

Request for Proposal

To Provide Non-Residential Coaching

In

- 1. Medical/ Engineering entrance examination,
and**
- 2. SSC/Bank exams/Govt. Group C & D exams**

At

Block

a. Dharhara

b. Haveli Kharagpur

of

Munger District, Bihar

Date of Issue: - 27/06/2014 .

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Part I: Terms of Reference

**Government of Bihar
Collectorate, Munger
(District Planning Office)**

Invites

**Request for Proposal (RFP) under Additional Central Assistance Scheme
From Organizations/Institutes/Agencies for
Providing Non-Residential Coaching for Medical/Engineering entrance examination,
and SSC/ Bank exams/Govt. Group C & D exams to students of Munger District**

To enable the students of poverty ridden backward rural areas of Munger to successfully face the academic entrance examinations, or career competitive exams and obtain an appropriate job in the Public/Private sector, District Magistrate, Munger invites separate RFP under Additional Central Assistance Scheme from entity Registered Proprietorship / Partnership Firms / Private Limited/ Public Limited Company / Registered Society / Trust / Association/ Trade Body /Registered Educational Institution / University/Government/Semi Government Institution for Providing Non-Residential Coaching facility at Block a. Dharhara, b. Haveli Kharagpur for 1. Medical/ Engineering entrance examination, and 2. SSC/Bank exams/Govt. Group C & D exams to selected students of Munger District.

1. Scope of work

Scope of work shall include but not limited to the following:-

- a. The agencies will be required to impart non-residential coaching to selected students of Munger district, so as to make them capable enough to face various career competitive exams successfully. The courses are clubbed under two categories- 1. Medical/engineering entrance examinations and 2. SSC/ Bank exams/Govt. Group C & D exams. Coaching is to be imparted at two different blocks a. Dharhara, b. Haveli Kharagpur. There will be one centre for each category of course at each block. Separate RFP are invited for each course category and for each block. The agencies must clearly mention the category of course and the block they are applying for. One agency may apply for more than one course category and for more than one block. It means thereby that four separate RFP are invited. It implies that each selected agency/institutes under each category will have to run one coaching centre for a course at a time (location to be decided by the district administration). There will be four centers in total across the district.
- b. The validity of selection of the agency would be for two years subject to satisfactory performance.
- c. Based on the number of available students; their learning level, education qualifications, age; and exams they would like to apply for; batch wise coaching would be imparted having maximum strength of 50 students in each batch for medical/engineering and 75 students for SSC/ Bank exams/Govt. Group C & D exams. There must at least be 1 batch each for medical and engineering at each centre. The maximum number of batches per centre during the course duration will be three. The maximum total number of students to

be coached in a year per centre is thus 150 (50*3) for medical/engineering and 450 (75*3*2, as their coaching duration is half yearly) for SSC/ Bank exams/Govt. Group C & D exams. The maximum total number of students at the district level per year is thus 300 for medical/engineering and 900 for SSC/ Bank exams/Govt. Group C & D exams.

- d. Agencies will be required to quote the minimum percentage of enrolled students per batch who would qualify the entrance exam. The last tranche of 30% of payment will be released only if the quoted percentage is achieved. The floor limit for each category is- medical-10%; engineering-over all 30% & 10% for IIT, NIT, and other govt. engineering colleges; SSC/ Bank exams/Govt. Group C & D exams-25%. Agencies committing below the floor level will not be considered for the bidding process. The grace period for the calculation of above success rate is 1 year post the successful completion of the coaching course. The agency may choose to keep the student enrolled or provide remedial assistance post the course completion as many times, at its discretion and cost until s/he clears the exam. The district administration will bear the cost only once.
- e. The classes must be regularly held through the best dedicated professional teachers, available full time.
- f. Provide suitable infrastructure for coaching in proper manner and bio-metric machines for attendance monitoring.
- g. Provision of coaching and learning value addition materials.
- h. Impart information related to schedule of various competitive exams and help students in filling up application forms.
- i. Motivation and guidance to students to take up competitive exams successfully and their all-round development and grooming.
- j. Help district administration in selecting prospecting students for coaching. The agencies will be required to design multi-stage selection process which may include entrance examinations.
- k. The minimum attendance of students must be 75% in all classes held in a month for successful release of full payments at different stages (biometric devices will have to be used for attendance by the agency).
- l. The agency would maintain database of the students and share the same periodically preferably on monthly basis with the DPO, District Administration, Munger, for monitoring purposes. The records of successful students who clear the competitive exams and of drop-outs are also to be shared along with other relevant information. There will be periodic check of the authenticity of the database from the field on random basis and there should not be any ambiguity in it.
- m. The agency will carry out monthly assessments of learning gained by enrolled students, and the results will be shared with the district administration. District administration may

also conduct periodic assessments and necessary monitoring by itself, a constituted committee or an outsourced agency as per its discretion, to assess the quality of teaching imparted.

