act. The stamp paper to be in the name of the company who is issuing the power of attorney.]

POWER OF ATTORNEY

Date: DD/MM/YYYY

Know all men by these presents, we (Name of the firm) registered at (Registered address) do hereby irrevocably constitute, nominate appoint and authorize Mr./Ms./Mrs., son of presently residing at(Residential Address) acting as (Designation), as Authorized Signatory and whose signature is attested below, as our attorney, to do in our name and on our behalf, all such acts, deeds and things necessary in connection with or incidental to our Proposal for award of Agreement "Request for Proposal **For Selection of Coaching Agency for providing coaching to scheduled OBC and Minority students for preparation of various entrance examinations under Sardar Patel Coaching and Training Yojna 2020**, for BMW Department, vide Invitation for RFP No:dated DD/MM/YYYY issued by BMW Department.

We hereby agree to ratify all acts, deeds and things lawfully done by our said attorney pursuant to this Power of Attorney and that all acts, deeds and things done by our aforesaid attorney shall and shall always be deemed to have been done by us.

(Name of the firm) ----- (Signature)

Name: and Designation Accept

(Attested signature of Attorney)

Name:

Designation and Firm

5.4 Format for details of qualified teaching Professionals/teachers providing coaching in Competitive exams

[ON BIDDERS LETTERHEAD]

To

*The Director,
State Level Employment and Training Centre,,
Opposite Police Radio Wireless Office,
Bhadbhada Road, BHOPAL-462003.MP*

Date: DD/MM/YYYY

Sub: Declaration about number of qualified professionals/ teachers providing coaching for Competitive exams

Ref: Selection of PSU to provide Training to OBC and Minority Students of Madhya Pradesh for Preparation of Group "A", "B", and "C" Competitive Examinations

(Bidding Document No: _____ Dated: __/__/____)

Sir,

In response to the above mentioned RFP I, _____, as _____
<Designation> _____ of M/s _____, hereby declare that:

1. There areNo. of Phd Professional teachers imparting coaching to students in various subjects for different courses.
2. There areNo. of UG/PG Professional teachers imparting coaching to students in various subjects for different courses

The details of teachers, their subjects and course is given in following table, the information provided is true to best of my knowledge and any willful misstatement described herein may lead to disqualification of my firm.

The data is to be shared in following format with supporting evidence of copy of last 3 month's pays lips, Degree certificate etc

Sr. No.	Name of Professional/Teacher	Gender & Age	Qualification	Total Experience in Yrs.	Experience with Bidder	Subject Expertise	Language Known	Contact No.	E- mail Id	Documentary evidence to be attached: Pay slip, Degree Certificate, Experience Certificate
1										

Date:

Signature of Authorized Representative

Name of Coaching Agency:

Full Address:

Telephone No.:

5.5 Format for the PSU's Turnover/ Experience for the last 3 years in providing teaching/training and Broadcasting Business.

This is to certify that M/s.has experience of providing teaching/training and broadcasting for Years (minimum 3 years) and annual turnover fromteaching/training and broadcasting business is not less than Rs.5.00 Crores. The annual turnover details are as follows:

(All in INR)

Sr. No.	Financial Year Ending 31st March	Annual Turnover from Teaching/Training and BroadcastingBusiness
1	2018-19	
2	2017-2018	
3	2016-2017	
TOTAL TURNOVER FROM teaching/training and broadcasting IN LAST 3 YEARS		

Note: This certificate should be certified by Chartered Accountant (Auditor of the firm) along with UDIN Number.



5.6 Format for Self-declaration by bidder for not being blacklisted

[ON BIDDERS LETTERHEAD]

To

*The Director,
State Level Employment and Training Centre,,
Opposite Police Radio Wireless Office,
Bhadbhada Road, BHOPAL-462003.MP*

Date: DD/MM/YYYY

Sub: Declaration of Non Black listing for corrupt or fraudulent practices with any of the Government agencies in India during the last three years

Ref: Selection of PSU to provide Training to OBC and Minority Students of Madhya Pradesh for Preparation of Group "A", "B", and "C" Competitive Examinations

(Bidding Document No: _____ Dated: __/__/____)

Sir/Madam,

In response to the above mentioned RFP I, _____, as _____
<Designation> _____ of M/s _____, hereby declare that our PSU _____ is having unblemished past record and is not currently declared blacklisted or ineligible to participate for bidding by any State/Central Govt., Semi-government or PSU due to unsatisfactory performance, breach of general or specific instructions, corrupt / fraudulent or any other unethical business practices.

