



**GOVERNMENT OF TRIPURA  
DIRECTORATE OF TRIBAL WELFARE  
(COACHING & ALLIED SECTION)**

Email ID: [twdtripura@gmail.com](mailto:twdtripura@gmail.com), Phone No-0381-232-3565

No.F.14-12/TW/ Coaching/JEE./2022-23/ 20161,

Dated, 18/08/2022

**NOTIFICATION**

REQUEST FOR PROPOSAL (RFP) is hereby invited from interested reputed and experienced Coaching Centers of Agartala for imparting classroom coaching to ST students interested in appearing for JEE/NEET examination as mentioned below.

Sl.	Course offered	Tentative number of seats	Duration	Tentative hours of coaching per week	Maximum Course fee (in Rs.)
i.	PCM	50	5months	12 hours	Rs.12,000/-
ii.	PCB	50	5 months	12 hours	Rs.12,000/-
iii.	Combined PCM & PCB	45	5 months	12 hours	Rs.15,000/-

Starting date for submission of RFP: 22<sup>nd</sup> August 2022

Last date for submission of RFP: 29<sup>th</sup> August 2022

The detailed REQUEST FOR PROPOSAL (RFP) is downloadable at the Tender Section of this Departmental Website ([www.tripura.gov.in](http://www.tripura.gov.in)) from 22<sup>nd</sup> August 2022.

The eligible and Interested Institute(s) may submit their physical copy of RFP to the Coaching Section of Directorate of Tribal Welfare, P.N. Complex, Gurkhabasti, Agartala-799006 in the sealed Tender Box. No other means of submission such as email or other electronic means will be entertained.

*Vishal Kumar*

(Dr. Vishal Kumar, IAS)  
Director, TW  
Govt. of Tripura

**GOVERNMENT OF TRIPURA  
TRIBAL WELFARE DEPARTMENT  
AGARTALA, TRIPURA**

**REQUEST FOR PROPOSAL (RFP) is hereby invited from the interested reputed and experienced Coaching Institution of Agartala for imparting classroom coaching to ST students interested in appearing for JEE/NEET examination.**

**Tender No. TWD\_Tender\_2022-23\_1**

**Issued by  
Joint Secretary & Director  
TRIBAL WELFARE DEPARTMENT  
Govt. of Tripura  
BID DATA SHEET**

1	Tender Inviting Authority	Joint Secretary & Director, TRIBAL WELFARE DEPARTMENT, Government of Tripura
2	Name of the Work	Empanelment of Coaching Institute for imparting coaching to ST students interested in appearing for JEE/NEET examination.
3	Tender Reference ID	TWD_Tender_2022-23_1
4	Date of publishing of Tender	22 <sup>nd</sup> August 2022
5	*Period of downloading of Bidding Documents at Tender Section of (www.twd.tripura.gov.in)	22 <sup>nd</sup> August 2022
		29 <sup>th</sup> August 2022
6	*Start Date of submission of Tender (both technical & financial)	22 <sup>nd</sup> August 2022
7	*Last Date of submission of Tender (both technical & financial)	29 <sup>th</sup> August 2022 upto 16:00 HRS.
8	Tender Fees	Rs. 3,000/-
9	Earnest Money Deposit (EMD) (refundable)	Rs. 10,000/-
10	Last Date of submission of physical copy of EMD.	29 <sup>th</sup> August 2022 upto 16:00 HRS.
11	Time and Date of Opening of technical & financial bids.	30 <sup>th</sup> August 2022 at 12:00 HRS
12	Bid Validity	20 (twenty) days from the date of publishing of Tender.
13	Contract Period	24(twenty-four) months from the date of Award of Contract to the empanelled Institute.

