



# District Mineral Foundation

Angul, Odisha, PIN – 759122

Tele: 06764 – 230745 / E – mail: [dmfangul@gmail.com](mailto:dmfangul@gmail.com)



Development and Welfare of Mining Affected Areas & People

RFP No. - 603

Date: 20/07/2023

## **Request for Proposal (RFP)**

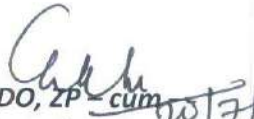
### **Establishment and Management of Residential Coaching Centre for Engineering & Medical Entrance Examination in Angul District (JEE / NEET).**

District Mineral Foundation (DMF), Angul invites RFP from interested agencies / institute of repute for “**Establishment and Management of Residential Coaching Centre for Engineering & Medical Entrance Examination in Angul District (JEE / NEET)**” as detailed in the bid document. The complete RFP is available in the district website, i.e. [www.angul.nic.in](http://www.angul.nic.in). Details of the schedule are given below:

Request for Proposal (RFP) document made available to the applicants	20 <sup>th</sup> July' 2023
Last date for receiving of queries, if any	29 <sup>th</sup> July' 2023 up to 5.00 P.M. to e – mail ID: <a href="mailto:dmfangul@gmail.com">dmfangul@gmail.com</a>
Response to queries, if required	2 <sup>nd</sup> August' 2023 by 5.00 P.M.
Last date for receipt of Technical and Financial Proposal (Seal Envelop)	14 <sup>th</sup> August' 2023 by 5.00 P.M.
Opening of Technical Proposals & Technical Presentation	17 <sup>th</sup> August' 2023 (11.00 A.M.)
Opening of Financial proposals of applicants who qualified in Technical Proposal / Bid	Will be communicated after opening of Technical Bid Documents & Presentation.
Letter of Award	To be intimated to selected Agency
Start Date	To be intimated to selected Agency
Method of Selection	QCBS (80:20)
Ernest Money Deposit (EMD)	Rs.2,00,000/- (Rupees two lakh) only in the form of 3 Year TDR / FD duly pledged in favour of The Collector & Chairperson – Cum - Managing Trustee, DMFT, Angul
Bid Cost	Rs.10,000 (Rupees ten thousand) only in the form of Demand Draft to be drawn in favor of The Collector & Chairperson – Cum - Managing Trustee, DMF , Angul, drawn on any Nationalized / Scheduled Bank , payable at Angul.
Mode Submission of Bid Document	Bid document are to be submitted by Speed Post / Registered Post (India Post) only.
Address for Communication / submission of Proposal	DMF Cell, AT – Redcross Bhawan, Collectorate Premises, Angul, Odisha, PIN – 759122,

Memo No: 604 Date: 20/07/2023

Copy forwarded to ADM, Angul for information. He is requested to display the RFP on the notice board of the District Office.

  
CDO, ZP - cum -  
Chief Executive, DMF, Angul


Memo No: 605 /2017, Date: 20/07/2023

Copy forwarded to All Sub - Collectors of Angul District / All BDOs of Angul District/ All Tahasildars of Angul District/All Executive Officers, ULBs for information. They are requested to publish the RFP on the notice board of their respective offices.

  
CDO, ZP - cum -  
Chief Executive, DMF, Angul

Memo No: 606 Date: 20/07/2023

Copy to the DIO, NIC, Angul for information & necessary action. He is requested to web hoist the RFP regarding selection of an agency for "**Establishment and Management of Residential Coaching Centre for Engineering & Medical Entrance Examination in Angul District (JEE / NEET)**" in [www.anqul.nic.in](http://www.anqul.nic.in) from 20.07.2023 to 14.08.2023 (5.00 P.M.)

  
CDO, ZP - cum -  
Chief Executive, DMF, Angul

RFP Number: 603

Date: 20/07/2023



**District Mineral Foundation (DMF), Angul**  
**Government of Odisha**

**REQUEST FOR PROPOSAL (RFP)**

For

**Selection of an agency for “Establishment and Management of Residential Coaching Centre for Engineering & Medical Entrance Examination (JEE/NEET)” in Angul District**

**O/o – CDO, ZP – Cum – Chief Executive**  
**DMF Cell, AT – Redcross Bhawan, Angul**  
**Telephone No. – (06764) - 230745**  
**E – Mail ID: dmfangul@gmail.com**



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## DISCLAIMER

The information contained in this Request for Proposal (hereinafter referred to either as "RFP") document provided to the Bidders, by the District Mineral Foundation, Angul, hereinafter referred to as DMF, or any of their employees or advisors, is provided to the Bidder(s) on the terms and conditions set out in this RFP document and all other terms and conditions subject to which such information is provided.

The purpose of this 'RFP document is to provide the Bidder(s) information to implement the following assignment: **"Establishment & Management of Residential Coaching Centre for Engineering & Medical Entrance Examination in Angul District (JEE / NEET)"** under District Mineral Foundation. This RFP document does not purport to contain all the information each Bidder may require. This RFP document may not be appropriate for all persons, and it is not possible for the DMF, their employees or advisors to consider the business/investment objectives, financial situation and needs of each Bidder who reads or uses this RFP document.

Each Bidder should conduct its own investigations & analysis and should check the accuracy, reliability & completeness of the information in this RFP document and wherever necessary obtain independent advice from appropriate sources. DMF, their employees and advisors make no representation or warranty and shall incur no liability under and law, statute, rules or regulations as to the accuracy, reliability or completeness of the RFP document.

DMFT may, in its absolute discretion, but without being under any obligation to do so, update amend or supplement the information in this RFP document.


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## SECTION 1: Letter of Invitation

Collector & Chairperson – Cum - Managing Trustee,  
District Mineral Foundation Trust, Angul,  
Government of Odisha.

Dear Agency,

1. The Collector & Chairperson – Cum - Managing Trustee, District Mineral Foundation (DMFT) Angul invites proposal from reputed agencies for **“Establishment & Management of Residential Coaching Centre for Engineering & Medical Entrance Examination (JEE/NEET)”** in Angul District under District Mineral Foundation. The details of the required scope of work and services expected from the Agency are provided in the Section 5: Terms of Reference in this RFP document.
1. An Agency will be selected as per Quality and Cost Based Selection (QCBS) criteria described in this RFP.
2. The RFP comprises the following sections:
  - Section 1 – Letter of Invitation
  - Section 2 – Definitions
  - Section 3 – Factsheet
  - Section 4 – Background and the need for Pre-Examination Coaching Centre
  - Section 5 – Terms of Reference
  - Section 6 – Instructions to Agencies
  - Section 7 – Technical Proposal – Standard Forms
  - Section 8 – Financial Proposal – Standard Forms

  
CDO, ZP – cum – Chief Executive,  
DMFT, Angul



## Section 2: Definitions

- a) "DMFT" means the District Mineral Foundation Trust, Angul
- b) "Client" is the District Collector & Chairperson – cum - Managing Trustee, DMF, Angul, Government of Odisha.
- c) "Agency" means any entity or person that may provide or provides the Services to the Client under the Contract.
- d) "Coaching Center" means Coaching Centre for Engineering & Medical Entrance Examination in Angul District under District Mineral Foundation'.
- e) "Day" means calendar day.
- f) "Instructions to Agencies" means the document which provides interested Agencies with the information needed to prepare their respective Proposals.
- g) "LoI" means the "Letter of Intent" being sent by the Client.
- h) "Personnel" means professional and support staff provided by the Agency and assigned to perform the Services or any part thereof.
- i) "Proposal" means Technical Proposal and the Financial Proposal.
- j) "RFP" means the Request for Proposal circulated by the Client for the selection of Agency(s).
- k) "Assignment/job" means the work to be performed by the Agency pursuant to the Contract.
- l) "Terms of Reference" (ToR) means the information included in the RFP which explain the objectives, scope of work, activities, tasks to be performed, respective responsibilities of the Client and the selected Agency(s).
- m) "Competent Authority" means the Collector & Chairperson – Cum - Managing Trustee, DMFT, Angul, Government of Odisha.