Date:

Signature of Authorized Representative

Name of Coaching Agency:

Full Address:

Telephone No.:



5.7 Format for Self-declaration about Infrastructure available

[ON BIDDERS LETTERHEAD]

To

*The Director,
State Level Employment and Training Centre,,
Opposite Police Radio Wireless Office,
Bhadbhada Road, BHOPAL-462003.MP*

Date: DD/MM/YYYY

Sub: Declaration of infrastructure readily available for for Online as per RFP conditions

Ref: Selection of PSU to provide Training to OBC and Minority Students of Madhya Pradesh for Preparation of Group "A", "B", and "C" Competitive Examinatons

(Bidding Document No: _____ Dated: __/__/____)

Sir/Madam,

In response to the above mentioned RFP I, _____, as _____
<Designation> _____ of M/s _____, hereby declare that our PSU has infrastructure readily available/ will be made available the required infrastructure at Bhopal for Online education and training in Group "A", "B", and "C" Competitive Examinations under "Sardar Patel Coaching Training Scheme 2020" as per the RFP terms and conditions mentioned thereof.

Details of our centers and infrastructure available is enclosed.

Date:

Signature of Authorized Representative

Name of Coaching Agency:

Full Address:

Telephone No.:

5.8 Format for details of Total No. of Students Selected/ Placed by PSU in the last 3 years

[ON BIDDERS LETTERHEAD]

To

The Director,
State Level Employment and Training Centre,,
Opposite Police Radio Wireless Office,
Bhadbhada Road, BHOPAL-462003.MP

Date: DD/MM/YYYY**Sub:** Declaration about number of qualified Total No. of Students Selected/ Placed by PSU in the last 3 years**Ref:** Selection of PSU to provide Training to OBC and Minority Students of Madhya Pradesh for Preparation of Group "A", "B", and "C" Competitive Examinations

(Bidding Document No: _____ Dated: __/__/__)

Sir,

In response to the above mentioned RFP I, _____, as _____
<Designation> _____ of M/s _____, hereby declare that:

The details of Total No. of Students Selected/ Placed by PSU in the last 3 years is given in following table, the information provided is true to best of my knowledge and any willful misstatement described herein may lead to disqualification of our PUS.

Sr. No.	Academic Year	Total No. of Students Selected/ Placed by PSU
1	2018-19	
2	2017-2018	
3	2016-2017	
TOTAL Total No. of Students Selected/ Placed by PSU IN LAST 3 YEARS		

Details of our Total No. of Students Selected/ Placed by PSU in the last 3 years is enclosed.

Date:

Signature of Authorized Representative

Name of Coaching Agency:

Full Address:

Telephone No.:

5.9 Formats for Technical and Financial Proposal

5.9 Checklist for Technical Proposal

Sl. No.	Form	Form Description	Page No. (Proposal)
1.	5.10	Format for Technical Proposal Cover letter	53
2.	5.11	Financial Bid Format : Format for Financial Proposal Cover Letter	54
3.	5.12	Format for Financial Price Bid	55
4.	5.13	Format for Performance Security	56-58

Note: Other Documents enclosed by PSU for additional details are to be attached at appropriate Cover and with supporting documents.

5.10 Format for Technical Proposal Cover letter

[ON BIDDERS LETTERHEAD]

To

*The Director,
State Level Employment and Training Centre,,
Opposite Police Radio Wireless Office, Bhadbhada Road, BHOPAL-462003.MP*

Date: DD/MM/YYYY**Sub:** Letter for Submission of Proposal by <<firm name>>

Ref: Selection of PSU to provide ONLINE Training to OBC and Minority Students of Madhya Pradesh for Preparation of Group "A", "B", and "C" Competitive Examinations
(Bidding Document No: _____ Dated: __/__/____)

Sir/ Madam,

Having examined the RFP, the receipt of which is hereby duly acknowledged, we, the undersigned, offer to provide our services as required and outlined in the RFP.

We confirm that the information contained in these responses or any part thereof, including the exhibits, and other documents and instruments delivered or to be delivered to MP BMW Department is true, accurate, verifiable and complete. This response includes all information necessary to ensure that the statements therein do not in whole or in part mislead the department in its short-listing process.

We fully understand and agree to comply that on verification, if any of the information provided here is found to be misleading the selection process, we are liable to be dismissed from the selection process or termination of the contract during the project, if selected to do so.

We agree for unconditional acceptance of all the terms and conditions set out in the RFP document and also agree to abide by this tender response for a period of 180 days from the date fixed for bid opening.

We hereby declare that in case we are chosen as successful bidder, we shall submit the PBG in the form prescribed in the RFP. We do hereby undertake, that until a contract is prepared and executed, this bid together with your written acceptance thereof, the Bidding Document and placement of letter of intent awarding the contract, shall constitute a binding contract between us.

We agree that you are not bound to accept any tender response you may receive. We also agree that you reserve the right in absolute sense to reject all or any of the products/ services specified in the tender response with or without assigning any reason whatsoever.