**TERMS AND CONDITIONS****A. SCOPE OF WORK, METHODOLOGY AND DELIVERABLES****1. Scope of Work:**

REQUEST FOR PROPOSAL (RFP) is hereby invited from interested reputed and experienced Coaching centers for imparting classroom coaching to ST students interested for in appearing for JEE/NEET examination as mentioned below:

Sl.	Course offered	Tentative number of seats	Duration	Tentative hours of coaching per week	Tentative Coaching fee (including study materials cost) to be provided to selected students	Incentive to Institutions for learning Apps etc
i.	PCM	50	5months	12 hours per week	12000	Rs. 1000/student
ii.	PCB	50	5 months	12 hours per week	12000	
iii.	Combined PCM & PCB	45	5 months	12 hours per week	15000	

- All the above-mentioned courses shall be imparted in classroom interaction mode
- The interested ST students will submit online applications in the site provided by this Directorate at a later date.
- The Institutions shall be based in Agartala and functioning for at least 3 years (i.e 2018-19, 2019-20 or 2020-21 & 2021-22) in the field of coaching in these courses.
- Weekly Assessment:**  
Enable to participate in the State as well all India level Mode Exams to understand the competitive edge & weak points.
- Institution shall be empanelled for 2 years with duration of each coaching not less than 5(five) months. Institute shall ensure the students take part in all <sup>such</sup> exams during the 18 months succeeding the coaching period. This shall include:
  - Awareness.
  - Helping fill up competitive examination forms.
  - Confirm admit cards were received and their participation in the exams.
  - Post exam prediction of success.

Expenses such as application fee/ examination fee etc. should be out of packaged expenses and the fees may be proposed to be paid by the students, if required.

7. The institution must have adequate number of good and knowledgeable faculties with good track record of teaching background and success.
8. All study materials and related materials in soft as well as hard copy shall have to be provided by selected coaching institute to the selected ST students.
9. The institution shall have to report monthly attendance of students to the Department. The Department may sought weekly attendance if think necessary.
10. Commencement /completion of the coaching classes shall be intimated to this Department in due time with photographs, attendance sheets, evaluation sheets and other documents as will be asked for by the authority.
11. The Institute while accepting the RFP shall submit in writing that no extra fees shall be charged from the students directly or indirectly. There will be no segregation of students and this group will be trained in mixed group.
12. The Institute so selected shall give access to the Tribal Welfare Department, Govt. of Tripura to review the premises at any point of time & to check the facilities provided to the students.
13. The undersigned shall have the right to accept and reject any RFP without assigning any reason thereof.
14. Decision of the Department in finalizing the RFP and selection of institution for sponsoring of students shall be final.
15. Franchisees shall not be allowed to participate. Only the mother company or the Head Office of any institute shall be directly allowed to participate. This is intended to improve the quality of training.
16. Partnering with another institute or using the resources of another institute for any purpose whatsoever shall not be allowed.
17. **Disbursement and payment of fees:**
  - A. **Coaching fee:**

The Department shall sanction the course fee to the Intuition in 2 (two) installment i.e after enrolment of the students in the Coaching center and at the end of the course. This fee shall include all coaching fee including the study material cost.
  - B. **Incentive to Institutions for learning Apps etc.:**

Shall be sanctioned in favour of concerned Institutions for every student @ Rs.1000/- (Rupees One thousand) only.

**B. INFORMATION TO INSTITUTIONS**

1. The interested Institutions are requested to download and go through the instructions/terms/conditions/eligibility criteria noted in the RFP minutely. Downloaded Terms and Conditions has to be submitted after signing (ink sign) each page of the document by authorized person as a proof of acceptance of all terms conditions in the RFP.

**2. Eligibility Criteria:**

The Institutions must have the following Eligibility Criteria and enclose the mentioned documentary proof, failing which the RFP shall not be considered for evaluation and will be summarily rejected.

Sl. No.	Criterion	Supporting Documents to be Submitted
1.	Up to date Trade/ Commercial License/ registration in the name of the coaching institute only	Photocopy of up to date Trade/ Commercial/ Trust/ NGO/Society License.
2.	The Coaching Institution shall be based at Agartala only. The Franchisees are not allowed to participate. The mother company/Head Office is only allowed to participate.	
3.	A valid GST Registration in the name of the institution.	Up to date GST Registration to be produced.
4.	Income Tax return for the year 2021-22	Income Tax return copy to be produced.
5	The Coaching Institution should be operating for at least 3 years in Tripura and is experienced in imparting coaching in JEE/NEET course.	First (Oldest) Trade/Commercial License/REGISTRATION Certificate in the name of the coaching institute and oldest enrollment copy of the students in PCM/PCB/PCMB students of at least 5 students.
6	Should have at least 50 successful students in either JEE or NEET courses in last 3 academic year.	Photo copy of the registration form in to the coaching center and proof of qualifying along with the list of students as per annexure-V.
7	Have at least 4 (four) nos. experienced regular faculties i.e. 1(one) each for every core subject (PCMB).	Undertaking by the Head of Institution stating the availability of 4(four) nos. experienced regular faculties i.e. 1(one) each for every core subject (PCMB).
8	The Institute must have at least 3 (three) nos. classroom of 20x20 sq. ft. more size and have a total seating capacity of at least 100 students.	Classroom photos with sitting arrangements to be attached.

