



Society for Promotion of Quality Education for Poor and Meritorious Students of Punjab"

Punjab School Education Board, E-Block, 5th Floor, Phase-8, SAS Nagar (Mohali)

ਫੋਨ ਨੰ:- 0172-5213267, e-mail: pd.sqepmsp@gmail.com

PUBLIC NOTICE **SHORT TERM E-TENDER**

E-tenders are hereby invited from interested firms/parties by the Meritorious Society for online coaching of Commerce Stream in its ten Meritorious Schools located at Amritsar, Bathinda, Jalandhar, Ludhiana, Mohali, Patiala, Ghabdan (Sangrur), Hukumat Singh Wala (Ferozepur), Gurdaspur and Talwara Township (Hoshiarpur), w.e.f 15th November, 2018 onwards for a period upto July 2020.

Bids can be submitted only on tender document downloaded from www.ssapunjab.org & <https://eproc.punjab.gov.in> by depositing cost of Rs. 5000/- Per Form (Non-refundable) in Account No. **917020046875140** - Axis Bank, IFSC Code : **UTIB00000041** and submitted online. No hard copies of any document will be accepted.

Tender processing dates are as under:-

- | | | | |
|-----|---|---|--|
| (a) | Sale of Tender Document | - | 5 th November, 2018 w.e.f. 1000 hrs onwards. |
| (b) | Pre-Bid Conference | - | 09 th November, 2018 at 1100 hrs In Conference Room, DGSE office. |
| (c) | Last Date for Submission/ Uploading of Tender on e-tender site. | - | 13 th , November, 2018 upto 1700 hrs. |
| (d) | Opening of Technical Bid | - | 15 th November 2018 at 1100 hrs. |
| (e) | Opening of Financial Bid | - | 16 th November, 2018 at 1100 hrs. |

All other terms and conditions are as per Bid Document. Any query/clarification during pre-bid conference must be submitted in writing. Verbal request will not be entertained.

sd/-
Project Director

**REQUEST FOR PROPOSAL
FOR CONDUCT OF ONLINE
COACHING FOR COMMERCE
STREAM IN MERITORIOUS
SCHOOLS IN STATE OF PUNJAB**

SHORT TERM TENDER

(ONLY E-TENDER MODE)

2018

DIRECTOR GENERAL SCHOOL EDUCATION

2.1 Table of Contents

Disclaimer	3
1. Bid Data Sheet	6
2. Introduction	8
3. Scope of Work	7
4. General	11
5. Bidding Process	11
5.1 RFP Document Fees	11
5.2 Compliant Proposals / Completeness of Response	11
5.3 Clarifications and Pre-Bid Meeting	12
5.4 Responses to Pre-Bid Queries and Issue of Corrigendum	12
5.5 Proposal Preparation Cost	13
5.6 Tender Authority's Right to terminate RFP Process	13
5.7 Amendment to RFP	13
5.8 Language of Proposal	14
5.9 Documents comprising the Bid	14
5.10 Submission of Bids	15
5.11 Deadline for submission of Bids	16
5.12 Earnest Money Deposit (EMD)	17
5.13 Deviations	17
5.14 Bid Opening	17
5.15 Validity of Bids	18
5.16 Modification, Substitution & Withdrawal of Bids	18
5.17 Format & Contents of Bids	18
5.17.1 Technical Proposal	18
5.17.2 Technical Evaluation Criteria	19
5.17.3 Commercial Proposal	23
5.18 Payment Schedule	23
6. Evaluation of Bids	23
6.1 Disqualifications	24
6.2 Evaluation of Technical Bids	24
6.3 Evaluation of Commercial Bids	25

6.4	Errors & Rectification:.....	25
7.	Award of Work.....	25
7.1	Award Criteria.....	25
7.2	Notification of Award	25
7.3	Signing of Agreement	26
7.3.1	Failure to Agree with the Terms and Conditions of the RFP	26
7.4	Security	26
7.5	Fraud and Corruption	27
7.6	Governing Laws / Jurisdiction Arbitration	27
7.7	Inspection.....	27
8	Annexures	28
8.1	Annexure I: Format for submission of Queries	28
8.2	Annexure-II:Format for Proposal Covering Letter	29
8.3	Annexure-III:Format for furnishing General Information	31
8.4	Annexure-IV: Biodata of faculties	32
8.5	Annexure-V: Minimum Faculty to be deployed stream wise	34
8.6	Annexure-VI:Technical Proposal Check List	35
8.7	Annexure VII: Format for Commercial Proposal	37

Disclaimer

- a) The information contained in this Request for Proposal (RFP) or subsequently provided to the Bidders (whether verbally or in documentary or any other form by or on behalf of the Tender Authority or any of their Employees or Advisers) is provided to the Bidders on the Terms & Conditions set out in this RFP and such other Terms & Conditions subject to which this information is provided.
- b) This RFP is not an agreement and is neither an offer nor invitation by the Tender Authority 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 the formulation of their Proposals pursuant to this RFP.
- c) This RFP includes statements, which reflect various assumptions and assessments arrived at by the Tender Authority in relation to the Project. Such assumptions, assessments and statements do not purport to contain all the information that each Bidder may require.
- d) This RFP may not be appropriate for all persons, and it is not possible for the Tender Authority, its Employees or Advisers to consider the objectives, technical expertise and particular needs of each Party who reads or uses this RFP. The assumptions, assessments, statements and information contained in this RFP, may not be complete, accurate, adequate or correct. Each Bidder should, therefore, conduct their own investigations and analysis and should check the accuracy, reliability and completeness of assumptions, assessments and information contained in this RFP and obtain independent advice from appropriate sources.
- e) Information provided in this RFP to the Bidders is on a wide range of matters, some of which depends upon interpretation of law. The information given is not an exhaustive account of statutory requirements and should not be regarded as a complete or authoritative statement of law. The Tender Authority accepts no responsibility for the accuracy or otherwise for any interpretation or opinion on the law expressed herein incurred or suffered on account of anything contained in this RFP or arising in any way by participating in this Bid process or otherwise, including accuracy, reliability or completeness 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 in this selection process.
- f) The Tender Authority also accepts no liability of any nature whether resulting from negligence or otherwise however caused arising from reliance of any Bidder upon the statements contained in this RFP.
- g) The Tender Authority may in its absolute discretion, but without being under any obligation to do so, update, amend or supplement the information, assessment or assumption contained in this RFP.
- h) The issue of this RFP does not imply that the Tender Authority is bound to select a Bidder or to appoint the selected Bidder, as the case may be, for the Project and the Tender Authority reserves the right to reject all or any of the Proposals without assigning any reasons whatsoever.
- i) The Bidder shall bear all its costs associated with or relating to the preparation and submission of its Proposal including but not limited to preparation, copying, postage,