Date:

Signature of Authorized Representative

Name of PSU:

Full Address and Telephone No.:



5.11 Financial Bid Format: Format for Financial Proposal Cover Letter

(To be enclosed in Envelope "C" only)

[ON BIDDER'S LETTERHEAD]

*The Director,
State Level Employment and Training Centre,,
Opposite Police Radio Wireless Office,
Bhadbhada Road, BHOPAL-462003.MP*

Date: DD/MM/YYYY

Sub: Covering letter for Financial Proposal for referred Bidding Document

Ref: Selection of PSUs to provide ONLINE Coaching/ Training to OBC and Minority Students of Madhya Pradesh for Preparation of Group "A" "B" and "C" Competitive Entrance Examinations, for providing Training of all Group "A to C" courses examinations <name of examination>, (Bidding Document No: _____ Dated: __/__/____)

Dear Sir/ Madam,

Having examined the RFP, the receipt of which is hereby duly acknowledged, we, the undersigned, offer to be the PSU/Coaching Agency and carry out the work as and outlined in the RFP. We have carefully read and understood the terms and conditions of the RFP applicable to the Bidding Document and we do hereby undertake Services as per these terms and conditions. We declare that our prices are as per the conditions/ specifications and bid documents. We do hereby undertake that, in the event of acceptance of our bid, the Services shall be completed as stipulated in the Bidding Document.

We hereby confirm that all the prices mentioned in the financial proposal are in Indian National Rupee (INR) only and shall remain valid throughout the contract agreement period.

We agree for unconditional acceptance of all the terms and conditions set out in the RFP document and also agree to abide by this Bidding Document. We hereby declare that in case the contract is awarded to us, we shall submit the contract Performance Security in the form prescribed in the RFP. We agree that you are not bound to accept any proposal you may receive. We also agree that you reserve the right in absolute sense to reject the bid completely with or without assigning any reason whatsoever.

It is hereby confirmed that I am entitled to act on behalf of our company/ corporation/ firm/ organization and empowered to sign this document as well as such other documents, which may be required in this connection.

Date:

Signature of Authorized Representative

Name of firm:

Address and Contact No.

5.12 Format for Financial Price Bid

(To be enclosed in Envelope "C" only)

Following is the price bid format. The bidders should bid for all competitive courses relating to Group "A", "B" and "C" examinations. Bidders should bid for all groups providing coaching in Group: "A", "B" and "C" examinations as per the streams prescribed in the RFP.

- For evaluation purpose, only fee quoted per student for entire course will be considered (exclusive of taxes)

Format for price bid: (All in INR)

S.No	Course Description	Duration of the Courses	Minimum Online Teaching 04 hours per day	Tentative No. of Total Sanctioned students	Fee Per Student for entire course			Total Fee for all students in the entire Course		
					Fee	Taxes	Total	Fee	Taxes	Total
1	Group "A"	6 Months	600 hrs	2000						
2	Group "B"	4 Months	400 hrs	4000						
3	Group "C"	6 Months	600 hrs	4000						
	Grand Total			10000						

Note:

1. For Evaluation purpose, only fee (exclusive of taxes) will be considered for financial evaluation.
2. Evaluation will be done for each course and tender will be awarded to particular vendor who has quoted least price in all courses only.
3. In case the Total No. of Sanctioned student increases (ie more than 10,000), the Fee Per Student for the entire course will be apportioned (reduce) by 10% on the number of increased total sanctioned students.
4. The PSU agrees to execute the agreement as per the reduction in the LoI cost for more than 10,000 students by 10% as mentioned above.
5. If parties submit bids for only one or more groups will not be considered and considered invalid and bid will not be considered for evaluation and will be treated as invalid offer. The Partial bids will be rejected.
6. No corrections are overwriting is allowed and if it is ambiguous at the time of opening will sought clarification from bidder who should be present at the time of Financial Bid opening.

Date:

Signature of Authorized Representative

Name of firm:
Address
Contact No

5.13 Format for Performance Security

[Date]

To

*The Director, State Level Employment and Training Centre,,
Opposite Police Radio Wireless Office,
Bhadbhada Road, BHOPAL-462003.MP*

Sub: Performance Bank Guarantee

Ref: Selection of PSU to provide Training to OBC and Minority Students of Madhya Pradesh for Preparation of Group "A", "B", and "C" Competitive Examinations, for providing Training of <name of examination>, (Bidding Document No: _____
Dated: __/__/____)

Dear Sir/ Madam,

WHEREAS

M/s. (name of bidder), a company registered under the Companies Act, 1956/2013, having its registered office at (address of the bidder), (hereinafter referred to as "our constituent", which expression, unless excluded or repugnant to the context or meaning thereof, includes its successors and assignees), agreed to enter into a contract dated (Herein after, referred to as "Contract") with you (Madhya Pradesh BMW Department) for referred RFP.