**3. Technical Proposal:**

In addition to the eligibility criteria the Institutes shall also furnish the following information:

- i. Institution information as per **Annexure-I**, Declaration as per **Annexure-II**, rate of each course as per **Annexure-III**.
- ii. Academic records of students for the academic session of 2018-19, 2019-20 or 2020-21 & 2021-22 batches floated as per the **Annexure-IV** separately for each course.
- iii. List of successful students as per **Annexure- V**.
- iv. CV of 4 best teaching staff of the Institutions for each course.

**4. RFP Language:**

RFP and all accompanying documents to be submitted by the applicant Institute shall be in English only. In case the applicant Institute intends to furnish a document, which is not in English but in any of the other scheduled language in the country, the applicant shall also submit a Notarized version of the English translation.

**5. Schedule of Submission of RFP:**

4.1 The interested Institutions may submit on or before **16:00 Hrs of 29<sup>th</sup> August 2022**. (Last date of submission of RFP) only.

4.2 After the Last date of receiving RFP, no RFP shall be entertained by any means.

**6. Contract Period:**

The Institution(s) are to be empanelled for 2 years. The contract is to commence from the date of admission of any selected students, unless it is curtailed or terminated by Directorate of Tribal Welfare, Government of Tripura.

However, Tribal Welfare Department, Govt. of Tripura may only issue work order when it is found necessary. It may or may not issue work order continuously.

**Renewal of RFP:**

The First Party (Tribal Welfare Department, Government of Tripura), if satisfied with the overall performances of the Second Party {Selected Institution (s)} during the current contract period shall give an opportunity to renew the RFP of the Second Party in the next academic year. The Second Party may or may not be considered for renewal of RFP for participating in the admission procedures of ST Students. If considered for renewal of the RFP, the Institution need not submit fresh RFP to participate in the admission procedure of the ST Students.

**7. Rates/ Prices:**

- 7.1. The rates quoted in the RFP submitted shall be treated as final.
- 7.2. The rates shall be quoted by the applicant Institute entirely in Indian Rupees.
- 7.3. The prices quoted should be inclusive of all taxes (as per prevailing tax rates).
- 7.4. Tax rates may vary during the contract period but applicant Institute shall not be entitled to increase the fees etc. beyond his quoted rate after the submission of final quotation during the counseling.
- 7.5. Tribal Welfare Department, Govt. of Tripura, reserves the rights to reject those RFP(s) which are abruptly high /low.

**8. Conflict of Interest:**

An Institution shall not have conflict of interest with other Institutes. Any Institute(s) found to have any conflict of interest shall be disqualified automatically and blacklisted.

**9. Mode of Submission of RFP:**

The interested Institutions may visit the Departmental website of Tribal Welfare, Govt. of Tripura (<https://twd.tripura.gov.in>) and submit only in physical copy to the **Coaching Section of Directorate of Tribal Welfare, P.N Complex, Gurkhabasti, Agartala-799006** on or before 16:00 Hrs of **29<sup>th</sup> August, 2022**. (last date of submission of RFP) only in the sealed Tender Box.

- 9.1 The Institute shall examine all instructions, forms, terms and specifications in the RFP. Failure to furnish all information required as per the RFP or submission of RFP not substantially responsive to the Terms and Conditions in every respect will be at the Institution's risk and may result in rejection of the RFP.
- 9.2 The bidder shall pay their **Tender Fee (TF)** and **Earnest Money Deposit (EMD)** in physical form through **Demand Draft (DD)** and pay to "**The Director, Directorate of Tribal Welfare, Govt. of Tripura**". Both TF and EMD shall be placed in an envelope and submitted to the **Coaching Section of Directorate of Tribal Welfare, P.N Complex, Gurkhabasti, Agartala-799006** before **16:00 HRS of 29<sup>th</sup> August, 2022 (Last date for submission)**. Failure in submission will automatically amount to rejection of RFP.