- n. The total fee payable to the Agency shall include all taxes and incidental charges. The cost of study materials/coaching infrastructure/consumables/deliverables etc. during the coaching shall be borne by the agency itself.
- o. The bidder has to be open to the suggestions/monitoring by the district administration to ensure proper functioning.

2. Course and Batch Details

S.no.	Courses	Minimum educational qualification	Maximum Batch size	Maximum number of batches per centre	Duration of coaching(min hours/batch)	Months
1.	Medical/ Engineering	Pursuing intermediate or 12 th pass	50	3 (at least 1 batch each for medical and engineering per centre)	750 hours	12 months
2.	SSC/ Bank exams/Govt. Group C & D exams	As per the eligibility criteria of the exam	75	3	250 hours	6 months

3. Minimum Infrastructure requirements

Particulars	Specifications
Theory classroom	Per room: Study chairs as per batch size White black board-1 minimum Notice board-1 minimum Almirah-1; Tables-2
Other facilities per centre	Drinking water Separate wash rooms for girls/boys UPS/computers as per requirement Electricity with back up
Study materials	Handbooks related to course Relevant Magazines News papers (Hindi & English)
Documentations& biometric device	Attendance register (Students & Teachers) Visitor register Student assessment report Case studies of successful candidates Separate biometric device to be arranged for each center

4. Minimum Manpower Requirements

The Selected agencies must have adequate teaching staff for conducting the coaching classes. Agency is needed to fill the details of its coaching staff/members in format given in Form 7, Part II of RFP. Preference will be given to the agencies whose faculty/trainers have acquaintance with the local language & those who are well experienced in this field. The appointed faculty should not be changed during the coaching period. In case any faculty leaves the organization, suitable person with at least similar qualifications is to be appointed in his place with prior information to District Planning Office, Munger.

5. Course Content

The course curriculum and lesson plan for course along with the necessary monthly and quarterly mile stones shall be mentioned by the agencies as per format 6 in Part II. The release of payment installments will be based on successful achievement of mentioned milestones. See payment schedule for further information

6. Minimum Eligibility Criteria

The Participating Agency shall be single entity Registered Proprietorship / Partnership Firms / Private Limited/ Public Limited Company / Registered Society / Trust / Association/ Trade Body /Registered Educational Institution / University/Government/ Semi Government Institution, fulfilling the minimum eligibility requirements with regard to their experience, financial strength and activities as given below:

S.no	Criteria	Unit	Minimum requirements
1.	Number of years of existence(as on 1 st January 2014)	Year	Three
2.	Minimum financial turnover/year	Lakhs (Rs) per year	Average Rs 100 Lakhs for Medical/Engineering & Rs.25 lakhs for SSC/ Bank exams/Govt. Group C & D exams (average to be taken for last three financial years)
3.	Annual coaching	Average number of students /year	100 for Medical, 200 for Engineering and 500 for SSC/ Bank exams/Govt. Group C & D exams (average to be taken for last three financial years)
4.	Committed average percentage of enrolled students who would successfully clear the competitive exams	Enrolled batch with 1 year grace period	Medical-10%; Engineering-over all 30% & 10% for IIT, NIT, and other govt. engineering colleges SSC/ Bank exams/Govt. Group C & D exams-25% (only for the purpose of this project)

In addition to the above, the agency must not have been declared bankrupt or being blacklisted by any institute of Government at any point of time.