delivery fees, expenses associated with any demonstrations or presentations which may be required by the Tender Authority or any other costs incurred in connection with or relating to its Proposal. All such costs and expenses will remain with the Bidder and the Tender Authority shall not be liable in any manner whatsoever for the same or for any other costs or other expenses incurred by an Bidder in preparation of submission of the Proposal, regardless of the conduct or outcome of the Selection Process.

- j) The Tender Authority, its Employees and Advisers make no representation or warranty and shall have no liability to any person including any 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 arising in any way by participating in this Bid process or otherwise, including accuracy, reliability or completeness 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 in this selection process.
- k) The Tender Authority also accepts no liability of any nature whether resulting from negligence or otherwise however caused arising from reliance of any Bidder upon the statements contained in this RFP.
- l) The Tender Authority may in its absolute discretion, but without being under any obligation to do so, update, amend or supplement the information, assessment or assumption contained in this RFP.

1. Bid Data Sheet

S. No.	Information	Details
1.	Tender Authority	Project Director
2.	Name of the Assignment	Online Coaching of Commerce Stream in all Meritorious Schools in state of Punjab
3.	Consortium	Allowed
4.	Website	www.ssapunjab.org / https://eproc.punjab.gov.in
5.	Email ID	pd.sqepmsp@gmail.com
6.	Cost of this RFP Document	Rs. 5,000/- (Five Thousand Only) Non refundable
7.	Date of release of RFP	
8.	Sale of Tender Document	As per e-tender portal.
9.	Date and Time for Pre-Bid Meeting	
10.	Last Date and Time for Submission of Bids	
11.	Date and Time for opening of Technical Bid	
12.	Validity Period for EMD & Amount	90 days from bid submission date & 5 Lacs
13.	Validity Period for Proposal	90 days bid from submission date
14.	Opening of Financial Bid	16th November 2018 at 1100 hrs (It can be change at the discretion of DGSE)

S. No.	Information	Details
15.	Term of Contract	<p>(i) For Existing Class 10+1 & 10+2 - Till completion of Professional College/Competitive Exams after 10+2 Board exam.</p> <p>(ii) For Newly Inducted Class 10+1 of next Academic Session July 2018 - Upto completion of Professional Colleges/Competitive Exams after 10+2 Board exam (Two Years)</p>
16.	Reference No.	MS/410 /2018/01

* In case of holidays falling on scheduled dates, the operative date will be next working day.

2. Introduction

The Punjab Government has opened up 10 Senior Secondary Residential Schools for Meritorious Students for imparting quality education to students of class 10+1 and 10+2 in Non Medical, Medical and Commerce stream only with the aim to train them to qualify the test for entry into professional colleges after 10+2 board exams. The medium of instruction in these schools is English and these are boarding (residential) co-ed schools. These Schools are working under the supervision of Society for Promotion of Quality Education for Poor and Meritorious Students of Punjab. With a view to achieve the stipulated aims we are looking for reputed professional Coaching House/Institute/Centre/Organization who can impart quality online coaching to students of Commerce Stream.

3. Scope of Work

- i. To provide online coaching to students of Commerce Stream of 10+2 class & 10+1 class of Meritorious Schools established under Society for Promotion of Quality Education for Poor and Meritorious Students of Punjab as per following table to impart coaching to prepare them for entrance examination of like CA, ICWA, B.com and other competitive exams of commerce stream:-

Class 10+1

Sr.No	Name of Meritorious School	Approximate no of students	Number of Sections
1	Amritsar	95	2
2	Bathinda	99	2

3	Ferozepur	93	2
4	Gurdaspur	46	2
5	Jalandhar	97	2
6	Ludhiana	98	2
7	Mohali	94	2
8	Patiala	96	2
9	Sangrur	99	2
10	Talwara	38	1
	Total	855	

Class 10+2

Sr.No	Name of Meritorious School	Approximate no of students	Number of Sections
1	Amritsar	39	1
2	Bathinda	93	2
3	Ferozepur	10	1
4	Gurdaspur	62	1
5	Jalandhar	61	2
6	Ludhiana	68	2
7	Mohali	57	2
8	Patiala	75	2
9	Sangrur	20	1
10	Talwara	14	1
	Total	499	

The above number of students is tentative and can increase or decrease, therefore payment will be made according to actual attendance of students.