**10. Evaluation of RFP:**

RFPs will be evaluated by the **Consultancy Evaluation Committee (CEC)** to be formed for the purpose by the Directorate of Tribal Welfare, Government of Tripura separately for each course.

- 10.1 The Evaluation Committee shall satisfy all Eligibility Criteria and the Technical Proposal as mentioned in **sub-point (2) & (3) of Section B** as per the response to the RFP and supporting documents/ documentary evidence. Inability to submit requisite supporting documents/documents evidence, the RFP shall not be considered for evaluation and will be summarily rejected.
- 10.2 Technical Bid of only those institutions which satisfies the eligibility criteria as mentioned in Point (2) of Section B shall be evaluated as per Annexure-VI and marked.
- 10.3 Incomplete and conditional RFP will not be entertained and automatically rejected.



- 10.4 The Evaluation Committee may call upon any Institutions for clarification on the statements and supporting documents/documentary evidence relating to RFP. The applicant Institute has to furnish the clarification called for in writing within the stipulated time as fixed by the RFP Evaluation Committee. The Institution (s) maybe considered disqualified.
- 10.5 The Evaluation Committee will prepare an 'Evaluation Statement' considering all parameters as per conditions given in the RFP.
- 10.6 Based on the 'Evaluation Statement' prepared by the Committee, if the Department feels necessary for physical verification of the Institution may be held on which if any Institution (s) is found to be dissatisfied, the concerned Institutions may be rejected from the Empanelment.
- 10.7 The Parameter for assessment criteria for Pre-qualifications & Technical proposal are given at sub-point (2) & (3) of section B respectably. Institutions have to submit the said information as per annexed format only.
- 10.8 The Institutions will be qualified and empanelled based on the Eligibility criteria & Technical proposal as mentioned in sub-point (2) & (3) of section B.
- 10.9 **Selection of Institutions:**  
**The Selection is based on Quality and Cost Based Selection (QCBS) at 70:30(Quality: Cost).**  
 The Institutes which fit all of the eligibility criteria (pre-Qualification criteria) shall be empanelled. Documented evidence must be provided in favour of the eligibility criteria, failing which, the proposal shall be rejected automatically. Any reasonable doubt in this regard, shall be considered to be grounds for rejection. The Empanelled Institution (s) shall be widely notified.
- 10.10 The RFPs submitted shall be compared for as a whole( not course wise).
- 10.11 The Evaluation Committee reserves the right to reject any or all proposals on the basis of any deviations and the decision of the Committee in the matter of evaluation of the RFPs shall be final and abiding.
- 10.12 The Evaluation committee reserves the right to relax any terms and condition in the Govt. interest, with the approval of competent authority.
- 10.13 In case of any ambiguity, the decision taken by the Tribal Welfare Department, Govt. of Tripura shall be final.

## 11 SCORING OF TECHNICAL AND FINANCIAL BID:

The formula involve in selection is as follows:

**Ts: Technical Score, which shall be evaluated and marked as per ANNEXURE-VI.**

**Tw: Technical Weightage (70% in this case).**

**Fw: Financial Weightage (30% in this case).**

**Fs: Financial Score, where  $Fs = \frac{\text{Lowest bid (L1)} \times 100}{\text{Proposed Bid (Lx)}}$**

**Overall Score (Os)=  $Ts \times Tw + Fs \times Fw$**

The bidder that scores highest 3 (three) Overall score shall be selected for Award of Contract (AoC)

## 12 Award of Contract:

11.1 The Director, Tribal Welfare will recommend to the Competent RFP accepting authority for selection of Institution (s) found Qualified as per the Terms and conditions.

11.2 The Institutions whose RFPs have been empanelled will be notified by any authorized official of the Department.

11.3 The Institution (s) should appear before the RFP inviting authority within 7 days after the Institution has been empanelled with all the original copies of all submitted documents in the form prescribed by the Directorate for the due fulfillment of the contract.

11.4 Failure to attend the Directorate of Tribal Welfare on the date fixed, in the written intimation, to enter into the required agreement shall entail for cancellation of such empanelment.

11.5 The written agreement to be entered into between the Institution and the Government shall be the foundation of the rights and obligations of both the parties and the contract shall not be deemed to be complete until the agreement has first been signed by the Institution and then by the proper officer authorized to enter into contract on behalf of the Government.