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### Section 3: Factsheet

Request for Proposal (RFP) document made available to the applicants	20 <sup>th</sup> July' 2023
Last Date for Receiving of Queries	29 <sup>th</sup> July' 2023 by 5.00 P.M. to Email: <a href="mailto:dmfangul@gmail.com">dmfangul@gmail.com</a>
Clarification to queries, if required	2 <sup>nd</sup> August' 2023 (11.00 A.M.)
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Method of Selection	QCBS (80:20)
Ernest Money Deposit (EMD)	Rs.2,00,000/- (Rupees two Lakh) only in the form of 3 Year TDR / FD duly pledged in favour of The Collector & Chairperson – Cum - Managing Trustee, DMF, Angul
Bid Cost	Rs.10,000 (Rupees Ten Thousand) only in the form of Demand Draft in favor of The Collector & Chairperson – Cum - Managing Trustee, DMF , Angul, drawn on any Nationalized / Scheduled Bank , payable at Angul.
Address for Submission of Proposals	DMF Cell, AT - Redcross Bhawan, Angul , Odisha , PIN – 759122
Mode Submission of Bid Document	Bid document are to be submitted by Speed Post / Registered Post (India Post) only.

Note:

1. The Client reserves the right to change the above schedule by due intimation / information to the intended agencies. Please visit the website [www.angul.nic.in](http://www.angul.nic.in) regularly for the updates.
2. If it is not possible to open the financial proposals on the same day of bid opening, the date of opening of financial proposal will be communicated to eligible bidder through correspondence.
3. Proposals must be submitted on or before the prescribed date, time and venue mentioned in the Fact Sheet. Proposals received after cut – off date will be summarily rejected.





#### **Sections 4: Background and need for Residential Coaching Centre for Engineering & Medical Entrance Examination.**

The District Administration, Angul with the sponsorship of District Mineral Foundation wants to encourage meritorious & needy students belongs to Direct Mining Affected areas of Angul District to get admission into reputed colleges in the country by securing high ranks in entrance examinations like Joint Entrance Examination (IIT/JEE) for Engineering & National Eligibility-cum-Entrance Test (NEET/ AIIMS) for Medical courses. The DMF also acknowledges the need for intense, dedicated and focused preparation by such students to succeed in these tests. However, for students of a mining affected block like Kaniha, Talcher and Chhendipada, getting access to high quality content, teaching and preparation methods from best in class Engineering/ Medical coaching providers is a major challenge. To help such students, district administration plans to select a Coaching Center Partner for enrollment of about 100 meritorious +2 Science/Diploma Engineering students for one year Residential Engineering & Medical Coaching. Out of proposed strength of 100 candidates for each batch, 50 nos. of the enrollment shall be for Engineering Entrance & 50 nos. for Medical Entrance course.

Considering the lack of such qualitative facility in the district (Private/Govt.), it has been decided to establish a Residential Coaching Centre for Medical & Engineering Entrance Examination in Angul district under DMF through Public Private Partnership (PPP) mode.

#### **Sections 5: Terms of Reference:**

##### **A. Establishment and Management of Residential Coaching Centre for Medical & Engineering Entrance examination (JEE/NEET):**

The Coaching Centre aims to equip and prepare aspiring candidates who have completed +2 Science/ +2 Science exam appeared / +2 Science 2<sup>nd</sup> year continuing from recognized board within the preferable age group of 17 years to 23 years for getting admission **in Govt. Colleges or free seat in any reputed Institutes/Universities** to reduce the financial burden of the candidates by securing high ranks in entrance examinations for Engineering and Medical discipline. This one year program will speed up the training process of a student for such competitive entrance exams. Individual attention shall be given so that, each student could be properly trained and become competent enough to crack the difficult entrance exams. A well assessed plan and courseware has to be designed for students which would enhance their relevant knowledge and strengthen their aptitude in various subjects to chive the goal.

##### **Project Objectives:**

- To provide residential coaching facilities to the aspiring candidates from directly mining affected areas of Angul District.
- To provide quality coaching based on current exam pattern.
- Undertake monthly mock tests to make the candidates familiar with the exam pattern and better time management with accuracy during entrance exams.
- To provide adequate exposure, guidance and motivation to youth aiming to crack entrance exams.

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**B. Scope of Work & Responsibility of Coaching Centre:**

**I. Infrastructure Support:**

The Agency shall provide minimum infrastructure support for smooth management of the Coaching Centre as specified below:

- Office Room – 1 Nos. (Minimum 300 Sqrft.)
- Class Room – 2 Nos. (Minimum 450 Sqrft. each)
- Library Room – 1 Nos. (Minimum 600 Sqrft.)
- Toilet / Bath Room (Separately for Boys & Girls).

These should include following basic amenities:

- Total seating capacity for 100 students (50 nos. of Engineering and 50 nos. of Medical) in two classes for each trade with study table and chair.
- Classroom should have adequate space to accommodate 50 students in two classes with proper ventilation, lighting and power back-up.
- Centre shall have minimum teaching equipment/ tools like white board, markers/chalks, LCD Projectors or any other audio-visual aid.
- Centre shall have a library and provide updated study material to the students.
- Centre shall have adequate toilets facilities, separate for girls and boys.
- 24 x 7 electricity, water and internet facilities shall be provided.
- Centre shall have RO Purified safe drinking water facilities.
- Keeping bio– metric attendance of Students.
- Minimum first aid and fire safety measures shall be taken in coaching center.
- The Coaching Centre and Hostel must be under CCTV surveillance.
- COVID – 19 guidelines issued by Govt. from time to time must be strictly adhered.

**Separate Hostel** facility to be arranged by the agency for boys & girls. The hostel should have minimum space provision for bed & mattress, well maintained toilet & bath rooms along with the space for dining hall. 24 x 7 electricity, water and internet facilities shall be provided. Nutritious and quality foods (Breakfast, Lunch & Dinner) to be provided to the inmates and the weekly menu chart shall be intimated to DMF as confirmation. Minimum first aid facilities and fire extinguishers to be kept at Hostel to meet the emergencies. COVID – 19 guidelines issued by Govt. from time to time must be strictly adhered.

**II. Educational Service Support:**

1. The coaching is expected to be a blend of self-study, doubt-clearing session, contact programs, **all-India level** tests and constant monitoring. The student will be provided study material and test questions by the coaching centre.
2. The coaching shall cover modules/subjects as per the concerned exam standards / patterns.

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3. The agency shall provide latest/updated study material to the students along with practice book.
4. The agency shall keep adequate nos. of relevant books and journals in the library for ready references of Students.
5. The agency shall deploy experienced and trained personnel to impart quality coaching.
6. The agency shall maintain a database of the candidates enrolled (including biometric attendance) and shall submit the same periodically (Batch – wise) to DMF for monitoring purpose. The selected agency shall also maintain the attendance (biometric) of personnel deployed in the coaching center.
7. The agency shall provide information about the exam dates and pattern of the entrance exams as mentioned above to the students and shall ensure to apply the same by inmates.
8. The agency shall undertake monthly / periodical mock tests for the candidates enrolled in order to create a sense of real time exam environment.
9. The agency will provide one T-shirt per trainee as uniform.
10. The agency is responsible for quality coaching and retention of all the batch inmates till completion of coaching.
11. The agency shall analyze the progress of the students during the coaching period and takes necessary steps for enhancement of their performances to succeed in the fourth coming exams.
12. Any other aspects as decided by the client for improvement of coaching quality and outcome.
13. The agency is also expected to provide guidance/ counseling to the students while filling in IIT-JEE/ NEET-AIIMS forms and during the college selection/ counseling process after the JEE/NEET results are out.
14. The agency shall take up any other related work as directed by the Client from time to time.