7. Preparation & Submission of Proposal

The submission of Proposal by the agency in response to the RFP should be as follows:

a. **Cover I- Technical Proposal:** The Participating Agency shall place the Technical Proposal in a sealed envelope, which shall be super scribed as 'Technical Proposal for course...for block...'. The Technical Proposal should have the following:

- 1) A Demand Draft of Rs 100,000 (Rs. One Lakh) in favor of District Magistrate, Munger drawn on any of the scheduled commercial banks and payable at Munger, Bihar as proposal fee.
- 2) Submission of information as per the format in clause 6 of Part I of this RFP- the minimum eligibility criteria.
- 3) Authorization letter- Form 1 in Part II(proposal submission formats) of this RFP Document
- 4) Technical Proposal submission- Form 2 in Part II(proposal submission formats) of this RFP Document
- 5) General Information of the Organization / Institute-Form 3 in Part II(proposal submission formats) of this RFP Document
- 6) Financial Turnover of the Organization / Institute-Form 4 in Part II(proposal submission formats) of this RFP Document
- 7) Details of Organization / Institution's past experience in imparting coaching in mentioned courses- Form 5 in Part II(proposal submission formats) of this RFP Document. Agency, should submit official work orders of their previous assignments with the government.
- 8) Course content- Form 6 in Part II(proposal submission formats) of this RFP Document
- 9) Total manpower strength/key resource person- Form 7 in Part II(proposal submission formats) of this RFP Document
- 10) Infrastructure details (should be in accordance with need as mentioned in Part I of this RFP document)
- 11) Bank details of the organization- Form 9 in Part II(proposal submission formats) of this RFP Document
- 12) Any comments/suggestions on the Terms of Reference in Part II(proposal submission formats) of this RFP Document

Note- Please submit all the documents; duly self attested, in the same manner as mentioned above.

b. **Cover II- Financial Proposal:** The Participating Agency shall place the Financial Proposal in a sealed envelope, which shall be super scribed as 'Financial Proposal for the course...for block...'. The following should be there in the Financial Proposal:

Performa for the Financial Proposal:

S.no	Particulars	Details
1	Name of institution/organization/company/trust/society	
2	Name of course category	
3	Name of block applied for	
4	Duration of the course (in terms of hours). Please see section 2 Course details of Part I of RFP. Detailed course break-up in terms of hours must be submitted	
5	Rate per student	
6	Total number of students per year	
7	Total cost per centre per year	
8	Committed percentage of enrolled students who will successfully clear competitive exams	

Note: The validity of agreement is for two years

The Two Covers of the Proposal organized as above, shall be placed in a sealed outer envelope with the following inscription:

"Proposal for Selection of Agency to provide non-residential coaching for competitive exams to selected students of Munger district"

Name of the Agency with Complete Address:

Course category:.....Block.....

It should be noted that for each course category and for each block a separate proposal should be submitted.

8. Evaluation Process

The evaluation and selection would be done by a committee formed by the District Planning Office, Munger. The shortlisted agencies will be asked to present before the committee through power point presentation. The various steps for evaluation shall be as under:

i. First step, Only those agencies shall be considered for further evaluation which fulfills all the minimum requirements as given in the section 6 of Part I of this RFP- the minimum eligibility criteria.

ii. Second step, All such agencies(which qualifies the first step) shall be evaluated on the basis of the Score Sheet as given below (in case of unconsolidated information for medical and engineering, weighted average will be taken in consideration with the weight medical-1/4 and engineering-3/4):

Parameters	Total Marks	Marks Obtained	Remarks
1)Financial turnover(average of 3 years)	20		
2)Percentage of enrolled students successfully clearing competitive exams (average of 3 years)	20		

3) Committed minimum percentage of enrolled students clearing respective competitive exams	20		
4) Over all relevant experience	10		
5) Man power qualifications and strength (including faculty)	10		
6) Infrastructure	10		
7) Course content along with mile stones	10		
Total	100		

Scores will be given on above parameters. All parameters will be awarded with some definite points and marks will be given to agencies according to their merits.

Note 1 for Medical/engineering:

(in case of unconsolidated information for medical and engineering, weighted average will be taken in consideration with the weight medical-1/4 and engineering-3/4)