- ii. Teaching shall be conducted from every Monday to Saturday in the school premises only in the afternoon for minimum one and half hours or as decided mutually between the successful Bidder and competent authority. On Every Sunday, the students will be given the test in the syllabi covered during the last week.
- iii. Printed study material such as notes, modules and remedial measures etc. shall be provided by the Coaching House/Institute/Centre/Organization on good quality paper at no extra cost.Coaching House/Institute/Centre/Organization should take a prior approval from competent authority for the study material to be distributed to students.
- iv. Coaching House/Institute/Centre/Organization is free to use his software/aids for conduct of class. No extra payment will be made for this.
- v. Detailed programme including schedule as submitted or as per instructions given by Society/ Principal shall be strictly followed, failing which a penalty upto 10% of monthly contractual amount can be imposed by the Competent Authority.
- vi. The Coaching House/Institute/Centre/Organization shall be responsible to follow general labor laws, employment Act and Wages Rules i.e. The Coaching House/Institute/Centre/Organization shall be solely liable to deal with any labor dispute, regarding conditions of employment etc. and in case of any dispute affecting the Society; the Society shall be entitled to withhold the payment to the Coaching House/Institute/Centre/Organization, with respect to the corresponding amount.
- vii. Mock tests and discussions with feedback from students should be done periodically.
- viii. Nature of conduct of test should be of same type as that for which students have to appear.
- ix. The Coaching House/Institute/Centre/Organization bidding for the work of online teaching must have all Govt. Clearances/license to run such a business.
- x. For any death or injury caused to faculty during the conduct of the teaching, the Society for Promotion of Quality Education for Poor and Meritorious Students of Punjab shall have no obligation.
- xi. Extra coaching shall start w.e.f. 20th Nov 2018 up to July 2020 or conduct of competitive exams whichever is later.**For Existing Class 10+2 -Till completion of Professional College/Competitive Exams after 10+2 Board exam. For Newly Inducted Class 10+1 of next Academic Session July 2020 - Upto completion of Professional Colleges/Competitive Exams after 10+2 Board exam (Two Years)**
- xii. In case of any dispute arising out of interpretations of any clause, terms or conditions, it will be endeavored to be solved mutually, failing which the matter shall be referred to the Secretary, School Education, Punjab who may arbitrate himself or appoint nominee to act as arbitrator whose decision shall be final and binding on both parties.
- xiii. Notwithstanding anything contained in the agreement, this agreement can be terminated at any time by either party by giving one month notice to the other party.
- xiv. The Coaching House/Institute/Centre/Organization shall not assign, in whole or in part, its rights and obligations to perform under this Contract to a third party, directly or indirectly.

- xv. Coaching House/Institute/Centre/Organization shall not work in association with some other party to meet the conditions.
- xvi. All statutory obligations / liabilities like Salary, ESI, and PF as per labor laws for manpower employed will be the sole responsibility of the Coaching House/Institute/Centre/Organization.
- xvii. The successful Coaching House/Institute/Centre/Organization will have to deliver and shall receive payments according to the time schedule and terms agreed upon in the project charter and contract.
- xviii. All payments will be subjected to tax or any other Govt. levies deduction at source as applicable at the prevailing rates. If the teaching is done for Part of the month, payment will be paid proportionately.
- xix. The Successful Bidder shall have to sign an agreement on Non-Judicial Stamp Paper.
- xx. Earnest money shall be refunded within 90 days after the completion of the prescribed period/ duration.
- xxi. Successful and approved Coaching House/Institute/Centre/Organization will deposit Security of 10% deposit of contractual value within 10 days after agreement as mentioned in 7.4 in shape of performance bank guarantee or demand draft in favour of Project Director, Meritorious Society.

4. General

- i. Bids are invited from eligible Coaching Houses/Institutes/Centers/Organizations for conduct of online teaching classes in Meritorious Schools.
- ii. While every effort has been made to provide comprehensive and accurate background information and requirements, Bidders must form their own conclusions about the solution needed to meet the requirements. Bidders and recipients of this RFP may wish to consult their own legal advisors in relation to this RFP.
- iii. All information supplied by Bidders may be treated as contractually binding on the Bidders, on successful award of the assignment by the Tender Authority on the basis of this RFP.
- iv. While preparing the bids, the Bidders are advised to provide requisite earnest EMD. They should avoid sharing of resources across the bid to the extent possible and exclusively demonstrate their capability.
- v. No commitment of any kind, contractual or otherwise shall exist unless and until a formal written contract is executed by or on behalf of the Tender Authority. Any notification of preferred Bidder status by the Tender Authority shall not give rise to any enforceable rights by the Bidder. The Tender Authority may cancel this public procurement at any time prior to a formal written contract being executed at any time.
- vi. This RFP supersedes and replaces any previous public documentation & communications, and Bidders should place no reliance on such communications.

5. Bidding Process

5.1 RFP Document Fees

- i. The Bidder may obtain the RFP document from website www.ssapunjab.org / <https://eproc.punjab.gov.in> in by paying the document fee Rs. 5,000/- (Five Thousand only) non refundable as cost of tender form by online payment, RTGS/NEFT/Credit or Debit Card/Internet Banking.
- ii. Bidders shall submit, along with their Bids, EMD of INR 5 lacs for both classes.
- iii. The EMD will be submitted in the form of RTGS/NEFT/Credit or Debit Card/Internet Banking only. EMD in any other form shall not be entertained. The tender without requisite EMD shall be rejected state away.
- iv. If cost of the tender document & Earnest Money deposit are not paid, bid will be rejected out rightly.
- v. Perspective Vendors are advised to start uploading process well on time and not leave it to the last minute as same shall take time because of the data involved.
- vi. All Secretarial support shall be provided by the Meritorious Society.
- vii. The bidders using Net Banking Service of banks other than SBI are advised to submit their EMD and other fees (if any) in advance at least (3) three working days prior to the last date of submission of the Bid.

5.2 Compliant Proposals / Completeness of Response

- a. Bidders are advised to study all instructions, forms, terms, requirements and other information in the RFP documents carefully. Submission of the bid shall be deemed to have been done after careful study and examination of the RFP document with full understanding of its implications.
- b. Failure to comply with the requirements of this paragraph may render the Proposal non-compliant and the Proposal may be rejected. Bidders must:
 - i. Include all documentation specified in this RFP.
 - ii. Follow the format and content of this RFP and respond to each element in the order as set out in this RFP
 - iii. Comply with all requirements as set out within this RFP.

5.3 Clarifications and Pre-Bid Meeting

- i. All those who have obtained bid document can participate in pre-bid meeting to seek clarification on the bid, if any.
- ii. The Bidders designated representatives (Maximum 2) are invited to attend the Pre-Bid Conference at their own cost. The Bidders must bring proof of purchase of RFP of respective organization.
- iii. The Bidders will have to ensure that their queries for Pre-Bid meeting should reach to:

Office of Project Director Contact No. 0172-5212367,

Address: Vidhya Bhawan (Punjab School Education Board), Block-E, 5th Floor, Phase-8, S.A.S Nagar, Mohali

The queries should necessarily be submitted in format as per Annexure-I

- iv. The Tender Authority shall not be responsible for ensuring that the Bidders' queries have been received by them. Any requests for clarifications post the indicated date and time may not be entertained by the Tender Authority.
- v. Non-attending at the pre-bid conference will not be a cause for disqualification of a Bidder.
- vi. The procedure shall be explained to all vendors during pre-bid conference..