## 13 PAYMENT:

Payment shall be made as per the financial bid quoted by the Institution within the financial ceiling mentioned in the Scope of Work.

The Department shall sanction the course fee to the Institution in 2 (two) installment i.e after enrolment of the students in the Coaching center and at the end of the course. This fee shall include all coaching fee including the study material cost.

Incentive to Institutions for learning Apps etc. Shall be sanctioned in favour of concerned empanelled Institutions for every student @ Rs. 1000/- (Rupees One thousand) only.

## 14 Corrupt or Fraudulent Practices:

The Government requires that the Institution/ supplier under Government financed contracts observe the highest standard of ethics during the procurement and execution of such contracts. In pursuance of this policy, the Government

(a) define for the purposes of the provision, the terms set forth below as follows:

(i) "*Corrupt practices*" means the offering, giving, receiving or soliciting of anything of value to influence the action of a Government official in procurement process or in contract execution, and

(ii) "*Fraudulent practice*" means a misrepresentation of facts in order to influence a

procurement process or the execution of a contract to the detriment of the Government and includes collusive practice among applicant Institutes (prior to or after RFP submission) designed to establish in offered prices at artificial non-competitive levels and to deprive the Government of the benefits of free and open competition.

- (b) will reject a proposal for award, if it determine at any stage that the applicant Institutes recommended for award has engaged in corrupt or fraudulent practices in competing for the contract in question.
- (c) will blacklist / or debar an individual supplier/firm/organization, either indefinitely or for a stated period of time, if at any time determines that the firm has been engaged/ engaging in corrupt or fraudulent practices in competing for, or in executing a Government Contract.

**15 Address for Communication:**

All the communications with respect to the RFP shall be addressed to: **The Director**, Directorate of Tribal Welfare, Pandit Nehru Complex, Gurkhabasti, Agartala, West Tripura, PIN – 799006. **E-mail:** [director.twd-tr@gov.in](mailto:director.twd-tr@gov.in).

**16 Right to Accept any RFP and to Reject any or all RFPs:**

Directorate of Tribal Welfare, Tribal Welfare Department, Government of Tripura reserves the right to accept or reject any RFP or all RFPs and to cancel the process, at any time prior to the award of Contract, without thereby incurring any liability to the affected Institution or Institutions or any obligation to inform the affected Institution or Institutions of the reasons for such action.

## **C. GENERAL CONDITIONS OF THE CONTRACT**

### **1. General Term & Conditions**

The entrusted Institution(s) shall not be allowed to transfer, assign, pledge or sub-contract its rights and liabilities under this contract to any other Institutions or any other educational unit.

### **2. Annulment of Contract:**

- 2.1 Failure of the successful Institution to comply with the requirement noted at **Point A (Scope of Work)** or for violation of any other Clause of the RFP shall constitute sufficient ground for the annulment of the award in part or full and forfeiture of the Performance Security (**EMD submitted along with RFP**) in which event the RFP Inviting Authority may make the award to any other Institute at the discretion of RFP Inviting Authority or call for new RFPs.
- 2.2 The contracting agency will be bound by the details furnished to Directorate of Tribal Welfare, Government of Tripura, while submitting the RFP or at subsequent stage. In case, any of such documents furnished by the Institution (s) is found to be false at any stage, it would be deemed to be a breach of terms of contract making the agency liable for legal action besides termination of contract.
- 2.3 In case the Institutions fails to complete the task within stipulated time period, the Directorate of Tribal Welfare shall not bear any responsibility towards the Institutions or the students.
- 2.4 In the event of breach/violation or contravention of any terms and conditions contained herein by the agency, the agency will be blacklisted in addition to termination of contract.
- 2.5 The RFP Inviting Authority reserves the right to blacklist a Institute at his discretion for a suitable period in case he fails to honor his RFP without sufficient grounds.

### **3. Arbitration:**

- 3.1 The resultant contract will be interpreted under Indian Laws. Any legal disputes arising out of this are subject to jurisdiction of Agartala only.
- 3.2 Disputes or differences between the Directorate of Tribal Welfare and the agency, if any, arising under the contract, shall be referred to the arbitration of sole-arbitrator to be appointed by the mutual consent of both the parties. The arbitration shall be conducted in accordance with the provisions of Arbitration and Conciliation Act, 1996 at Agartala and decision of the arbitrator shall be final and binding upon the parties hereto.