- Committee will open financial bid/rate quotation of only those agencies, whose total marks secured is above than 60% of the total 100.
- If agency turnover is >2cr(20/20), between 1.5cr-2cr (15/20), between 1cr-1.5 cr (10/20), between 50 lakh-1cr (5/20). (marks allocated is shown in brackets)
- If percentage of enrolled students successfully clearing competitive exams is >50% in last 3 years, then marks allotted is 20/20, & if it is between 40% to 50%, then 15/20, if it is between 30% to 40%, then 10/20 and if it is between 20%-30%, then 5/20, if it is between 10% to 20%, then 3/20.
- If committed percentage of enrolled students successfully clearing competitive exams is >50%, then marks allotted is 20/20, & if it is between 40% to 50%, then 15/20, if it is between 30% to 40%, then 10/20 and if it is between 20%-30%, then 5/20, if it is between 10% to 20%, then 3/20.
- If agency's overall experience is above 8 years (7/10), if it is between 5 to 8 years (5/10); if it is between 3 to 5 years (3/10). 3 bonus marks for relevant govt. assignment.
- If the agency's man power strength is 10 and above per centre (10/10), if its 8/center(8/10), if its 5/centre(5/10), if its 3/centre(2/10).
- In context of infrastructure, marking will be done by a committee formed by the District Planning Office on the basis of per center allocation of things & as per proportion of candidates and other relevant factors (committee decision will be final). Best infrastructure will have (10/10), V.Good (8/10), Good (5/10), Poor (2/10).
- As regards the course content and quality offered by the agencies the marking will be done by a committee formed for this purpose by the District Planning Office. (committee decision will be final). Best course content (10/10), v.good (8/10), Good (5/10), poor (2/10).

Note 2 for SSC/Bank exams/Govt. Group C & D exams

- Committee will open financial bid/rate quotation of only those agencies, whose total marks secured is above than 60% of the total 100.
- If agency turnover is >1cr(20/20), between 75lakh-1cr(15/20), between 50 lakh -75 lakh(10/20), between 50 lakh-25 lakh(5/20), (marks allocated is shown in brackets)

- c) If percentage of enrolled students successfully clearing competitive exams is >60% in last 3 years, then marks allotted is 20/20, & if it is between 50% to 60%, then 15/20, if it is between 40% to 50%, then 10/20 and if it is between 30%-40%, then 5/20, if it is between 20% to 30%, then 3/20
- d) If committed percentage of enrolled students successfully clearing competitive exams is >60%, then marks allotted is 20/20, & if it is between 50% to 60%, then 15/20, if it is between 40% to 50%, then 10/20 and if it is between 30%-40%, then 5/20, if it is between 20% to 30%, then 3/20
- e) If agency's overall experience is above 8 years (7/10), if it is between 5 to 8 years (5/10); if it is between 3 to 5 years (3/10). 3 bonus marks for relevant govt. assignment
- f) If the agency's man power strength is 10 and above per centre (10/10), if its 8/center(8/10),if its 5/centre(5/10),if its 3/centre(2/10).
- g) In context of infrastructure, marking will be done by a committee formed by the District Planning Office on the basis of per center allocation of things & as per proportion of candidates and other relevant factors(committee decision will be final).Best infrastructure will have(10/10),V.Good(8/10),Good(5/10),Poor(2/10).
- h) As regards the course content and quality offered by the agencies the marking will be done by a committee formed for this purpose by the District Planning Office.(committee decision will be final).Best course content(10/10),v.good(8/10),Good(5/10),poor(2/10).

iii. Third step, The financial bids of only those agencies would be considered for opening which pass the evaluation process as given in the second step. Agencies with relevant govt. experience will be given priority in the final selection.

- The Committee reserves the right to seek clarifications from the Participating Agencies. The Agency shall be required to furnish such clarifications. In the course of evaluation, if in the committee opinion, the Technical Proposal is materially deficient or inconsistent in any aspect or fraudulent; the Proposal shall be declared Non-responsive and shall not be considered for further evaluation.

9. Other conditions and required documents

The bidders would have to satisfy the eligibility conditions and submit documentary proof for the following:

- i) Must be duly registered and comply with government norms.
- ii) Must have service tax authorities certification
- iii) Must be registered with income tax (PAN/TAN) authorities certification
- iv) Audited balance sheet for last three financial years - Turnover (in lakhs) as certified in the financial year-
2010-2011 (audited)
2011-2012 (audited)
2012-2013 (audited/unaudited)
- v) Details of Main Contact Person including Telephone number/Fax number/e-mail ID
- vi) No consortium of vendors is allowed to bid for the project.
- vii) To submit declaration of conduct, not involved in any misconduct/forfeiture and should not be blacklisted by any organization
- viii) To submit all necessary information in formats specified in part 2 of the RFP