We are aware of the fact that as per the terms of the contract, M/s. (name of bidder) is required to furnish an unconditional and irrevocable bank guarantee equal to 5% of the Contract Value or equal to the value of @ Rs.200/- per sanctioned student of purchase order whichever is Higher in favor of Madhya Pradesh BMW Department for an amount <<....>> and guarantee the due performance by our constituent as per the contract and do hereby agree and undertake to pay the amount due and payable under this bank guarantee, as security against breach/ default of the said contract by our constituent.

In consideration of the fact that our constituent is our valued customer and the fact that he has entered into the said contract with you, we, (name and address of the bank), have agreed to issue this Performance Bank Guarantee. Therefore, we (name and address of the bank) hereby unconditionally and irrevocably guarantee you as under:

In the event of our constituent committing any breach/default of the said contract, and which has not been rectified by him, we hereby agree to pay you forthwith on demand such sum/s not exceeding the sum of amount <<....>>), without any demur.

Notwithstanding anything to the contrary, as contained in the said contract, we agree that your decision as to whether our constituent has made any such default(s) /

breach(es), as aforesaid and the amount or amounts to which you are entitled by reasons thereof, subject to the terms and conditions of the said contract, will be binding on us and we shall not be entitled to ask you to establish your claim or claims under this Performance Bank Guarantee, but will pay the same forthwith on your demand without any protest or demur. This PBG will remain valid for 30 Months.

We further agree that the termination of the said agreement, for reasons solely attributable to our constituent, virtually empowers you to demand for the payment of the above said amount under this guarantee and we would honor the same without demur.

We hereby expressly waive all our rights to pursue legal remedies against Madhya Pradesh BMW Department and other Concerned Government Departments of Madhya Pradesh.

We the guarantor, as primary obligor and not merely surety or guarantor of collection, do hereby irrevocably and unconditionally give our guarantee and undertake to pay any amount you may claim (by one or more claims) up to but not exceeding the amount mentioned aforesaid during the period from and including the date of issue of this guarantee through the period.

We specifically confirm that no proof of any amount due to you under the contract is required to be provided to us in connection with any demand by you for payment under this guarantee other than your written demand.

Any notice by way of demand or otherwise hereunder may be sent by special courier, registered post or other electronic media to our address, as aforesaid and if sent by post, it shall be deemed to have been provided to us after the expiry of 48 hours from the time it is posted.

If it is necessary to extend this guarantee on account of any reason whatsoever, we undertake to extend the period of this guarantee on the request of our constituent upon intimation to you.

This Performance Bank Guarantee shall not be affected by any change in the constitution of our constituent nor shall it be affected by any change in our constitution or by any amalgamation or absorption thereof or therewith or reconstruction or winding up, but will ensure to your benefit and be available to and be enforceable by you during the period from and including the date of issue of this guarantee through the period.

Notwithstanding anything contained hereinabove, our liability under this Performance Guarantee is restricted to amount <<....>>, and shall continue to exist, subject to the terms and conditions contained herein, unless a written claim is lodged on us on or before the aforesaid date of expiry of this guarantee.

We hereby confirm that we have the power/s to issue this Guarantee in your favor under the Memorandum and Articles of Association/ Constitution of our bank and the undersigned is/are the recipient of authority by express delegation of power/s and has/have full power/s to execute this guarantee under the Power of Attorney issued by the bank in your favor.

We further agree that the exercise of any of your rights against our constituent to enforce or forbear to enforce or any other indulgence or facility, extended to our constituent to carry out the contractual obligations as per the said Contract, would not release our liability under this guarantee and that your right against us shall remain in full force and effect, notwithstanding any arrangement that may be entered into between you and our constituent, during the entire currency of this guarantee.

Notwithstanding anything contained herein, our liability under this Performance Bank Guarantee shall not exceed amount INR <<....>>

This Performance Bank Guarantee must be returned to the bank upon its expiry. If the bank does not receive the Performance Bank Guarantee within the abovementioned period, subject to the terms and conditions contained herein, it shall be deemed to be automatically cancelled.

This guarantee shall be governed by and construed in accordance with the Indian Laws and we hereby submit to the exclusive jurisdiction of courts of Justice in Bhopal (M.P) for the purpose of any suit or action or other proceedings arising out of this guarantee or the subject matter hereof brought by you may not be enforced in or by such court.

Dated this Day 2020.

Yours faithfully,

For and on behalf of the

Bank,

(Signature)

Designation

(Address of the Bank)

Note: This guarantee will attract stamp duty as a security bond.

A duly certified copy of the requisite authority conferred on the official/s to execute the guarantee on behalf of the bank should be annexed to this guarantee for verification and retention thereof as documentary evidence.

***** END OF THE DOCUMENT *****