5.4 Responses to Pre-Bid Queries and Issue of Corrigendum

- i. The Tender Authority will endeavor to provide timely response to all queries. However, Tender Authority makes no representation or warranty as to the completeness or accuracy of

any response made in good faith, nor does Tender Authority undertake to answer all the queries that have been posed by the Bidders.

- ii. At any time prior to the last date for receipt of bids, Tender Authority may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective Bidder, modify the RFP Document through corrigendum.
- iii. Any such corrigendum shall be deemed to be incorporated into this RFP.
- iv. In order to provide prospective Bidders reasonable time for taking the corrigendum into account, Tender Authority may, at its discretion, extend the last date for the receipt of Proposals.

5.5 Proposal Preparation Cost

The Bidder is responsible for all costs incurred in connection with participation in this process, including but not limited to, costs incurred for information gathering and other due diligence activities, participation in meetings, presentations, preparation of proposal and in providing additional information required by the Tender Authority and in negotiating a definitive contract or all such activities related to the bid process. Tender Authority will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the bidding process.

5.6 Tender Authority's Right to terminate RFP Process

- i. The Tender Authority reserves the right to accept or reject any proposal, and to annul the RFP process and reject all proposals at any time prior to award of contract, without incurring any liability to the affected Bidder or Bidders or any obligation to inform the affected Bidder or Bidders of the grounds for Tender Authority's action. The Tender Authority makes no commitment, expressed or implied that this process will result in a business transaction with anyone.
- ii. This RFP does not constitute an offer by the Tender Authority. The Bidder's participation in this process may result in Tender Authority selecting the Bidder to engage in further discussions toward execution of a contract. The commencement of such discussions does not, however, signify a commitment by the Tender Authority to execute a contract.

5.7 Amendment to RFP

Tender Authority may for any reason, modify the RFP from time to time. The amendment(s) to the RFP would be clearly spelt out and published and the Bidders may be asked to amend their proposal due to such amendments. No separate communication shall be sent to any prospective Bidders. Bidders are advised to keep on checking the leading newspapers for any changes.

5.8 Language of Proposal

The proposal and all correspondence and documents shall be in English. If any supporting documents submitted are in any language other than English, translation of the same in English language is to be duly attested by the Bidders. For purposes of interpretation of the Proposal, the English translation shall govern. All proposals and accompanying documents received within the stipulated time will become the property of the Tender Authority and will not be returned.

5.9 Documents comprising the Bid

The Bid submitted by the Bidder shall comprise of:

- i. Technical Proposal
- ii. Commercial Proposal.

5.10 Submission of Bids

- i. Bidders are expected to carefully examine all the instructions, guidelines, terms and conditions and formats of the tender. Failure to furnish necessary information as required in the RFP or submission of a bid not substantially responsive to all the requirements of the tender are sufficient grounds for rejection of bids.
- ii. Bids and associated correspondence shall be written in English and shall conform to prescribed formats. Any interlineations, erasures or over writings must be initialed by the authorized person signing the Bid.
- iii. Bidders shall submit their bid through online mode (<https://eproc.punjab.gov.in>) only on or before the last date and time for submission of bids as per document control sheet.
- iv. Every page of the documents uploaded by the Bidder must be duly signed by the authorized signatory of the Bidder along with the Organization seal.
- v. Each page of all parts should be serially numbered and in conformity with the eligibility qualifications should be clearly indicated using an index page.
- vi. If any document is not uploaded by the Bidder at the time of submission of bid in support of Bidder's Eligibility Criteria, the evaluation of bids will be based on available documents in the bid and non submission of documents will be treated as non availability of documents. Tender Authority, however, reserves its right to requisition any document at its discretion.
- vii. No Bidder is allowed to modify, substitute, or withdraw their bid after its submission.
- viii. Bidders shall submit their Proposals through online mode only on or before the last date and time for receipt of proposals as mentioned in document control sheet.
- ix. Proposals shall be submitted in one envelope containing following three envelopes totalling to four envelopes:

5.11 Deadline for submission of Bids

Sealed Envelope No. 1 : EMD	The envelope containing only Earnest Money Deposit shall be sealed and superscripted — "<Name of Bidder>- "EMD for Request for Proposal for conduct of Online Coaching of Commerce stream in Meritorious Schools in State of Punjab.
Sealed Envelope No. 2 : Technical Proposal	The envelope containing technical proposal shall be sealed and Superscripted "<Name of Bidder>-Technical Proposal for Request for Proposal for conduct of Online Coaching of Commerce stream in Meritorious Schools in State of Punjab. Following list of documents shall be submitted as part of Technical Proposal: i. Annexure VI: Compliance Sheet for Technical - Qualification Proposal ii All the documents should be submitted in the same serial order as given in Annexure VI.
Sealed Envelope No. 3: Commercial Proposal	i. The envelope containing commercial proposal shall be sealed and superscripted "<Name of Bidder> - Commercial Proposal for Request for Proposal for conduct of Online Coaching of Commerce stream in Meritorious Schools in State of Punjab. ii. The Commercial proposal shall be prepared in accordance with the requirements specified in this RFP.(Annexure VII)
Sealed Envelope No. 4	All the above 3 envelopes should be put in envelope no. 4 which shall be properly sealed and superscripted "<Name of Bidder> Proposal for Request for Proposal for conduct of Online Coaching of Commerce stream in Meritorious Schools in State of Punjab.
Note	i. The outer envelope thus prepared should also indicate clearly the name, address, telephone number, E-mail ID and fax number of the Bidder. ii. Any cost/prices should not be indicated in the Technical Proposal but should only be indicated in the Commercial Proposal iii. The competent Authority will not accept delivery of proposal by fax or by email. iv. All envelopes should be packed and sealed with utmost care so that no documents inside the envelope should get damaged or torn while opening the envelopes. v. Bids received after the due date and the specified time (Including the extended period if any) for any reason whatsoever, shall not be entertained and shall be returned unopened.