### **III. Batch Size:**

One batch shall be of 100 students i.e. 50 Engineering & 50 Medical (divided into two classes for each trade). Next batch will start after successful completion of the preceding one. Batch size may be increased or decrease depending upon the result of the previous completed batch / requirement.

### **C. Selection of Candidates:**

The agency will undertake the following procedure to select the candidates for coaching before commencement of batch.





- Open advertisement in two leading local newspaper and pamphlet distribution to seek enrollment of the candidates.
- Separate entrance test must be conducted for engineering & medical discipline for enrollment into pre-examination coaching.
- The agency shall select top ranked 100 candidates (50 nos. from each discipline), from the derived ranking list.
- In case of any conflicts, decision of the DMF in consultation with agency will be final.

**D. Project Duration:**

The initial period of the contract will be for 01 year, which may be extended for a further period on Satisfactory Performance. Only written approval of Competitive Authority regarding further extension will be acceptable for 2<sup>nd</sup> year / batch commencement . Decision of Competitive Authority regarding extension of contract is final and will be binding on all.

**E. Project Coverage:**

Initially the Coaching facility shall be provided to the students of directly mining affected areas of the district. However project coverage may be extended to other areas of district with the written approval of Competitive Authority.

**F. Course Duration:**

The batch / course duration will be minimum for 09 months or up to the completion of the final entrance examination for medical & engineering course. The agency shall design the class / subject schedule in such a way that the syllabus should be completed within the prescribed time limit and there will be sufficient time for practice and doubt clearance classes. Further the course schedule must be as per standard maintained by leading Institutions of the relevant field to crack the national level entrance examination. However, the course schedule shall be finalized with the consent of DMFT.

**G. Personnel:**

**1. Centre Manager (One No.)**

Age Group: 25 - 45 Years

Deployment: Full Time

Educational Qualifications: Graduate or Post Graduate in any discipline from a recognized university or institution having experience in managing Pre-Examination exam coaching centre.

**Desirable Qualities:**

1. Must have good managerial skills and program management abilities.
2. Must have a clear understanding of career opportunity available for Engineering and Medical sector.
3. Must have good interpersonal skill to develop support with staff and students.

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4. Must have adequate computer skills.
5. Must have good communication skills, especially in the local language, i.e. Odia.

**Roles and responsibilities:**

1. Take care of administration of the coaching centre as well as the hostel.
2. Handle assigned administrative responsibilities like boarding & lodging, etc.
3. Interaction with students on routine basis for doubt clearing and feedback collection regarding quality of education and hostel facilities.
4. Supervising and motivating faculty members, academic and hostel staffs, ensuring that workloads are appropriate and quality of work is good enough.
5. Monitor class schedules to ensure smooth running of classes, presence of students in class and hostel as well.
6. Shall maintain all records including education materials, registers etc.
7. Shall ensure that all laws, rules and regulations are complied, discipline and decorum is maintained in the center.
8. Shall prepare and submit regular activity and financial reports to the DMF.
9. Shall comply with any other work that may be included as part of MoU or as directed by the Client from time to time.
10. Any other responsibilities assigned by competent authority.

**2. Full - Time Faculty Members (8 Nos.)**

Physics	: 2 Nos.	Botany	: 1 No.
Chemistry	: 2 Nos.	Zoology	: 1 No.
Mathematics	: 2 Nos.		

**Age Group:** Maximum Age Limit - 50 Years

**Deployment:** Full Time

Discipline	Engineering	Medical
	Educational Qualification	Educational Qualification
Physics	Must be PH. D/ M.Tech / M.Sc / B.Tech from IITs / NITs / Reputed Universities / Colleges, looking for opportunities in the highly attractive & competitive IIT-JEE training field. Experienced IIT / NIT / Top University professors/teachers who aspire to spread their vast knowledge to JEE (Main & Advanced) aspirants. Minimum 5 years of relevant	Must be Ph.D / M.Sc from Reputed Universities / Colleges, looking for opportunities in the highly attractive & competitive Medical Entrance training field. Experienced Top University professors/teachers who aspire to spread their vast knowledge to AIPMT & AIIMS aspirants. Minimum 5 years of relevant experience in teaching for Medical Entrance courses.

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	experience in teaching for IIT-JEE courses.	
Chemistry	Must be PH. D/ M.Tech / M.Sc / B.Tech from IITs / NITs / Reputed Universities / Colleges, looking for opportunities in the highly attractive & competitive IIT-JEE training field. Experienced IIT / NIT / Top University professors/teachers who aspire to spread their vast knowledge to JEE (Main & Advanced) aspirants. Minimum 5 years of relevant experience in teaching for IIT-JEE courses.	Must be Ph.D / M.Sc from Reputed Universities / Colleges, looking for opportunities in the highly attractive & competitive Medical Entrance training field. Experienced Top University professors/teachers who aspire to spread their vast knowledge to AIPMT & AIIMS aspirants. Minimum 5 years of relevant experience in teaching for Medical Entrance courses.
Mathematics	Must be PH. D/ M.Tech / M.Sc / B.Tech from IITs / NITs / Reputed Universities / Colleges, looking for opportunities in the highly attractive & competitive IIT-JEE training field. Experienced IIT / NIT / Top University professors/teachers who aspire to spread their vast knowledge to JEE (Main & Advanced) aspirants. Minimum 5 years of relevant experience in teaching for IIT-JEE courses.	Must be PH. D/ M.Tech / M.Sc / B.Tech from IITs / NITs / Reputed Universities / Colleges, looking for opportunities in the highly attractive & competitive Medical Entrance training field. Experienced Top University professors/teachers who aspire to spread their vast knowledge to AIPMT & AIIMS aspirants. Minimum 5 years of relevant experience in teaching for Medical Entrance courses.
Zoology		Must be Ph.D / M.Sc from Reputed Universities / Colleges, looking for opportunities in the highly attractive & competitive Medical Entrance training field. Experienced Top University professors/teachers who aspire to spread their vast knowledge to AIPMT & AIIMS aspirants. Minimum 5 years of relevant experience in teaching for Medical Entrance courses.
Botany		Must be Ph.D / M.Sc from Reputed Universities / Colleges, looking for opportunities in the highly attractive & competitive Medical Entrance training field. Experienced Top University

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		professors/teachers who aspire to spread their vast knowledge to AIPMT & AIIMS aspirants. Minimum 5 years of relevant experience in teaching for Medical Entrance courses.
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- ❖ Preference will be given to faculties having PHD degree.
- ❖ The institute has to appoint Guest faculty for taking classes on Aptitude/ Logical Thinking, General Knowledge and Drawing test.

**Roles and responsibilities of faculty members (both Engineering & Medical):**

1. Shall educate and train the enrolled students as per the course curriculum and schedule.
2. Faculties of **Engineering** discipline should develop study material for the IIT-JEE/ AIEEE and other engineering entrance exam programs for the Coaching Centre.
3. Faculties of **Medical** discipline should develop study material for the NEET/AIPMT/AIIMS/ AFMC and other medical entrance exam programs for the Coaching Centre.
4. Reviewing of existing study material for further improvement as current pattern.
5. Developing questionnaires for the purpose of Assignments, Practice Questions, Test Papers and Daily Practice Worksheets etc.
6. Conducting extra classes as when required to help the students for improvement.
7. Complete the entire syllabus well in advance with full satisfaction of students, parents and the management.
8. Participate and contribute in all the events, activities, initiatives organized by the management.
9. Any other assignments given from time to time.