### **4. Force Majeure:**

- a. The agency shall not be liable for forfeiture of its performance security, liquidated damages or termination for default, if and to the extent that, it's delay in performance or other failure to perform its obligations under the Contract is the result of an event of Force Majeure.
- b. For purposes of this Clause, "*Force Majeure*" means an event beyond the control of the Supplier and not involving the Supplier's fault or negligence and not foreseeable. Such events may include, but are not limited to, acts of the RFP Inviting Authority either in its sovereign or contractual

capacity, wars or revolutions, fires, floods, epidemics, quarantine restrictions, strikes, earthquakes and freight embargoes.

- c. If a Force Majeure situation arises, the agency shall promptly notify the RFP Inviting Authority in writing of such conditions and the cause thereof. Unless otherwise directed by the RFP Inviting Authority in writing, the agency shall continue to perform its obligations under the Contract as far as is reasonably practical, and shall seek all reasonable alternative means for performance not prevented by the Force Majeure event.

## D. INSTRUCTION TO APPLICANT INSTITUTES

### 1. Documents to be Submitted:

Following Documents are to be submitted along with the RFP:

The RFP shall have a content marking the Page Number.

1. Duly filled Institution's Information Sheet as per Annexure-I (shall be marked as Page-1)
  2. Trade License issued by appropriate authority in name of applicant Organization. In case the registration of the License differs from the name of the Institution, the participant shall have to produce linkage between the two. (All the documents related to this shall be page marked as 2.1,2.2,2.3, 2.4.. so on)
  3. Undertaking by Head of Institution and academic records of students mention the experience of the institution in field of the course applied and success rate of the Institutions in last 3 years. (All the documents related to this shall be page marked as 3.1,3.2,3.3, 3.4.. so on)
  4. Undertaking by Head of Institution furnishing the linkage of the Learning app/software available in Play Store. (Shall be page marked as 4.1)
  5. Photocopy of the PAN/TAN card registered in the name of society/Institution. (shall be page marked as 5)
  6. Photocopy of the GSTN (shall be page marked as 6.1,6.2,6.3,...)
  7. Photocopy of the Income Tax Return (shall be page marked as 7.1,7.2,7.3....)
  8. Signed and Stamped Copy of this RFP as token of acceptance of all the terms & condition [Take printout of the downloaded Terms and Conditions, put ink signature and stamp/seal on each page of the document]. (Page number not required).
  9. Scan Copy of Power of Attorney in the name of authorized signatory.(shall be page marked as 9)
  10. Work Order/ MoU for conducting training for Govt/PSU Sector in the field of participating program. (All the documents related to this shall be page marked as 10.1,10.2,10.3, 10.4.. so on)
  11. CV of best 4 teaching staff of the Institutions.(All the documents related to this shall be page marked as 11.1,11.2,11.3, 11.4.. so on).
  12. Declaration as per Annexure-II, Rate as per Annexure-III, Performance report at least 3 years (i.e 2018-19, 2019-20 or 2020-21 & 2021-22) as per Annexure-IV, List of success students as per Annexure-V. Every Annexure shall be submitted for separately for different program.
  13. Other relevant documents may be page marked as 13.1, 13.2, 13.3, 13.4 ..so on.
2. For convenient of the Evaluation committee, **RFP should be submitted in a spiral bundle** without any loose copy. The applicant may also avoid submission of any unnecessary documents.

## Annexure-1

**INSTITUTION'S INFORMATION SHEET**

1.	Name of the Institution/ Firm/Organization:	
2.	Full address of Institution's organization :	
3.	Telephone no :	
4.	E-mail address :	
5.	TIN / PAN No. :	
6.	GSTN :	
7.	<b><u>Particulars of Registration with Government Body</u></b> Organization/Place of registration: Registration No. :	
8.	<b><u>Contact Person:</u></b> Name: Mobile No:	

I do hereby certify that the above mentioned particulars are true and correct.

(Signature of the Authority)

Date:

Name:

Place:

Seal:

Annexure-II

**DECLARATION AND UNDERTAKING BY THE INSTITUTION**

To  
The Director,  
Tribal Welfare Department,  
Pandit Nehru Complex, Gurkhabasti,  
Agartala, West Tripura, PIN – 799006

**Sub: Self-declaration in respect of submission of RFP invited from the interested reputed and experienced Coaching Institution located in Agartala for imparting coaching to ST students to ST students interested for in appearing for JEE/NEET examination.**

Dear Sir,

I / We hereby agree to abide by all terms and conditions laid down in RFP document referred above.