- i. The last date & time for submission of Bids is the same as that mentioned in this Volume of the RFP (unless otherwise revised by the Tender Authority and made known to all participating Bidders through online only).
- ii. All Bids received after the last date & time of submission shall be summarily rejected.
- iii. The Tender Authority shall not be responsible for any delay or non-receipt/ non-delivery of the documents. No further correspondence on the subject will be entertained.
- iv. The Tender Authority reserves the right to modify and amend any of the above-stipulated condition/criterion depending upon project priorities vis-à-vis urgent commitments.

5.12 Earnest Money Deposit (EMD)

- i. Bidders shall submit, along with their Bids, EMD of INR 5 lacs for both classes. The bidder shall have to quote rates for both the classes. Rates quoted less than that shall not be excepted.
- ii. The EMD will be submitted in the form of RTGS/NEFT/Credit & Debit Card/Internet Banking only. EMD in any other form shall not be entertained.
- iii. Bid without adequate EMD will be liable for rejection without providing any opportunity to the Bidder concerned.
- iv. EMD would be refunded to all unsuccessful Bidders within 90 days of award of the Project.
- v. The EMD amount will be interest free and will be refundable to the unsuccessful Bidders without any accrued interest on it.
- vi. The EMD may be forfeited:
 - i. If a Bidder withdraws its bid during the period of bid validity.
 - ii. In case of a successful Bidder, if the Bidder fails to sign the contract in accordance with this RFP.

5.13 Deviations

- i. No deviations/assumptions/recommendations shall be allowed with bid. Bidders must ensure that pre-bid conference is attended by their concerned senior people so that all the doubts, clarifications & ambiguities regarding bid document & project are resolved well before bid submission.
- ii. Any conditional bid shall be rejected.

5.14 Bid Opening

- i. Opening of the Bids will take place in the following stages:
 - i. Technical Proposal
 - ii. Commercial Proposal

5.15 Validity of Bids

All proposals shall be valid for a period of 90 Days from the date of submission of the proposals. A proposal valid for a shorter period may be rejected as non-responsive. In exceptional circumstances, at the sole discretion of the Tender Authority, the Tender Authority may solicit the Bidder's consent for an extension of the validity period of bid as well as EMD. Such request and responses shall be made in writing.

5.16 Modification, Substitution & Withdrawal of Bids

No Bid can be withdrawn in the interval between the deadline for its submission and the expiration of the validity period as specified. Once the Bids are submitted, no modifications and/or substitutions will be allowed in them.

5.17 Format & Contents of Bids

5.17.1 Technical Proposal

The complete project requirements have been elaborated in this RFP. In line with this, Technical proposal should comprehensively indicate each of the following (in the order given in Technical-Qualification Checklist (Annexure-VI) Technical Proposal will be evaluated as per criteria mentioned below:

5.17.2 Technical Evaluation Criteria

#	Parameter Description	Evaluation Parameter	Evaluation Criteria						Supporting Documents Required
			Range 1	Marks 1			Range2	Marks2	
(a)	(b)	(c)	(e)	(f)			(g)	(h)	(i)
I	Coaching House/Institute/Centre/Organization Profile								
1	Be in business for more than last one financial years (2017-18) for online coaching studies.	No. of Years	2-5	5			5 & more	10	PAN Card / IT Return/Certificate From CA/last two year telephone bill/Electricity Bill/shop and Establishment act Certificate/sale Tax and Service tax certificate/Current account statement of last one year for period ending 31.03.2018 /Register lease agreement with utility bills. All above should be in the name of Coaching House/Institute/Centre/Organization/proprietor of house.
2	Average turnover during the last two financial years i.e. (2016-17 & 2017-18)	Turnover-Average last two years (INR)	20 -49.99 lacs	5			Minimum 20 lacs	10	Audited financial statement/ Certificate from Auditor/CA certificate/balance sheet certified by CA

#	Parameter Description	Evaluation Parameter	Evaluation Criteria						Supporting Documents Required	
			Range 1	Marks 1			Range2	Marks2		
(a)	(b)	(c)	(e)	(f)			(g)	(h)	(i)	
3	Local Coaching Centers at places where Meritorious Schools are located i.e.Amritsar, Bathinda, Ferozepur, Gurdaspur, Jalandhar, Ludhiana, Mohali, Patiala Sangrur, Talwara.	Running local Coaching Centre							10	PAN Card / IT Return/Certificate From CA/last two year telephone bill/Electricity Bill/shop and Establishment act
										Certificate/sale Tax and Service tax certificate/Current account statement of last two years/Register lease agreement with utility bills. All above should be in the name of Coaching House/Institute/ Centre/Organization showing local address.
4	Total Regular faculties employed in the house stream wise (Average of last 2 years)	No. of Manpower	One mark for each faculty						Maximum 10	Pay Roll or Bank statements /Self certificate by Authorized signatory clearly showing names and contact numbers of faculties.
Sub Total (Coaching House/Institute/Centre/Organization Profile)									40	

#	Parameter Description	Evaluation Parameter	Evaluation Criteria						Supporting Documents Required
			Range 1	Marks 1			Range2	Marks2	
(a)	(b)	(c)	(e)	(f)			(g)	(h)	(i)
1	Average No. of trained students stream wise for last two years	No. of students Non-Medical Medical Commerce	Minimum 20-25 20-25 30-49	1 1 3			30 & above 30 & above 50 & above	2 2 4	Authentic proof of enrollment like fee receipts, attendance register or self certificate by Authorized signatory indicating name and contact number of students.
2	Total Achievements at State and National Level in approved Competitive Examinations for last two sessions.	No. of Students got ranks/ positions in Non Medical, Medical and Commerce Streams at state and National level	Minimum 30	5			31 & above	10	Results of Students with their name, complete address and contact no./self certificate from authorized signatory with name and contact no. of students
Sub Total (Relevant Past Experience)								20	
III Methodology									
	Other Details Stream wise	1.Detail of syllabus to be covered 2. Detailed weekly or monthly schedule 3. Methodology 4. Frequency of conduct of tests and revision 5. Provision of online tests 6. Feedback System 7. Samples of study material subject wise 8. Provision of Guidance and Counseling of students						20	Everything should be submitted in written and in detail