**3. Project Assistant – Cum - Accountant (One Nos.):**

**Age Group:** 25 - 45 years

**Deployment:** Full Time

**Educational Qualification:** Minimum Commerce Graduate from a recognized university.

**Roles and responsibilities:**

1. Proper maintenance of all financial records of the coaching centre and hostel on regular basis.
2. Maintain the detailed data base of all trainees.
3. Provide secretarial support including logistic support as per requirement.
4. Up-dation of MIS and generation of reports and returns.
5. Proper maintenance of Fixed Assets and inventory control.
6. Any other assignment given from time to time.

**4. Warden – Girl's Hostel (One Nos.):**

**Age Group/Sex:** 35 - 50 Years / Female

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**Deployment:** Full Time

**Educational Qualification:** Minimum Graduation in any discipline from a recognized University.

**Roles and responsibilities:**

1. To look after the day to day affairs of the hostel inmates.
2. Watch & Ward ensuring discipline and decorum among the inmates.
3. Ensuring daily hostel schedule of inmates.
4. Management Reports and Compliances.
5. Any other assignments as given from time to time.

**5. Warden – Boy’s Hostel (One Nos.)**

**Age Group/Sex:** 35 - 50 years / Male

**Deployment:** Full Time

**Educational Qualification:** Minimum Graduation in any discipline from a recognized University.

**Roles and responsibilities:**

1. To look after the day to day affairs of the hostel inmates
2. Watch & Ward ensuring discipline and decorum among the inmates.
3. Ensuring daily hostel schedule of inmates.
4. Management Report and compliances.
5. Any other assignments as given from time to time.

**6. Multi-Purpose Worker (Two Nos.):**

**Age Group:** 25 - 45 years

**Deployment:** Full Time

**Educational Qualification:** Matriculate

**Roles and responsibilities:** As assigned by the management.

**H. Fund Release:**

1. The contract fees shall be paid to the coaching institute basing on the per student cost for one batch (including all expenses).
2. Agency has to ensure minimum 90% attendance of students during the coaching period. Below the agreed %, will attract proportionate deduction of contract fees for that particular installment / batch.
3. Students having attendance of less than 50% will be considered as dropouts and will not be considered for payment of contract fees. The 1<sup>st</sup> installment of dropout students shall be adjusted in the next installment/s.
4. The agency has to place invoice (Installment - wise) basing on the attendance of the students continuing during the period.
5. All payments to the agency are subject to tax deducted at source (TDS) and amount due will be directly credited to the bank account of agency through RTGS.





6. In case any Govt. building will be provided by the client, the amount of rent as agreed upon shall be deducted from the total cost.
7. The assessment / certification will be the responsibility of the agency.
8. The total batch – wise training cost would be paid in four installments as follows:

Installment (Tranche)	Percentage of Total Cost	Max. Project Duration (P – Date of MoU)	Output Parameters
1 <sup>st</sup>	25 %	P + 1 Month	Execution of MoU / Commencement of Batch
2 <sup>nd</sup>	25 %	P + 5 Months	Completion of 4 - 5 Months of Coaching.
3 <sup>rd</sup>	25 %	P + 9 Months	Completion of Coaching and Final Assessment.
4 <sup>th</sup>	25 %	On real time basis	Upon successful result of students.

9. The 4<sup>th</sup> installment will be retained till submission of list of students successfully qualifying in medical & engineering entrance after final counseling to get admitted in any Govt. Colleges. Payment of 4<sup>th</sup> installment will be released after verification of documents by DMFT regarding authentication of documents/records submitted as per the following slab:
  - i. 40% or more students qualifying in entrance examination to get admitted in Govt. Engineering Colleges (JEE) and 20% or more students qualifying in entrance to get admitted in Govt. Medical Colleges (NEET) - 100% of the 4<sup>th</sup> Installment.
  - ii. 20% or more but less than 40% for engineering (JEE) and 10% but less than 20% in medical (NEET) qualifying in entrance examination to get admitted in Govt, Colleges – 50 % of the 4<sup>th</sup> Installment.
  - iii. Less than agreed % of students qualifying in entrance examination to get admitted in Govt. Engineering / Medical Colleges as mentioned in point (ii) – Forfeiture of 4<sup>th</sup> Installment.
10. Decision of Competent Authority will be final and binding upon the Coaching Institute regarding payment modalities or any dispute arises thereon.

**I. Monitoring Mechanism:**

Primarily the agency will be responsible for smooth management and monitoring of the Centre and Hostel including updated documentation. However, a committee may be constituted by the Client for Monitoring & Evaluation of the Project by DMF and report on the following matter:

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- Resolving of issues / conflicts arises during the project period as requested by the agency.
- Periodical review & monitoring of the project.
- Recommending preventives and improvements.
- Any other issues as assigned by the competent authority.

## Section 6: Instruction to Agencies

1.1 The Collector & Chairperson – Cum - Managing Trustee, District Mineral Foundation (DMF), Angul , will select agencies in accordance with method of selection specified below.

**Name of the Client:** Collector & Chairperson – Cum - Managing Trustee, District Mineral Foundation (DMF), Angul

**Method of selection:** Pre - Qualification of eligible Agencies followed by Quality and Cost Based Selection (QCBS).

1.2 Interested Agencies are invited to submit a Technical Proposal and a Financial Proposal, for the assignment named below.

Name of the Project: **“Establishment & Management of Residential Coaching Centre for Engineering & Medical Entrance Examination (JEE/NEET) “in Angul District under District Mineral Foundation.**

1.3 **The Proposal submission address:**

District Mineral Foundation Trust, Angul (DMF Cell)  
AT – Redcross Bhawan, Collectorate Premises,  
Odisha , PIN – 759122.

1.4 The Proposal (comprising of Pre - Qualification documents, Technical Proposal, Financial Proposal and EMD in Four separate sealed envelopes) must be submitted by registered/speed post only which should be received by the Client, not later than the following date and time:

**Date:** 14<sup>th</sup> August' 2023      **Time:** By 05.00 P.M.

1.5 **Queries / Clarification:**

- a) The Client shall invite queries from Agencies as per the details mentioned in the Fact Sheet of this document.
- b) The Applicants must ensure that their queries should reach DMFT, Angul, on or before last date mentioned in the Fact Sheet of this document only through the email of the Client, i.e. to [dmfangul@gmail.com](mailto:dmfangul@gmail.com) by 29<sup>th</sup> July' 2021 (5.00 P.M.).

c) The queries must be submitted in the following format:

Section/Page No	Content of RFP requiring clarification	Change/clarification requested	Remarks

- d) Client will not be responsible for non – receiving / delay in receiving of queries made by agency (s).
- e) Any queries for clarification, received after the cut - off date and time may not be entertained by the DMFT.
- f) However, the Client reserves the right to hold or re-schedule the bidding process.

**Responses to Queries and Issue of Corrigendum:**

- a) The Authorized Representative of the Client will endeavor to provide timely response to the queries. However, no representation or warranty as to the completeness or accuracy of any response made in good faith, nor does undertake to answer all the queries that have been posed by the Applicants.
- b) At any time prior to the last date for receipt of proposals, the client may, for any reasons, whether at its own initiative or in response to a clarification requested by a prospective Applicant, modify the RFP Document by a corrigendum.
- c) The Corrigendum (if any) & clarification to the queries from all Applicants will be uploaded on the websites <http://angul.nic.in> . Any such corrigendum shall be deemed to be incorporated into this RFP.
- d) In order to provide prospective Applicants reasonable time for taking the corrigendum into account, the Client may discretionally extend the last date for the receipt of proposals.
- e) The Client's Representative: CDO, ZP - Cum - Chief Executive, District Mineral Foundation, Angul.