10. Proposal Fee

The Participating Agencies are required to pay a **refundable** Proposal Fee of Rs. 100,000/- (Rupees One Lakh only) as bidding security. This will be paid in the form of a Demand Draft in favour of 'DISTRICT MAGISTRATE, Munger' payable at Munger drawn on any scheduled commercial bank. If an agency is putting its proposal for more than one course category or for more than one block, separate proposal fee will be applicable for another category or block as well in which agency has applied. Proposals not accompanied by the above Proposal Fee shall be rejected by DPO as non-responsive. Proposal fee of only finally selected agencies will be retained by DISTRICT PLANNING OFFICE, MUNGER as security money. Bid security is required to protect the risk against service provider's/company's conduct, which would warrant the security's forfeiture. No interest will be payable by the district administration on the amount of the bid security. Unsuccessful service providers' bid security will be discharged/returned as promptly as possible, but after the bid results are declared and after request received from the service provider. The D.M Munger may forfeit the security deposit for any failure on part of bidder to complete its obligations under the agreement. This bid document is not transferable.

Bid document can be obtained from the office of District Planning officer, Munger on payment of INR 200 or can be downloaded from the official website of Munger District (<http://munger.bih.nic.in>)

11. Payment Norms

For the 'Non-residential coaching for competitive exams' conducted by the selected coaching institutes, payments will be made based on the norms and criteria as decided by the District Planning Office, Munger. The Payment norms shall be agreed in the MOU/agreement entered into between District Planning Office Munger and the selected coaching agency. The prevailing payment norms are given below. The Agencies shall agree to abide by the payment norms and submit their proposal after due consideration of these payment norms:

S.no	Deliverables	Payment (% of total coaching fee)
1.	Against commencement of coaching after issuance of certificate regarding establishment of the coaching center	20%
2.	After successful completion of 1/3 rd of total coaching duration of the course	15%
3.	After successful completion of 2/3 rd of total coaching duration of the course	15%
4.	After successful completion of total coaching duration of the course	20%
5.	After achieving committed percentage of success rate	30%

The Coaching Fee shall be inclusive of all costs; including coaching infrastructure, coaching material, issue of ID Cards, biometric attendance, exposure visit, taxes, etc.

12. Implementing Agency

District Planning Office (Collectorate, Munger) would be the implementing agency for these Coaching Programmes.

13. Enquiries & Clarifications

All enquiries and clarifications have to be made to:-

DISTRICT PLANNING OFFICER (DPO)
DISTRICT PLANNING OFFICE
COLLECTORATE, MUNGER
BIHAR-811201
CONTACT NO: 06344-226084 (O), 9199018050 (M)
e-mail: dpomunger@yahoo.com, cc-ravi.dhmk@gmail.com

14. Last Date of Form Submission

RFP, will have to be send through speed post/registered post/courier to the following address :

DISTRICT PLANNING OFFICER (DPO)
DISTRICT PLANNING OFFICE
COLLECTORATE, MUNGER
BIHAR-811201

The RFP complete in all respects should reach the District Planning Office, MUNGER latest by **30th day after the publication by 5 pm**. Proposals received after the due date and time shall not be considered. District Planning Office Munger shall not be responsible for non-receipt/non delivery of the proposal due to any reason whatsoever.

15. Schedule of the Selection Process and Important Timelines

S. No	Milestone	Envisaged Schedule
1	Request for proposal document made available on the website www.munger.bih.nic.in	Date: 27/06/2014
2	Pre-bid meeting of interested agencies (agencies must show their interest by writing a mail to DPO at dpomunger@yahoo.com , cc-ravi.dhmk@gmail.com)	On 15 th day after day of publication 12/07/2014
3	Time and date for receipt of Technical and Financial proposal	On 30 th day after day of publication by 5pm 28/07/2014
4	Opening of Technical proposal	On the day of submission of proposal at 5:15 pm - 28/07/2014
5	Opening of Financial proposal (only of qualified agencies)	On 10 th day of submission of proposal at 11:30 am 07/08/2014

6	Announcement of selected institutions	On the same day of opening of financial proposal 07/08/2014
7	Setting up of Infrastructure and Selection of Students	Within one month of the award of contract 08/09/2014
8	Commencement of Coaching classes	Within one month of the award of contract 08/09/2014