#	Parameter Description	Evaluation Parameter	Evaluation Criteria						Supporting Documents Required
			Range 1	Marks 1			Range2	Marks2	
(a)	(b)	(c)	(e)	(f)			(g)	(h)	(i)
Sub Total (Methodology)								20	
1	Demo of Faculties Stream wise	Demo will be held in Senior Secondary Residential School For Meritorious Students, Mohali. Demonstration will be evaluated in the terms of presentation, innovations, practical applications, confidence, methodology and response of students of 10+1 & 10+2 class. Demo will be taken of only those Coaching House/Institute/Centre/Organization that score minimum 44 marks out of above 80 marks as described in 5.17.2 Technical Evaluation Criteria.						20	Assessment to be based on demo given by faculties before the Committee
Sub Total (Demo)								20	
Total Marks 80+ 20 =								100	
Qualifying Marks of Coaching House/Institute/Centre/Organization Profile, Relevant Past Exp. and Methodology (Out of 80)								44	
Qualifying Marks of Demo (Out of 20)								11	
Total qualifying Marks(Out of 100) 44+11=								55	
Commercial Bid of only those houses will be opened who will score minimum qualifying marks in technical proposal.									

5.17.3 Commercial Proposal

The Bidder has to provide the following costs as per financial format. Annexure VII through online mode only

Rates should be for commerce stream only per student per month inclusive of all the taxes.

5.18 Payment Schedule

The following shall be the payment schedule:

Payment shall be made on Monthly basis Subject to following:

1. After receipt of valid and original invoice /Bill
2. Satisfactory evaluation report of the committee to be constituted by competent authority.
3. Approval from competent authority.
4. Delay will be for maximum period of 90 days.
5. Payment schedule will be upto 90 days from the date of invoice/bill submitted.

6. Evaluation of Bids

- i. The Tender Authority will constitute a Proposal Evaluation Committee to evaluate the responses of the Bidders
- ii. The Proposal Evaluation Committee constituted by the Tender Authority shall evaluate the responses to the RFP and all supporting documents / documentary evidences. Inability to submit requisite supporting documents / documentary evidences, may lead to rejection of bid.
- iii. The decision of the Proposal Evaluation Committee in the evaluation of responses to the RFP shall be final. No correspondence will be entertained outside the process of negotiation/discussion with the Committee.
- iv. The Proposal Evaluation Committee may ask for meetings with the Bidders to seek clarifications on their proposals.
- v. The Proposal Evaluation Committee reserves the right to reject any or all proposals on the basis of any deviations.
- vi. Each of the responses shall be evaluated as per the criteria and requirements specified in this RFP.
- vii. The Evaluation Committee may elicit clarifications from the Bidders at any stage of bid. The primary function of clarification in the evaluation process is to clarify ambiguities and uncertainties, if any, arising out of the evaluation of the bid documents.

6.1 Disqualifications

Tender Authority may at its sole discretion and at any time during the evaluation of Proposal, disqualify any Bidder, if the Bidder has:

- i. Made misleading or false representations in the forms, statements and attachments submitted in proof of the eligibility requirements;
- ii. Exhibited a record of poor performance such as abandoning works, not properly completing the contractual obligations, inordinately delaying completion or financial failures, etc. in any project in the preceding two years;
- iii. Submitted a proposal that is not accompanied by required documentation or is nonresponsive;
- iv. Failed to provide clarifications related thereto, when sought;
- v. Submitted more than one Proposal (directly/in-directly);
- vi. Declared ineligible by the Government of India/State/UT Government for corrupt and fraudulent practices or blacklisted.
- vii. Submitted a proposal with price adjustment/variation provision.
- viii. Not submitted in as specified in the RFP document
- ix. Suppressed any details related to bid
- x. Submitted incomplete information, subjective, conditional offers and partial offers submitted
- xi. Not submitted documents as requested in the checklist
- xii. Submitted bid with lesser validity period
- xiii. Any non-adherence/non-compliance to applicable RFP content

6.2 Evaluation of Technical Bids

- i. The Technical Proposals will be evaluated against the requirements specified in the RFP and the Technical Evaluation Criteria
- ii. Consequent upon the evaluation as per technical evaluation criteria, each Technical bid will be assigned a Technical Score out of a maximum of 100 points. Qualifying marks for coaching House profile, relevant past exp. and methodology is 44 out of 80. Those who score 44 and above out of 80 will be called for demo and qualifying marks for demo is 11 out of 20.

6.3 Evaluation of Commercial Bids

- i. For the purpose of evaluation of Commercial Bid, the bids will be evaluated for commerce stream.
- ii. The financial evaluation of the proposal will be by determining whether the Financial Proposals are complete, unqualified and unconditional for the entire State or each zone (as the case may be).
- iii. The Financial bid price will be all inclusive and will include, inter-alia all taxes including service tax and incidentals and all other expenses, etc.
- iv. The cost indicated in the Financial Proposal shall be deemed as final and reflecting the total cost of services (Bid Price). Omissions, if any, in costing any item shall not entitle the Bidder to be compensated and the liability to fulfill its obligations as per the Scope of Work within the total quoted price shall be that of the Bidder.
- v. No pre-tender or post-tender tender negotiation with any Bidder including successful Bidder shall be allowed.
- vi. Any conditionality included in the financial bid will lead to disqualification of the entire bid and forfeiture of the EMD.
- vii. The bids shall be opened and evaluated first as per the procedure below:-
 - i. The Bidder with lowest Commercial Quote (L1) will be declared as most responsive Bidder and shall be called for further Contract Finalization process.
 - ii. In case of a tie of lowest, then the Bidder having the highest Technical Score (T) among such Bidders will be reckoned as L1.

6.4 Errors & Rectification:

- i. If there is a discrepancy between words and figures of the total price, the amount in words will prevail.
- ii. If the Bidder doesn't accept the correction of error(s) as specified, its bid will be rejected.

7. Award of Work

7.1 Award Criteria

After evaluation of the proposals, a contract will be awarded to the Bidder to the most responsive Bidder and has been determined as the L1 bid, whose proposal conforms to the RFP and is, in the opinion of the Tender Authority, the most advantageous and represents the best value to the project, price and other factors considered.