1.6 Agencies shall bear all costs associated with the preparation and submission of their proposals and contract negotiation. The Client is not bound to accept any proposal and reserves the right to annul the selection process at any time prior to contract award, without thereby incurring any liability to the Agencies.

**1.7 Conflict of Interest:**

- a) Client requires that Agencies shall perform the required services, provide professional, objective, and impartial advice and all times hold the Client's interest paramount, strictly avoid conflicts of interest with other assignments or their own interests and act without any consideration for future work. Without limitation on the generality of the foregoing,

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Agencies, and any of their affiliates, shall be considered to have a conflict of interest and shall not be engaged, under any of the circumstances set forth below.

**Conflicting Relationship:**

- a) An Agency (including its Personnel and Sub-Agencies) that has a business or family relationship with a member of the Client's staff who is directly or indirectly involved in any part of (a) the preparation of the terms of reference of the Assignment, (b) the selection process for such Assignment or (c) supervision of the Contract, may not be awarded a Contract, unless the conflict stemming from this relationship has been resolved in a manner acceptable to the Client throughout the selection process and the execution of the Contract.
- b) Agencies have an obligation to disclose any situation of actual or potential conflict that impacts their capacity to serve the best interest of the Client, or that may reasonably be perceived as having this effect. Failure to disclose said situations may lead to the disqualification of the Agency(s) or the termination of its Contract.
- c) No Agency or current employees of the Client shall work as Agency under their own ministries departments or agencies

**1.8 Unfair Advantage:**

If an Agency could derive a competitive advantage from having provided other services related to the assignment in question, the Client shall make available to all other Agencies together with this RFP all information that would in that respect give such Agency any competitive advantage over competing Agencies.

**1.9 Fraud and Corruption:**

It is required that Agencies participating in the project adhere to the highest ethical standards, both during the selection process and throughout the execution of a contract.

The Client:

- a) Defines the terms set forth below as follows:
  - i. "corrupt practice" means the offering, giving, receiving or soliciting, directly or indirectly or anything of value to influence the action of a public official or members of the Evaluation Committee, in the selection process or in contract execution;
  - ii. "fraudulent practice" means a misrepresentation or omission of facts in order to influence a selection process or the execution of a contract;
  - iii. "collusive practices" means a scheme or arrangement between two or more Agencies with or without the knowledge of the Client, designed to establish prices, artificial, non-competitive levels;
  - iv. "coercive practices" means harming or threatening to harm, indirectly, persons or their property to influence their participation in a procurement process or affect the execution of a contract;
- b) Will reject a proposal for award, if it determines that the Agencies recommended for award has, directly or through an agent, engaged in corrupt, fraudulent, collusive or coercive practices in competing for the contract in question:



Applicant Agencies should be aware of the provisions on fraud and corruption stated in the specific clauses in the Contract.

**1.10 Only one Proposal:**

An Agency may only submit one proposal. If any Agency submits or participates in more than one the proposal, all such proposal shall be disqualified.

**1.11 Proposal Validity:**

Proposal must remain valid for 180 days from the last date of bid submission. During this period, agency shall maintain the availability of Professional staff nominated in the Proposal and fully committed to their financial proposal, unchanged. The client will make its best effort to complete negotiations within this period. Agency who do not agree, have the right to refuse to extend the validity of their Proposals, under such circumstances, the client shall not consider such proposal for further evaluation.

**1.12. Preparation of Proposals:**

- i. The Proposal as well as all related correspondence communicated by the Agencies and the Client, shall be written in English
- ii. In preparing their Proposal, Agencies are expected to examine in detail the documents comprising the RFP. Material deficiencies in providing the information requested may result in rejection of a Proposal.
- iii. The Proposal consists of three parts (i) Pre-Qualification documents, (ii) Technical Proposal and (iii) Financial Proposal

**1.13. Pre - Qualification Documents:**

The Technical Proposals of only those Agencies who meet the pre-qualification criteria in the "Table No. 1" below will be opened. Agencies failing to meet criteria or not submitting requisite proof for supporting pre-qualification criteria are liable to be rejected summarily. Applicant Agencies should fill the Pre-Qualification Form which is included in section 7 of this RFP. The filled Pre-Qualification Form (in Section 7) and the supporting documents should be enclosed in a separate envelope marked as "Pre - Qualification Documents.

**Table No.6.1**

Sl. No.	Basic Requirement	Specific Requirement	Document Required
1	Legal Entity	The Agency or Institute should be registered under <ul style="list-style-type: none"> <li>• Societies Registration Act 1860</li> <li>• Indian Trust Act 1882</li> <li>• Companies Act 1956</li> <li>• NCVT / SCVT / LLP / Partnership</li> </ul>	<ul style="list-style-type: none"> <li>• By – law / MoA / AoA / Partnership Deed, etc.</li> <li>• Certificate of incorporation</li> <li>• Registration Certificate</li> </ul>

		<ul style="list-style-type: none"> <li>Any other prevalent law/rules</li> </ul>	<ul style="list-style-type: none"> <li>PAN /GST.</li> </ul>
2	Experience in the relevant field	<p>The Agency or Institute must have minimum 3 years' experience in the relevant field of Engineering &amp; Medical Entrance Examination Coaching as on 31/03/2023 in Odisha of National Repute.</p> <p>Prior experience of establishment &amp; management of residential coaching center on PPP mode with State Govt. / Central Govt. is preferable.</p>	Details of similar experience
3	Financial Capacity	The agency or institute should have average annual turnover of at least Rs 200.00 Lakh each year for last three F.Y.s (2020 - 21 & 2021 - 22 and 2022 - 23)	Audited Financial Statement duly signed by a Chartered Accountant for F.Y. 2020 -21 & 2021 - 22 and 2022 - 23 along with a turnover certificate by CA for above mentioned F.Y.s
4	Blacklist	The Agency / Institute should not have been blacklisted by any Central or State Government or Public Sector Undertakings.	Affidavit by the Authorized Signatory stating not blacklisted.
5	Authorized Representative	A Power of Attorney / Board Resolution in the name of the person signing the proposal	Copy of Power of Attorney or Board Resolution
6	Bid Cost	The Agency or Institute must paid Bid Cost of Rs.10,000 (Rupees Ten Thousand Only) in the form of Demand Draft in favor of The Collector & Chairperson – Cum - Managing Trustee, DMF , Angul, drawn on any Nationalized or Scheduled Bank , payable at Angul.	Original Demand Draft
7	Earnest Money Deposit (EMD)	The Agency or Institute must submit an EMD of Rs.2,00,000/- (Rupees Two Lakh Only) in the form of 3 Year TDR / FD duly pledged in favour of The Collector & Chairperson – Cum - Managing Trustee, DMF, Angul	Original 3 Years TDR / FD
8	Service Tax (GST)	Must be Registered under GSTN	Attach Regd. Certificate and GST No.

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9	Consortium / Joint Venture	Consortium / Joint Venture is not allowed.	Submit Declaration
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**NOTE:** The copies of documents submitted towards Pre-qualification criteria are to be substantiated through production of originals, as and when required.

**1.14. Technical Proposal Format and Content:**

Applicant Agencies are required to fill the Technical Evaluation Form. The filled up technical Evaluation Form and the corresponding Tech Form (in Section 7) should be enclosed in a separate envelop along with all necessary/supporting document to justify the claims. The supporting documents have to be produced in original by the Agencies, if and when demanded by the Client. Submission of the wrong type of Technical Proposal will result in the (Proposal being deemed non-responsive.