16. Reservation Rights

The D.M Munger reserves the right to:-

- i) Extend the closing date for submission of the bids.
- ii) Amend the bid requirements at any time prior to the closing date, provided that the amendment is notified to prospective bidders.
- iii) Seek information from or negotiate with one or more of the bidders on any issue at any time and to continue to negotiate with one or more of the bidders.
- iv) Discontinue negotiations at any time with any bidder.
- v) Terminate or abandon this procedure or the entire project whether before or after the receipt of Bids.
- vi) Seek the advice of external consultants to assist the district administration in the evaluation or review of bids.
- vii) Make enquiries of any person, company or organization to ascertain information regarding the bidder and its bid.
- viii) Reproduce for the purposes of this procedure the whole or any portion of the bid despite any copyright or other intellectual property right that may subsist in the bid.


 District Magistrate
 Munger

PART-II: PROPOSAL SUBMISSION FORMATS

FORM 1: FORMAT OF POWER OF ATTORNEY FOR SIGNING OF THE APPLICATION

(To be submitted along with covering letter in Cover -I)

Know all men by these presents that We.....
..... (name of the firm and address of the registered office) do hereby irrevocably
constitute, nominate, appoint and authorize Mr./ Ms (name)
.....son/daughter/wife
of.....and presently residing
at.....
..... who is presently employed with us and holding the position of
..... as our true and lawful attorney (hereinafter referred to as the
"Attorney") to do in our name and on our behalf, all such acts, deeds and things as are necessary or required in
connection with or incidental to submission of our proposal for the selection of Coaching Institutes 'to provide
non-residential coaching in career competitive exams' in Munger being implemented by DPO. The attorney is
fully authorized for providing information/ responses to the DPO, representing us in all matters before the DM
including negotiations with the DPO, signing and execution of all contracts including the Memorandum of
Understanding and undertakings consequent to acceptance of our proposal, and generally dealing with the DPO
in all matters in connection with or relating to or arising out of our proposal for the said selection of Coaching
Institutes. AND we hereby agree to ratify and confirm and do hereby ratify and confirm all acts, deeds and
things done or caused to be done by our said Attorney pursuant to and in exercise of the powers conferred by
this Power of Attorney and that all acts, deeds and things done by our said Attorney in exercise of the powers
hereby conferred shall and shall always be deemed to have been done by us.

IN WITNESS WHEREOF
WE,.....,THE
ABOVENAMED PRINCIPAL HAVE EXECUTED THIS POWER OF ATTORNEY ON THIS
.....DAY OF

FOR.....

(SIGNATURE, NAME, DESIGNATION & ADDRESS)

ACCEPTED

.....
(SIGNATURE)
(NAME , TITLE, ADDRESS OF THE ATTORNEY)

Witnesses:

1. _____ 2. _____

Notes:

To be executed on Rs 100/= stamp paper

The mode of execution of the Power of Attorney should be in accordance with the procedure, if any, laid down by the applicable law and the charter documents of the executant(s) and when it is so required, the same should be under common seal affixed

FORM 2: Technical Proposal Submission Form

(On the letterhead of the organization/ Firm)

[Location, Date]

FROM:

[Name of Participating Agency with Complete Address of Communication]

TO:

District Planning Officer
District Planning Office
Collectorate, Munger
Fort Area

Phone no. -.....

**Subject: PROPOSAL FOR SELECTION OF COACHING INSTITUTES UNDER
ADDITIONAL CENTRAL ASSISTANCE SCHEME- TECHNICAL PROPOSAL**

Dear Sir,

I/We the undersigned, offer to provide the services in respect to your Request for Proposal. I/We are hereby submitting our Proposal which includes this Technical Proposal sealed under a separate envelope. Our proposal is valid for acceptance for minimum six months and we confirm that this proposal will remain binding upon us and may be accepted by you at any time before this expiry date.

I/We accept all terms, conditions and stipulations of the RFP unconditionally and hereby declare that all the information and statements made in this proposal are true and accept that any of our misrepresentation contained in it, may lead to our disqualification from the selection process in addition to imposition of penalty as deemed fit by DPO. I/We hereby declare that our company has not been debarred / black listed by any Government / Semi Government organizations. I further certify that I am the competent authority in my company and authorized to make this declaration, and the signatory authority on behalf of the organization.