7.2 Notification of Award

Prior to expiry of the validity period, the Tender Authority will notify in writing that the successful Bidder's proposal has been accepted. Upon the successful Bidder's furnishing of a

security, the contract signing process will commence. In case the tendering process / public procurement process has not been completed within the stipulated period, the Tender Authority may like to request the Bidders to extend the validity period of the bid. The notification of award will constitute the formation of the contract. Upon the successful Bidder's furnishing of security, the Tender Authority will notify each unsuccessful Bidder and return their EMD.

7.3 Signing of Agreement

Once the Tender Authority notifies the successful Bidder that its proposal has been accepted, the Tender Authority shall enter into a separate Agreement, incorporating all agreements (to be discussed and agreed upon separately) between the Tender Authority and the successful Bidder.

7.3.1 Failure to Agree with the Terms and Conditions of the RFP

Failure of the successful Bidder to agree with the Draft Legal Agreement and Terms & Conditions of the RFP shall constitute sufficient grounds for the annulment of the award and Tender Authority reserves the right to take to call for new proposals from the interested Bidders.

7.4 Security

- i. The successful Bidder shall at its own expense deposit security with the Tender Authority, within 10 Working Days of the date of notice of award of the contract. Security is in form of Bank Guarantee from nationalized bank in the name of Project Director, Meritorious Society, payable at Mohali.

Performance Bank Guarantee shall be 10% of total amount valid for a period of 90 days beyond the date of expiry of the contract. This shall be applicable to only the successful/L-1 vendor and obtained before signing the Agreement on Rs. 1000/- (Rs. One Thousand only) Stamp Paper.

- ii. Security will be Two Lacs. All incidental charges whatsoever such as premium, commission etc. with respect to the security shall be borne by the Bidder.
- iii. In the event of the Bidder being unable to service the Agreement for whatever reason, the Tender Authority would have the right to forfeit the security
- iv. No interest shall be given on the amount of security.

7.5 Fraud and Corruption

All the Bidders must observe the highest standards of ethics during the process of performance and execution of contract. For this purpose, definitions of the terms are set forth as follows:

- i. "Corrupt practice" means the offering, giving, receiving or soliciting of anything of value to influence the action of the Society or its personnel in contract executions.
- ii. "Fraudulent practice" means a misrepresentation of facts, in order to influence a selection process or the execution of a contract, and includes collusive practice among Bidders (prior to or after Proposal submission) designed to establish Proposal prices at artificially high or non-competitive levels and to deprive the Society of the benefits of free and open competition.
- iii. "Unfair trade practice" means supply of services different from what is ordered on, or change in the Scope of Work given in RFP.
- iv. "Coercive practice" means harming or threatening to harm, directly or indirectly, persons or their property to influence their participation in the selection process or execution of contract.
- v. Tender Authority will reject a proposal for award, if it determines that the Bidder recommended for award, has been determined to having been engaged in corrupt, fraudulent or unfair trade practices.
- vi. Tender Authority will declare a Bidder ineligible, either indefinitely or for a stated period of time, for award of contract, if Bidder is found to be engaged in corrupt, fraudulent and unfair trade practice in competing for, or in executing, the contract at any point of time.
- vii. The Bidder will not engage or retain any consultant/individual to facilitate or lobby for award of contract. Canvassing by its agent(s) for getting the contract awarded will be construed as corrupt practice.

7.6 Governing Laws / Jurisdiction Arbitration

- i. All disputes, differences, claims and demands arising under or pursuant to or touching the contract shall be referred by the Project Director, Society For Promotion of Quality Education For Poor and Meritorious Students of Punjab to Director General School Education, Punjab, who will forward it to the Secretary to Government of Punjab, Department of School Education who shall be the sole arbitrator or can appoint as his nominee, whose decision shall be final and binding on both the parties. The award of the sole arbitrator shall be final and binding on both the parties under the provisions of the Arbitration and Conciliation Act, 1996 or by statutory modification re-enactment thereof for the time being in force. Such arbitration shall be held at SAS Nagar (Mohali).

- ii. In all matters and disputes arising here under the appropriate Courts at SAS Nagar (Mohali) shall have jurisdiction to entertain and try them.
- iii. Project Director, Meritorious Society, reserves the right to accept or reject any bids without assigning any reason.

7.7 INSPECTION

The Project Director, Society For Promotion of Quality Education For Poor and Meritorious Students of Punjab or its representative of Society, or other committee members shall always have the right and liberty to do surprise inspection(s) of teaching classes being conducted

8. Annexures

8.1 Annexure I: Format for submission of Queries

[illegible]

8.2 Format for Technical Proposal

Annexure-II: Format for Proposal Covering Letter

Date: DD-MM-YYYY

Project Director,
Meritorious Society

Ref: Request for Proposal: Conduct of extra teaching in school for meritorious students

Dear Sir/Madam

1. Having examined the RFP documents, the receipt of which is hereby duly acknowledged, we, the undersigned, offer to provide the services as required and outlined in the RFP. To meet such requirements and provide such services as set out in the RFP documents, we attach hereto our response to the RFP document, which constitutes our proposal for being considered for appointment as the Coaching House/Institute/Centre/Organization for providing Online Coaching to students of Commerce Stream in Meritorious Schools in State of Punjab.
2. We are submitting our bid for the above referred RFP.
3. We undertake that this is our sole participation and we are not participating or co-participating in this bid through any other related party or channel.
4. We undertake, if our proposal is accepted, to adhere to the Project Schedule put forward in the RFP or such adjusted plan as may subsequently be mutually agreed between us and the Tender Authority or its appointed representatives.
5. If our proposal is accepted, we will submit a Security in the format given in the RFP document issued by a Scheduled bank in India, acceptable to the Tender Authority, as per the details specified in the RFP documents for due performance of the Agreement.
6. We agree to the unconditional acceptance of all the terms and conditions set out in the RFP documents.
7. We have read all the terms and conditions set out in the RFP documents and confirm that these are unconditionally acceptable to us. We further declare that additional conditions, variations, deviations, if any, found in our Proposal shall not be given effect to.
8. We confirm that the information contained in this proposal or any part thereof, including its exhibits, schedules, and other documents and instruments delivered or to be delivered to the Tender Authority is true, accurate, and complete. This proposal includes all information necessary to ensure that the statements therein do not in whole or in part mislead the Tender Authority as to any material fact.
9. We have indicated the unit rates in our commercial bid for the purpose of on account of payment as well as for price adjustment in case of any increase to / decrease from the scope of work under the contract.
10. We confirm having submitted the information as required by you in your RFP

documents. In case you require any other further information/documentary proof in this regard during evaluation of our Tender, we agree to furnish the same in time to your satisfaction.