The formats of the Technical Proposal (Section 7) to be submitted are:

- a) Form Tech 1: Letter of Proposal submission
- b) Form Tech 2: Organization, staffing & experience
- c) Form Tech 3: Description of Strategy, Approach and Work Plan for Performing the Assignment.
- d) Form Tech 4: Pool of Manpower and Task Assignments
- e) Form Tech 5: Course Schedule and Timeline for a Batch
- f) Form Tech 6: Undertaking regarding any conflicting activities and information. A Technical proposal containing financial information shall be declared non-responsive.

**1.15. Financial Proposals:**

The Financial Proposal shall be prepared using the attached Financial Proposal Form (in Section 8). The financial proposal shall not include any conditions attached to it and if received, then any such conditional financial proposal shall be rejected.

**1.16. Tender Fee/ Bid Cost:**

A Bid Cost Rs. 10,000/- ( Rupees Ten Thousand) only in the form of Demand Draft (DD) made from any scheduled bank in favor of " The Collector & Chairperson - Cum - Managing Trustee, DMF, Angul" payable at Angul, must be submitted along with the Proposal.

**1.17. Earnest Money Deposit:**

An Earnest Money Deposit (EMD) of Rs. 2,00,000/- (Rupees two lakh) only in the form of 3 year TDR / Fixed Deposit duly pledged in favour of the Collector & Chairperson – Cum - Managing Trustee , DMF , Angul along with the Proposal.

Proposals received without Bid Cost and EMD shall be rejected as non- responsive. No bank guarantee will be accepted in lieu of the EMD of the successful and unsuccessful agencies. EMD

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of successful and unsuccessful agencies will be returned within one month of signing of the contract.

The EMD shall be forfeited by the Agency in the following events:

- a. If Proposal is withdrawn during the validity period or any extension by the Agency thereof.
- b. If the Proposal is varied or modified in a manner not acceptable to the Client after opening of Proposal during the validity period or any extension thereof.
- c. If the Agency tries to influence the evaluation process.
- d. If the selected Agency withdraws its proposal during negotiations.

#### 1.18. Performance Bank Guarantee:

The selected Agency shall be required to furnish a Performance Bank Guarantee of 5% on the contract price, in the form of an unconditional and irrevocable bank guarantee from a Nationalized / scheduled bank in India in favor of "The Collector & Chairperson – Cum - Managing Trustee, DMF, Angul" for the entire period of contract with 180 days claim period. The bank guarantee must be submitted after award of contract but before signing of contract. The successful bidder must renew the bank guarantee on same terms and conditions for the period up to contract including extension period, if any, Performance Bank Guarantee would be returned only after successful completion of task assigned to them and only after adjusting/recovering any dues recoverable/ payable from/by the Agency on any account under the contract. On submission of this performance guarantee and after signing of the contract, TDR/FD submitted towards EMD would be returned in original.

#### 1.19. Submission, receipt and opening of proposals

- a. The proposal (Pre-Qualification, Technical Proposal and Financial Proposal) shall contain no interlunation or overwriting except as necessary to correct errors made by the Applicant Agencies themselves. The under-signee person for the proposal must provide his initial beside such corrections. Submission letters for the Technical Proposal and Financial Proposals should respectively be in the format specified.
- b. An authorized representative of the Applicant Agencies shall initial all pages of the original Pre-Qualification, Technical and Financial Proposals. The authorization shall be in the form of a written power of attorney accompanying the Technical and Financial Proposals or in any other form demonstrating that the representative has been dully authorized to sign.
- c. The Pre-Qualification form and all documents (listed in 1.13) including the Tender Fee / Bid Cost, EMD, declaration of submission as independent agency and power of attorney shall be placed in a separate sealed envelope clearly marked "PRE QUALIFICATION DOCUMENTS". The Technical Proposal including all the Tech Forms and supporting documents (listed 1.14) shall be placed in a separate sealed envelope clearly marked "TECHNICAL PROPOSAL". Similarly, the Financial Proposal including the Fin Form (described in 1.15) shall be placed in a separate



sealed envelope clearly marked "FINANCIAL PROPOSAL" All the three sealed envelopes shall be placed in an outer envelope and sealed. This outer envelope shall bear the submission address and shall be clearly marked "DO NOT OPEN, EXPECT IN PRESENCE OF THE OFFICIAL APPOINTED, BEFORE". The Client shall not be responsible for misplacement, loss or premature opening if the outer envelope is not sealed and/or marked as stipulated. The circumstances may also be deemed as fit case for Proposal rejection. If the Proposal is not submitted in separate sealed envelopes duly marked as indicated above, this will constitute grounds for declaring the Proposal non-responsive.

- d. The Proposals must be sent to the address indicated and received by the Client no later than the time and the date of submission, or any extension to this date in accordance with corrigendum. Any proposal received by the Client after the deadline for submission shall be returned unopened.
- e. From the time, proposals are opened to the time the Contract is awarded, the Agencies should not contact the Client on any matter related to its Technical and or Financial Proposal, Any effort by Agencies to influence the Client in the examination, evaluation, ranking of proposals and recommendation for award of Contract may result in the rejection of the Agencies Proposal.
- f. Proposals are to be submitted through speed post / registered post (India Post) only. Proposals submitted by any other means will not be accepted.

#### 1.20. Evaluation of Technical Proposal

- a. A Bid Evaluation Committee (BEC) will be constituted by the Client for the purpose of evaluation the proposals.
- b. In the first stage of evaluation, only responsive proposals which satisfy Pre-Qualification Criteria shall be further taken up for evaluation. A Proposal shall be rejected if it is found deficient as per the requirements indicated in RFP.
- c. The BEC shall then 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 Table No. 6.2. Each responsive Proposal will be given a Technical Score (Ts).
- d. The Bid Evaluation Committee while evaluating the Technical Proposals shall have no access to the Financial Proposals until the technical evaluation process is concluded, and the competent authority accepts the recommendations.
- e. Agencies shall also make a presentation on its relevant skill, competencies , past experiences result & placement record including the plan and modalities for establishment and management of Coaching Centre before the Bid Evaluation Committee, which will be evaluated.
- f. A Proposal may be rejected at any stage if it does not respond to important aspects of the RFP and particular the Terms of Reference or if it fails to achieve the minimum technical score indicated below



- g. The Committee shall determine the approach and methodologies for the issues, which may arise during the evaluation exercise and have not been addressed in this RFP. The decision of the Committee shall be final and binding on all the Bidders.