I remain,

Yours sincerely,

Authorized Signatory [Signature with Date and Seal]:

Name and Title of the Signatory: _____

Name of the organization with complete address: _____

FORM 3: General Information of the Organization / Institute

(On the letterhead of the Organization/ Firm)

1. Name of the Organization / Institute :

2. Incorporated as _____ in year _____ at _____
(State Sole Proprietor, Partnership, Private Limited or Limited firm, Registered Society etc.)

(Furnish the copy of the Certificate of Registration/Incorporation)

3. Registered Office Address:

4. Branch Office Address within the State (if any):

5. Name of the Head of the Institute / Organization:

6. Designation :

7. Telephone /Mobile Number:

8. Address of Communication:

9. FAX and E-Mail:

10. Income Tax Registration No. (PAN): (Furnish copy of the Same)

11. Service Tax Registration Number: (Furnish Copy of the Same)

12:Name of the department/institutes where the consultancy services have already been rendered:

13:Trade license number & validity:

Authorized Signatory [In full and initials]: _____

—

Name and Title of Signatory: _____

Name of Firm: _____

Address: _____

(Company / Organization Seal)

**FORM 4: Financial Turnover of the Organization / Institute and Success Rate
Committed of Final Selections:**

Table 1: Financial Turnover

S. no.	Year	Turn Over in INR
1	2011-12	
2	2012-13	
3	2013-14	
4	Average annual turnover for the last 3 years(INR)	

Table 2: Success Rate Committed of Final Selections:

Course details	Success rate
Medical	
Engineering (IIT/NIT/other govt. colleges)	
Engineering over all	
SSC/Banking/Govt. group c and group d	

* Note: Please attach copies of the annual audited financial statement certified by the Chartered Accountant in support of the information provided above.

FORM 5: Details of Organization / Institution's Past Experience in Imparting Similar Coaching Classes

Table 1: Number of students taught in last three years

Year	Course	Number of students taught
2011-12		
2012-13		
2013-14		

Table -2

Similar Assignment Details for the last three years:

Name of the Coaching Course	Name of the Central /State Govt. organization for whom any relevant assignment has been undertaken	Year and duration of the course	No. of students taught	No. of successful students	Brief scope of the assignment

Relevant documentary evidence in support of the statement should be mandatorily attached.

Use additional Sheet if required without changing the Content

Table -3 Selection details of the candidates for last three years:

Year	Course	Name of selected students	Roll no. in the exam	Name and year of exam	Address of selected students	Contact number	Name and address of institution/organization in which admission/recruitment of student happened	Total number of successful students
2011-12								
2012-13								
2013-14								

Use additional Sheet if required without changing the Content

The organization / institute must attach the documents, i.e. work order / contracts from the clients in support of the information provided above.

Authorized Signatory [In full and initials]: _____

With Seal

FORM 6: Course Content

Name of Course	Subject areas to be covered	Duration of the subject area	Monthly and quarterly deliverables along with necessary milestones

FORM 7: Manpower Details

A. Total faculty/manpower strength/key resource person

Agency name:

Course category-

Block-

Sl.	Name of faculty/resource persons/staff	Qualifications	Experience	Remarks
Total				

B. Details of Proposed Staff for the Centre

Sl.	Name of faculty/resource persons/staff	Centre (Dharhara/Kharagpur)	Qualifications	Experience	Remarks
Total					

FORM 8: Infrastructure Format

S.no	Particulars	Specifications
1	Theory classroom	-
2	Other facilities	-
3	Study materials	-

Note: please see section 3 of Part-1 of this RFP document for more information regarding infrastructure format.

FORM 9: Bank details of the Organization for transfer of funds :

S.No.	Particulars	To be filled by Agency
1.	Name and full address of the Bank where the agency desires to receive the fund	
2.	MICR/IFSC code of the branch of the Bank	
3.	Nature of account(current/saving) and correct account no.	

FORM 10: Comments and Suggestions on the Term of Reference

Present and justify here any modifications or improvement to the Terms of Reference you are proposing to improve performance in carrying out the assignment (such as deleting some activity you consider unnecessary, or adding another, or proposing a different phasing of the activities). Such suggestions should be concise and to the point, and incorporated in your Proposal.

Declaration

I hereby solemnly affirm that the information given above is true to the best of my knowledge.

Date

Signature of the Head/Chairperson/President/Secretary

Place

Name of the Signing Authority

Official Stamp of the Organization