2. I/We before signing this RFP have read and fully understood all the terms and conditions and instructions contained therein and undertake myself/ourselves abide by the said terms and conditions.

3. I/We confirm that we have not been levied financial penalty or any major penalty in the past by any of our client/principal employer and also declare that my/our firm/agency/company doesn't have any existing litigation, never blacklisted, and terminated by any client in India.

4. I/We confirm that we never filed any law suits or requested arbitration with regard to any contract within the last five years. No judgement, claim, arbitration proceeding or suit pending or outstanding against us or our officers. Bankruptcy was never filed by us, our subsidiaries or our parent companies. We were never cited by any regulatory agency for a safety violation in the last 2(two) years.

**(Signature of the Authority)**

**Date:**

**Name:**

**Seal:**

**Place:**



**Annexure-III****Rates of Different Courses:**

Sl. No.	Name of the Course offered	Duration of course	Coaching fee (Including study material cost) inclusive of all taxes and charges.	Intake Capacity
1.	2.	3.	4.	5.
1	PCM	5 months		
2	PCB	5 months		
3	Combined PCM & PCB	5 months		

**Date:****Place:**

Signature
Full Name:
Designation
Name of Institution.

**Annexure-IV**

<b>Statement of successful students in particular course</b>			
<b>Name of Institution:</b>			
<b>Address:</b>			
<b>Course:</b>			
<b>Sl.</b>	<b>Academic session</b>	<b>Total No. of students Admitted</b>	<b>Total No. of successful student</b>
1.	2018-19		
2.	2019-20 or 2020-21		
3.	2021-22		
	<b>Total</b>		

\* This format has to be filled for each course mentioned above.

**Date:**

**Place:**

Signature
Full Name:
Designation
Name of Institution.

**Name of successful students in particular course**

Sl.	Batch	Name of Students	Fathers Name	Address	Sub-Division	Phone No.
1.						
2.						
3.						
4.						
5.						
6.						

\*This format has to be filled for each course mentioned above.

Annexure-VI					
Format of Technical Bid Evaluation during the year 2021-22.					
Name of Institution:					
Address:					
Course:					
Qualification Criteria					
Sl. No.	Particulars	Max marks	Criteria	Mark Distribution	Supporting Document
	2	3	4	5	6
1	No. of operating years of imparting coaching class on the same program	10	$\geq 3$ years and $< 5$	5	Registration Certificate/Trade License
			$\geq 5$ years and $< 7$	7	
			$\geq 7$ years	10	
2	No. of trainings/coaching conducted which are sponsored by Govt./PSU sector in last 10 years	10	$\geq 1$ and $< 5$ trainings	5	Work Order/ MoU for conducting training & Annexure-IV
			$\geq 5$ and $< 10$ trainings	7	
			More than 10 trainings	10	
3	Total No. of successful students sponsored by Govt. in last 3 years.	30	1-20 success students	10	Work Order/MoU issued by Tribal Welfare Department, Govt of Tripura. & Annexure-V
			21-40 success students	15	
			41-60 success students	20	
			More than 60 success students	30	
4.	Teaching Experience of best 3 faculty members.	20	Teaching Experience of $\leq 3$ years	10	CV of teaching Staff
			Teaching Experience of $> 3$ years and $\leq 5$ years	15	
			Teaching Experience of $> 5$ years	20	
5.	Assessment test per month	10	1 assessment test	2	Performance of current enrolled students.
			2 assessment test	5	
			3 assessment test	7	
			4 assessment test	10	
6.	Class room area per student	10	$\geq 6$ and $< 7$ square ft.	5	Photograph along with undertaking mentioning Room size and Intake Capacity
			$\geq 7$ and $< 8$ square ft.	7	
			$\geq 8$ square ft.	10	
7.	Digital Class room (with projector/ large Screen Monitor)	5	To be marked if present	5	Photograph
8	Online class facility (through own App)	5	To be marked if present	2	Name of App & its Link
		<b>100</b>			

\* This format has to be filled for each course mentioned above.