**Criteria, sub-criteria, and point system for the Detailed Evaluation of Technical Proposals are:**

Table No. 6.2

SL	Evaluation Criteria	Supporting Form	Max. Marks
<b>1</b>	<b>Experience of Coaching Center:</b>		<b>55</b>
<b>1.1</b>	Total experience of running residential Engineering & Medical Entrance Exam Coaching Center (Years) 3 to 5 years = 10 Marks 5 to 08 years = 15 Marks Above 08 year = 20 Marks		20
<b>1.2</b>	Nos. of Branches across the states  Up to 05 nos. branches = 5 Marks More than 05 nos. but less than 10 nos. = 08 Marks More than 10 nos. of branches = 10 Marks	Enclose detail list	10
<b>1.3</b>	Prior experience of establishment & management of residential coaching center (JEE / NEET) on PPP mode with State Govt. / Central Govt.  Up to 02 nos. of Project = 10 Marks More than 02 nos. of Project = 15 Marks	Enclose detail list	15
<b>1.4</b>	Nos. of qualified faculty already associated with Coaching Institute Nos. of faculty up to 20 nos. = 07 Marks Nos. of faculty more than 20 nos. = 10 Marks	<b>Tech Form - 4</b>	10
<b>2</b>	<b>Financial Capacity:</b>		<b>15</b>
<b>2.1</b>	Average Annual Turn Over: From 200.00 Lakh to 500.00 Lakh = 10 Marks 500.00 Lakh to 750.00 Lakh = 15 Marks 750.00 Lakh and Above = 20 Marks	P & L Account and Balance Sheet Duly Audited by CA.	15
<b>4</b>	<b>Presentation regarding Organization, Staffing, Past Performance, Course Plan and Strategy before the Bid Evaluation Committee</b>	<b>Form Tech 3, 4 &amp; 5</b>	<b>30</b>
<b>Total Marks</b>			<b>100</b>

*Note: The minimum qualifying mark is: 60 (i.e. 60% of total marks)*

#### 1.21. Evaluation of Financial Proposals – QCBS Selection Procedure

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- a. Financial Proposals of only those Agencies who will be technically qualified (i.e. obtain minimum 60% in Technical Evaluation) shall be opened.
- b. The financial scores (Fs) of the Proposal with the lowest bid cost shall be given a financial score of 100 and the other proposals shall be given financial scores that are inversely proportionate to lowest Financial Proposal as stated below;
- c.  $F_s = 100 \times (F_m / \text{Financial Proposal of Applicant under consideration})$  where  $F_m$ : Lowest Financial Proposal and  $F_s$ : Financial Score

**1.22. Final Selection of Agency:**

The total score shall be obtained as shown below:

Weighted Technical Score = Technical Score (Ts)\*80%

Weighted Financial Score = Financial Score (Fs)\*20%

Final Score= Weighted (Technical Score+ Financial Score)

Agencies will be ranked based on score obtained and the highest scoring agency will be selected.

**1.23. Negotiations:**

Negotiation will be held at the address indicated above. The invited Agency will, as a pre-requisite for attendance at the negotiations, confirm availability of all Professional staff. Failure in satisfying such requirements may results in the Client Proceeding to negotiate with the next-ranked Agency. Representatives conducting negotiations on behalf of the Agency must have written authority to negotiate and conclude a Contract.

**a) Technical Negotiations**

Negotiation will include a discussion of the Technical Proposal including the proposed approach and methodology, work plan, and organization and staffing, and any suggestions made by the Agency to improve the terms of reference. The Client and the Agency will finalize the Terms of reference, staffing schedule, work schedule, logistics, and reporting. These documents will then be incorporated in the Contract as "Description of Services". Special attention will be paid to clearly defining the inputs and facilities requires from the Client to ensure satisfactory implementation of the assignment. The Client shall prepare minutes of negotiations which shall by the Client and the Agency.

**b) Financial Negotiations**

After the technical negotiations are over, financial negotiation will be carried out in order to discuss any change in financials due to change in scope of work or due to clarification on any aspect of the technical proposal during the technical negotiations. Under ordinary circumstances, the financial negotiation shall not result in an increase in the price originally quoted by the Agency. Unless there are exceptional reasons, the financial negotiations will involve neither the remuneration rates for staff nor proposed until rates.

**c) Conclusions of Negotiation**

Negotiation will conclude with a review of the draft Contract. To complete negotiations the Client and the Agency will initial the agreed Contract. If negotiations fail, the Client will invite the next-ranked Agency to negotiate a Contract, if necessary.

**1.24. Award of Contract:**

- a) After completing negotiations, the Client shall issue a Letter of Intent to the selected Agency.
- b) The Agency will sign the contract after fulfilling all the formalities/pre-conditions within 07 days of issuances of the letter of intent.

**1.25. Confidentiality:**

Information relating to evaluation of Proposals and recommendations award shall not be disclose to the Agencies who submitted the Proposals or to other persons not officially concerned with the process, until the publication of the award of Contract. The undue use by any Agency of confidential information related to the process may result in the rejection of its Proposal.

**1.26. Termination of the Contract:**

The competent authority may, by a written notice of termination to the Bidder, suspend/terminate the contract if the Bidder fails to perform any of its obligations under this contract (including the carrying out of the services) provided that such notice of suspension.

1. Shall specify the nature of the failure and
2. Shall request the Bidder to make good such failure within a specified period from the date of receipt of such notice of suspension by the Bidder.

**1.27. Competent Authority:**

The Collector & Chairperson - Cum – Managing Trustee, DMF, Angul shall be the competent authority for this project. The powers of the Competent Authority will be as under:

1. May amend RFP documents during the proposal evaluation process. Any amendments will be conveyed to the short-listed organization / Agency;
2. Modify scope of work at the time of the award of the contract. Such modifications will be discussed and agreed with the Agency.
3. At discretion during evaluation of bids, request an Agency for clarification on its proposal. This request will be in writing and the Agency should respond in writing. No change in price or substance of the bid shall be sought, offered or permitted at this stage.





4. The competent authority reserves the right to accept or reject any / all proposal partially or fully without assigning any reason thereof. The decision of the Competent Authority shall be final and binding on all the Bidders.
5. Any dispute in this regard subject to Angul jurisdiction only.

A handwritten signature in black ink, consisting of a stylized capital letter 'E' followed by a horizontal line that extends to the right and then curves slightly downwards.

## Section 7 – Standard Forms

### Pre –Qualification Form:

Sl. No.	Basic Requirement	Specific Requirement	Document Required
1	Legal Entity	The Agency or Institute should be registered under <ul style="list-style-type: none"> <li>• Societies Registration Act 1860</li> <li>• Indian Trust Act 1882</li> <li>• Companies Act 1956</li> <li>• NCVT / SCVT / LLP / Partnership</li> <li>• Any other prevalent law/rules</li> </ul>	<ul style="list-style-type: none"> <li>• By – law / MoA / AoA / Partnership Deed, etc.</li> <li>• Certificate of incorporation</li> <li>• Registration Certificate</li> <li>• PAN /GST.</li> </ul>
2	Experience in the relevant field	The Agency or Institute must have minimum 3 years' experience in the relevant field of Engineering & Medical Entrance Examination Coaching as on 31/03/2023 in Odisha of National Repute.  Prior experience of establishment & management of residential coaching center on PPP mode with State Govt. / Central Govt. is preferable.	Details of similar experience
3	Financial Capacity	The agency or institute should have average annual turnover of at least Rs 200.00 Lakh each year for last three F.Y.s (2020 - 21 & 2021 - 22 and 2022 - 23)	Audited Financial Statement duly signed by a Chartered Accountant for F.Y. 2020 - 21 & 2021 - 22 and 2022 - 23 along with a turnover certificate by CA for above mentioned F.Y.s
4	Blacklist	The Agency / Institute should not have been blacklisted by any Central or State Government or Public Sector Undertakings.	Affidavit by the Authorized Signatory stating not blacklisted.
5	Authorized Representative	A Power of Attorney / Board Resolution in the name of the person signing the proposal	Copy of Power of Attorney or Board Resolution

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6	Bid Cost	The Agency or Institute must paid Bid Cost of Rs.10,000 (Rupees Ten Thousand Only) in the form of Demand Draft in favor of The Collector & Chairperson – Cum - Managing Trustee, DMF , Angul, drawn on any Nationalized or Scheduled Bank , payable at Angul.	Original Demand Draft
7	Earnest Money Deposit (EMD)	The Agency or Institute must submit an EMD of Rs.2,00,000/- (Rupees Two Lakh Only) in the form of 3 Year TDR / FD duly pledged in favour of The Collector & Chairperson – Cum - Managing Trustee, DMF, Angul	Original 3 Years TDR / FD
8	Service Tax (GST)	Must be Registered under GSTN	Attach Regd. Certificate and GST No.
9	Consortium / Joint Venture	Consortium / Joint Venture are not allowed.	Attach a declaration