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

Dated this Day of 2018

(Signature) (In the capacity of)

Duly authorized to sign the RFP Response for and on behalf of:

(Name and Address of Company) (Seal/Stamp of Bidder)

Enclosure: Copy of Power of attorney/Board resolution in name of authorized signatory

8.3 Annexure-III: Format for furnishing General Information

Bid Reference No. :

S.No.	Particulars	
1.	Name of Coaching House/Institute/Centre/ Organization	
2.	Contact Details	
	a) Address	
	b) Telephone	
	c) Fax	
	d) Email	
	e) Website	
3.	Name of Authorized Signatory	
	a) Position	
	b) Telephone	
	c) Fax	
	d) Mobile	
	e) Email	

Signature.....

In the capacity of.....

Duly authorized to sign Proposal for

And on behalf of.....

8.4 Annexure:IV

Biodata of Faculty

Name:	
Father's Name:	
Date of Birth:	
Address:	
Contact No:	
Email:	
Qualification:	
Total Coaching Experience	

Attach latest photograph.

Detail of Qualifications (In Chronological order):

S.No	Exam Passed	Name of Institute	Year of passing	Percentage	Subjects Studied

Detail of Coaching Experience (After acquiring highest qualification)

S.No	Name of Institute	Subject taught	Period From ___ to ___	Total Period

Signature of Faculty

I, the undersigned, certify that above profile correctly describes about qualifications and experiences about my staff to the best of my knowledge. I understand that any willful misstatement described herein may lead to my Coaching House/Institute/Centre/Organization's disqualification or dismissal, if engaged.

[Signature of authorized signatory

And on behalf of.....]

Date..... Place.....

8.5 ANNEXURE-V

Requirement of Hardware for conducting Online Coaching to Commerce Stream students in Meritorious Schools:-

Stream	
Commerce	For teaching Accountancy, Economics, Mercantile law and quantitative aptitude total Four teachers are required.

Note:

1. Each Coaching House/Institute/Centre/Organization will provide one coordinator.
2. Each Coaching House/Institute/Centre/Organization will provide one counselor for time to time counseling of students.
3. Any additional supporting staff if required for extra work should also be arranged/ provided by the vendor for Online coaching at no extra cost.

8.6 Annexure-VI: Technical Proposal Checklist

(The Technical proposal should comprise of the following basic requirements. The documents mentioned in this compliance sheet along with this form, needs to be a part of the Technical proposal)

S. No.	Specific Requirements	Kind of Document Attached	Compliance	Reference & Page Number
1.	Tender Cost of Rs. 5,000/- (Rs. five Thousand only)		Yes / No	
2.	EMD in sealed envelope No.1		Yes / No	
3.	Annexure II		Yes / No	
4.	Annexure III		Yes / No	
5.	Relevant documents in support of be in business for more than last 2 years (2014-15 & 2015-16)		Yes / No	
6.	Relevant Document for average turnover during the last two financial years. (per month)		Yes / No	
7.	Relevant document in support of Local Coaching Centre at places where Meritorious Schools are located		Yes/No	
8.	Relevant document in support of total Regular Faculties in the House stream wise.(Average of last two years)		Yes/No	
9.	Relevant document in support of No of Trained students stream wise last two years		Yes/No	

10.	Relevant documents in support of Total achievements at state /National level stream wise in last two years		Yes/No	
11.	List of faculty to be deployed stream wise along with compete biodata of each faculty as per Annexure IV		Yes/No	
12.	Detail of Syllabus to be covered		Yes/No	
13.	Detailed weekly or monthly schedule		Yes/No	
14.	Methodology		Yes/No	
15.	Frequency of conduct of tests and revision		Yes/No	
16.	Provision of online tests		Yes/No	
17.	Feedback system		Yes/No	
18.	Samples of study material subject wise		Yes/No	
19.	Provision of guidance and counseling		Yes/No	
20.	Self Certificate of Breach of contract		Yes/No	
21.	Self Certificate of Black listing		Yes/No	

8.7 Annexure VII: Format for Commercial Proposal "FINANCIAL BID"

For Existing Class 10+2

Sr. No.	Streams	Total No. of Students (Approx.)	Unit	Rates to be quoted/ month/ Student (In Rs.)	
				Figure	Words
1.	Commerce	499	Per student per month		
	Total	499			

For newly Inducted Class 10+1 of next Academic Session July 2018

Sr. No.	Streams	Total No. of Students (Approx.)	Unit	Rates to be quoted/ month/ Student (In Rs.)	
				Figure	Words
1.	Commerce	855	Per student per month		
	Total	855			

Note: The rate has to be quoted for both (10+1) and (10+2).

- (i) Rates to be quoted per student per month should include all taxes and levies by the Govt., for time to time. There is no service tax as the service being provided is covered under the definition of auxiliary educational service read with the negative list of services as per clause (i) of section 66 D of Service Tax Act.
- (ii) The rates should be quoted both in figures and words. In case of any variation rates in words shall be considered for evaluating for financial bid.
- (iii) Bidders are advised to exercise adequate care in quoting the prices. No excuse for corrections in the quoted price will be entertained after the Proposals are opened. All, if any, should be initialed by the person signing the Proposal form before submission.
- (iv) In view of the above declaration of Bidder with L1 quote shall be announced after conducting the above check.
- (v) Tender Authority reserves the right to procure the goods and/ or services, in whole or in part or in excess, as listed by the Bidder in its financial proposal. The Contract Price shall be adjusted based on the unit price provided by the Bidder in its financial proposal. No adjustment of the Contract Price shall be made on account of any variations in costs of labor and materials or any other cost component affecting the total cost in fulfilling the obligations under the Agreement.
- (vi) Rate Should be quoted for entire state.