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## Technical Proposal Forms

Technical Evaluation: Ref:- Point No. 1.14 of RFP

SL	Evaluation Criteria	Supporting Tech Forms	Remarks
<b>1</b>	<b>Experience Criteria</b>		
<b>1.1</b>	<b>Total experience</b> of running residential coaching center for Engineering & Medical Entrance Examination.	<b>Tech Form - 2</b>	No of Years
<b>1.2</b>	<b>Running Branches across the state</b>		Nos. of Branch
<b>1.3</b>	Experience of Running Residential Coaching Centre for Medical & Engineering Entrance Exams on PPP mode with State Govt. / Central Govt.		No of Years
<b>1.3</b>	<b>Personnel</b>		
<b>1.3.1</b>	Nos. of Qualified Faculty Members (Full time)	<b>Tech Form - 4</b>	Yes / No
<b>2</b>	<b>Financial Capacity</b>		
<b>2.1</b>	The Agency / institute should have minimum average annual turnover of Rs.200.00 lakh over the last three F.Y.s (2020 - 21, 2021 - 22 and 2022 - 23).		Yes / No
<b>3</b>	Presentation of Organizational Structure, Staffing, Past Experience, Course Plan and Strategy before the Bid Evaluation Committee in compliance to the prescribed Tech Forms	<b>Tech Form- 3 , 4 &amp; 5 Hard &amp; Soft Copy of the Technical Presentation</b>	Yes / No

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**Covering Letter**

To,

The Collector & Chairperson – Cum - Managing Trustee,  
District Mineral Foundation, Angul

Dear Sir,

We, the undersigned offer to execute the assignment '**Establishment & Management of Residential Coaching Centre for Engineering & Medical Entrance Examination in Angul District under District Mineral Foundation (JEE / NEET)**' in accordance with your Request for Proposal No. \_\_\_\_\_ dated \_\_\_\_\_. We are hereby submitting our Proposal, which includes Pre Qualification Documents, Technical Proposal and Financial Proposal, sealed in separate envelopes.

We hereby declare that all the information and statements made in this Proposal are true and accept that any misinterpretation contained in it may lead to our disqualification. Our Proposal is binding upon and subject to the modifications resulting from contract negotiations.

Thanking you.

Yours sincerely,

Authorized Signature  
Name and Designation of Signatory  
Name of Agency



## Form Tech 2 – Agencies /Organization and Experience

[Provide here a brief description of the Agency's background including ownership details, date and place of registration, objectives etc. provide details of experience/assignments of similar nature including name of assignment, duration, contract amount, client details, staff involved, tasks carried, student result record and etc. Apart from this, also provide details and supporting information/documents under the Pre-qualification criteria and Evaluation criteria].

Note 1: Information provided in this form should sufficiently support/justify the criteria of the Technical Qualification Form.

Note 2: All the claims should be substantiated through production of originals, whenever demanded.

## Form Tech 3- Description of Strategy, Approach and Work Plan for Performing the Assignment

[Strategy, Approach and work plan are key components of the Technical Proposal. You are suggested to present your Technical Proposal divided into the following three chapters:

- a) Strategy and Approach
- b) Work Plan and
- c) Organization and Staffing

- a) **Strategy and Approach:** In this chapter, you shall explain your understanding of the objectives of the assignment. You shall also explain how you propose to assess the base learning levels of the students and further plan to address them. Also you shall explain how you will make efforts for retention of the students as well as integration of their college schedule with coaching; you shall also list out strategy to improve the scores of lagging students. Additionally, you shall also explain interventions which will be taken up for all round development of the student.
- b) **Work Plan:** In this chapter, you shall propose the main activities of the assignment, their content and duration, phasing and interrelations, and milestones. The proposed work plan shall be consistent with the strategy, showing understanding of TOR and ability to translate and implement each of the objectives, scope of work into a feasible working plan. List of material to be provided (as suggested under Section 5 (H) Table 5.4) should be included here. The work plan shall be consistent with the Work Schedule as detailed out in Form Tech – 5
- c) **Organization and Staffing:** In this chapter, you shall propose the structure and composition of your team. You shall list the main disciplines of the assignment, the key expert responsible, and proposed staff. The details of these resources shall be given in Form Tech – 4.





Note 1: Information provided in the form should correspond to the Technical Presentation.

Note 2: All the claims should be substantiated through production of originals, whenever demanded.

#### Form Tech 4 – Pool of Manpower and Task Assignments

Name of the Staff	Teaching / Non - Teaching	Qualification/s	Area of Expertise	Position Assigned

Note 1: Note 2: All the claims should be substantiated through production of originals, whenever demanded.

#### Form Tech 5 - Course Schedule/Timeline

(Provide a detailed class schedule for the execution of batch. This shall include details as mentioned under Section 5 © 'Services to be provided" in compliance to crack national level entrance examination.

#### Form Tech 6- Undertaking Regarding any Conflicting Activities and Declaration Thereof

Are there any activities carried out by your Agency which are of conflicting nature as mentioned in Para 1.7 of section 6. If yes, please furnish details of any such activities.

If no, please certify,

[We hereby declare that our Agency has not indulged in any such activities which can be termed as the conflicting activities under Para 1.7 of the section 6. We also acknowledge that in case of misrepresentation of the information, our proposals/ contract shall be rejected / terminated by the Client which shall be binding on us.]



Authorized Signature [In full and initials]:

Name and Title of Signatory:

Name of Agency:

## Section 8 – Financial Proposal Submission Form

[Location, Date]

To,

The Collector & Chairperson – Cum - Managing Trustee,  
District Mineral Foundation, Angul

Dear Sir,

We, the undersigned, offer to provide services for the assignment “**Establishment & Management of Residential Coaching Centre for Engineering & Medical Entrance Examination**” in Angul District under District Mineral Foundation in accordance with your Request for proposal (RFP) No. \_\_\_\_\_ dated \_\_\_\_\_ and our Technical Proposal.

Our Financial Proposal is as per below mentioned:

Sl. No.	Particulars	Costs in INR (For One Student Per Batch)
1	Total Cost for One Student (Per Batch) including all Expenses relating to Coaching, Hostel, Food & others ancillaries with reference to Section – 5 of RFP.	
2	Applicable Tax (GST)	
3	Total Cost After Tax ( Per unit of Student)	

We fully accept the proposed cost with reference to the RFP. The proposed cost per Student shall be binding upon us subject to the modification resulting from contract negotiations, if any, up to expiry of the validity period of the Proposal.

Thanking You,

Yours sincerely,

Authorized Signature  
Name and Designation of Signatory:  
Name of Agency:

**Note:** Detail Cost Break – up for Per Student / Per Batch (With reference to Section – 5 (Terms of Reference of RFP) to be submitted in Annexure - I.





## Annexure – I

**Detail Cost Break – up for Per Student / Per Batch** (With reference to Section – 5 (Terms of Reference of RFP) :

Sl. No.	Particulars	Cost Per Student Excluding GST (INR)
1	Coaching Center & Academic Exp.	
2	Hostel Facility (Accommodation)	
3	Food Cost (As residential coaching programme)	
4	Other Expenditure, if any	
<b>Total Cost</b> for One Student (Per Batch) including all Expenses with reference to Section – 5 of RFP.		

(Rupees .....In Words)

**Note:** For selection of Coaching Institute, total cost per student per batch will be taken in to account.

